




UNITED STATES DEPARTMENT OF COMMERCE
National Oceanic and Atmospheric Administration
WORKFORCE MANAGEMENT OFFICE

June 18, 2008

MEMORANDUM FOR: Assistant Administrators
Staff Office Directors
Chief Financial Officers

FROM: Eduardo J. Ribas 
Director for Workforce Management

SUBJECT: Policy on Travel to Awards Ceremonies

The purpose of this announcement is to codify NOAA's policy on travel to recognition ceremonies by awards recipients and their guests, as endorsed by Vice Admiral Lautenbacher and the Human Capital Council. In short, it is the responsibility of the nominating Line or Staff Office (LO/SO) to ensure that all awards recipients receive travel orders, if necessary, and the nominating LO/SO must fund the travel of both the recipient and one guest of the recipient's choosing. The following two provisions also apply:

- Nominating LO/SOs may delegate the payment of travel down to other offices or sub-units within the LO/SO, but if the office or sub-unit is unable to afford the travel expenses, the LO/SO is ultimately responsible for payment.
- The nominating LO/SO is responsible for making all necessary ceremony arrangements on behalf of its nominees, regardless of LO/SO affiliation, to include coordinating information (name for plaque, awards citation, etc.) with the NOAA Incentive Awards Program Manager.

This new, ceremony travel policy is effectively immediately and applies to Gold, Silver, and Bronze Medals, as well as to the Administrator's, Technology Transfer, and Distinguished Career Awards.

If you have any questions, please contact your LO/SO awards representative:

http://www.wfm.noaa.gov/awards/awards_contacts.html.