MEMORANDUM FOR:  Assistant Administrators  
Staff Office Directors  
Chief Financial Officers

FROM:  Kimberlyn Bauhs  
Director for Workforce Management

SUBJECT:  Policy on Travel to NOAA Honor Awards Ceremonies

Effective October 1, 2016, NOAA’s policy on travel to recognition ceremonies by awards recipients and their guests, as stated in NOAA Administrative Order (NAO) 202-451 Handbook, is modified as follows:

- Each Line or Staff Office (LO/SO) will pay travel/lodgings expenses for each honoree (or designated representative of a group/unit) employed within their respective Office, plus one guest, to attend award presentation events, regardless of the LO/SO that nominated that honoree, with the following exceptions:
  - Expenses for an honoree (plus guest) who was embedded within another LO/SO will be paid by their office of record (e.g., employees of the Office of the General Counsel).
  - Expenses for an honoree (plus guest) who was on a detail assignment and their activity led to the recognized achievement will be paid by the detail LO/SO (i.e., NOAA Corps Officers).
  - Expenses for an honoree (plus guest) who has changed LO/SO within NOAA, or has resigned or retired from NOAA (within 1 year of the nomination deadline) will be paid by the LO/SO of record at the time they contributed to the achievement.

This applies to Department of Commerce Gold, Silver, and Bronze Medals; NOAA Administrator’s, Technology Transfer, and Distinguished Career Awards; and external awards (including, but not limited to, the Service to America Awards, Presidential Early Career Awards for Scientists and Engineers) and future NOAA-wide awards.

When nominations are submitted to NOAA’s Workforce Management Office, the nominating LO/SO must notify the nominee’s direct supervisor and respective home LO/SO Honor Awards Program Manager to facilitate budgetary planning related to nominee travel, should the nomination be selected to receive the award.

The honoree’s home LO/SO is responsible for ensuring all necessary travel arrangements are made on behalf of its honoree, to include generating travel orders, reporting travel expense data, and coordinating information (name and citation for plaque, attendance, etc.) with the NOAA Honor Awards Program Manager.

This policy is posted online at: http://www.wfm.noaa.gov/pdfs/awards/CeremonyTravelPolicy.pdf and will be incorporated into the NAO 202-451 Handbook when it is revised in the future. For additional information, please contact your respective LO/SO Honor Awards Program Manager (see: http://www.wfm.noaa.gov/awards/awards_contacts.html).