



October 24, 2017

MEMORANDUM FOR: All NOAA Travelers

FROM: Kim A. Darling *Kim A Darling*  
Director, Finance Office/Comptroller

SUBJECT: Travel Transmittal Number 3  
Revised Chapter 301, Subchapter 15,  
Evacuation Travel

**Purpose.** The purpose of this travel transmittal is to provide an update to the NOAA Travel Regulation (NTR), Chapter 301 Temporary Duty Travel (TDY), Subchapter 15, Evacuation Travel. This transmittal updates the process in which NOAA will initiate future evacuation orders. The horizontal line on the far right hand side of Subchapter 15, Evacuation Travel Regulations indicates the sections that were updated.

**Posting/Effective Date.** The provisions of this transmittal are effective October 25, 2017 and are posted on the NOAA Travel Office web page:

[http://www.corporateservices.noaa.gov/finance/Travel\\_policy.html](http://www.corporateservices.noaa.gov/finance/Travel_policy.html).

Please visit our web page to view and/or to update your copy of the NTR. Please contact Rachael Wivell on (301) 444-2136 if you have any questions regarding the NTR, Chapter 301 update.