#### NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION

#### NOAA ADMINISTRATIVE ORDER SERIES

#### TABLE OF CONTENTS

as of December 8, 2008

Attached is a revision to the Table of Contents for the NOAA Administrative Order (NAO) series. Electronic versions of the Orders may be viewed at http://www.corporateservices.noaa.gov/~**ames**/NAOs/naos.html.

Attachment

/Signed/

Administrative Issuances Staff Office of the Chief Administrative Officer

#### NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION NOAA ADMINISTRATIVE ORDER SERIES INDEX OF CHAPTERS

CHAPTER	TITLE
200	Directives
201	General
202	Personnel
203	Finance
204	Travel and Transportation
205	Records and Forms
206	Office Services
207	Security and Loyalty
208	Supply Management
209	Safety
210	Emergency Readiness
211	Management Improvement
212	Automatic Data Processing
213	Audits and Inspections
214	Correspondence and Mail
215	Equal Opportunity
216	Program Management
217	Property and Facilities Management
218	Legal and Legislative Matters
219	Public Affairs

#### NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION NOAA ADMINISTRATIVE ORDER SERIES TABLE OF CONTENTS

NAO <u>NUMBER</u>	TITLE	EFFECTIVE <u>DATE</u>
	Chapter 200 - Directives	
200-1	NOAA Directives System	15 NOV 89
200-3	The NOAA Administrative Order Series	02 OCT 91
200-4	NOAA Distribution System	09 AUG 91
200-7	Organization Management (Amendment)	19 JUN 89 15 NOV 89
200-101	Abolishment of the NOAA Directives Manual System	01 OCT 92
Chapter 201 - General		
201-2	Committee Management	30 AUG 90
201-6	Official Flags of NOAA	01 APR 02
201-17	Redelegation of Authority to Act as Certifying Officer	05 AUG 08
201-32A	Rider Requisition System	26 NOV 90
201-32B	Printing Reports External to NOAA	29 NOV 90
201-32C	Printing and Binding Requisitions	09 JAN 91
201-32D	NOAA Visual Communications System	04 DEC 96
201-32E	Administrative Publications	26 AUG 91
201-32G	Scientific and Technical Publications	27 JAN 93
201-101	NOAA Fleet Allocation Council	15 NOV 89

201-103	Cooperative Research and Development and Invention Licensing Agreements Under the Federal Technology Transfer Act of 1986 (Public Law 99-502) (Amendment)	13 NOV 89 09 JUL 91
201-114	NOAA Commissioned Corps Emblem	21 JUN 91
201-115	NOAA Aircraft, Color, and Identification	21 JUN 91
201-116	Policy for Naming NOAA Ships	09 AUG 95
	Chapter 202 - Personnel	
202-250	NOAA Management Review Process for Human Resources (HR)-Related Delegated Authorities	07 APR 98
202-299	Clearance of Employee Accountability	22 APR 94
202-300	NOAA Corps Staffing Policy	18 SEP 89
202-351	NOAA Competitive Areas for Reduction-in-Force (Amendment)	19 MAR 90 24 FEB 00
202-410A	Long-Term Training	29 NOV 91
202-411	NOAA Leadership Training Program	13 FEB 95
202-430	NOAA Performance Management Program (Amendment #1) (Amendment #2)	06 FEB 98 25 SEP 98 26 JUN 03
202-451	NOAA Incentive Awards Program (Amendment) (Amendment)	13 MAY 98 13 APR 99 07 JUL 06
202-511	Position Classification of Scientific Research Positions	16 JUL 93
202-531A	Application of Highest Previous Rate Flexibilities	01 OCT 92
202-532A	Pay for Performing Dive Duties	18 JAN 08
202-550	Timeframes for Use and Limit on Accrual of Compensatory Time	18 DEC 07

202-534A	Commuted Subsistence Allowance	04 FEB 91
202-711	Labor-Management Relations Procedures	29 NOV 88
202-715	NOAA Alternate Dispute Resolution Program	21 JAN 97
202-735A	Commercial Fishing by NOAA Employees	20 MAY 88
202-735B	Recreational Fishing from NOAA Vessels, Disposal of Fish	09 JAN 89
202-735C	Outside Employment	13 JUL 89
202-735D	Scientific Misconduct	07 NOV 90
202-957	NOAA Student Loan Repayment Program	28 JAN 05
202-1103	NOAA Workforce Planning Policy	28 SEPT 07

# Chapter 203 - Finance

203-17	Personal Property Claims (Amendment)	02 OCT 91 13 DEC 91
203-31	Payment of Invoices	24 APR 90
203-34	Certification of Obligations	18 AUG 95
203-101	Diners Club Charge Card	20 APR 92
203-102	NOAA Finance Handbook	01 APR 93
203-105	Designation of Financial Management Centers	23 AUG 92
203-120	Overdue Financial Reports (Grants/Cooperative Agreements)	22 SEP 87
203-157	Real Property Reporting (Accounting)	20 OCT 93

### Chapter 204 - Travel and Transportation

	204-1	Official Travel	29 OCT 92
--	-------	-----------------	-----------

204-38	Local Travel for NOAA Employees in the Washington, D.C. Metropolitan Area (NOAA Circular 92-03)	18 FEB 92
	Chapter 205 - Records and Forms	
205-1	NOAA Records Management Program	30 JUL 97
205-10	Forms Management Program	28 MAR 95
205-11	Code of Federal Regulations and Federal Register (Amendment) (Amendment) (Amendment)	03 DEC 90 01 MAR 04 09 NOV 04 11 AUG 05
205-13	Interagency Reports Clearance and Reporting Requirements	19 APR 91
205-14	Processing Requests Under the Freedom of Information Act	14 MAR 94
205-15	Privacy Act	28 NOV 90
205-17	NOAA Information Access and Dissemination	12 AUG 94
	Chapter 206 - Office Services	
206-5	Use of NOAA Conference Rooms (NOAA Circular 95-01)	13 JAN 95
206-6	Copying Equipment (NOAA Circular 01-02)	26 MAR 01
206-7	Guidelines for the Use of Electric Scooters in the Silver Spring Metro Complex (NOAA Circular 00 01)	28 FEB 00
	Chapter 207 - Security and Loyalty	
207-1	NOAA Security Program	12 JUL 92
207-12	Technology Controls and Foreign National Access	11 May 06

## **Chapter 208 - Supply Management**

208-1	NOAA Acquisition Handbook	23 SEP 04
208-3	Major System Acquisitions (Amendment)	21 SEP 94 27 SEP 96
208-17	NOAA Personal Property Handbook	15 JAN 03
208-108	Preparation of Form CD-435, Procurement Request, for Personal Property Reconciliation	16 MAR 93
	Chapter 209 - Safety	
209-1	NOAA Safety Policy	20 AUG 04
209-115	NOAA Employees Aboard Non-NOAA Vessels	29 MAY 91
209-123	NOAA Diving Program	02 MAY 03
209-124	Aviation Safety Policy	14 JUN 06
209-125	NOAA Small Boat Safety Program	23 APR 08
	Chapter 210 - Emergency Readiness	
210-2	Vital Records Plan	13 JUN 06
210-5	Order of Succession to Key NOAA Positions	19 NOV 07
210-100	All Hazards Incident Management	24 OCT 06
	Chapter 211 - Management Improvement	
	No NAOs in Series 211	
	Chapter 212 - Automatic Data Processing	
212-1	Information Technology Management - General	30 MAY 91
212-4	Senior Official for Information Resources Management	30 MAY 91

212-6	Information Technology Planning System	30 MAY 91	
212-7	Information Technology Requirements Initiatives	30 MAY 91	
212-9	Data Processing Hardware Management	30 MAY 91	
212-10	Telecommunications Planning, Acquisition, and Management	13 AUG 92	
212-10A	Telecommunications Management - Telephone Use Policy	22 JUL 99	
212-11	Acquisition of Information Technology Resources	30 MAY 91	
212-12	ADP and Telecommunications Standards	30 MAY 91	
212-12A	Telecommunications Standards: NOAA Interoperability Profile	16 JUL 93	
212-12B	Telecommunications Standards: Names, Addressees, and Gateways in Electronic Mail Systems	24 SEP 93	
212-13	NOAA Information Technology Security Policy	07 MAR 03	
212-14	Use of the Internet	17 MAY 96	
212-14.1	Internet Services Resource Management: Service Acquisition, Security, Address and Name Services	17 MAY 96	
212-15	Management of Environmental and Geospatial Data and Information	22 DEC 03	
Chapter 213 - Audits and Inspections			
213-5	Redelegation of Authority - Resolution of Audit-Related Debts (NOAA Circular 90-07)	27 MAR 90	
	Chapter 214 - Correspondence and Mail		
214-8	NOAA Mail Management Handbook	11 MAY 99	
214-100	Review of NOAA Mailing Lists	06 AUG 91	

## Chapter 215 - Equal Opportunity

15 DEC 92
13 NOV 90
04 AUG 92
29 NOV 92
20 MAY 99
17 APR 91
19 JAN 90
29 SEP 98
18 JUL 94
20 JUN 90
18 MAR 91
31 JAN 03
24 JUL 08
27 JUN 05
02 SEP 05
24 OCT 05

216-109	Policy on Reimbursable Research	31 OCT 05
216-110	Management and Governance of High Performance Computing	19 MAY 06
216-111	NOAA Planning, Programming, Budgeting, and Execution System	05 JUN 07
216-112	Policy on Partnerships in the Provision of Environmental Information	10 JUL 07
	Chapter 217 - Property and Facilities Managem	ent
217-8	Employee Parking and Ridesharing Program (NOAA Circular 92-07)	12 AUG 92
217-41	NOAA GSA RENT Budget	04 FEB 91
217-100	Exhibits	05 FEB 92
217-101	Space Management Policy for Systems Furniture Applications (NOAA Circular 92-08)	19 MAR 92
217-103	Management of NOAA Small Boats (as amended) <b>Superseded and Revoked</b> by NAO 209-125 (4/23/08)	
217-104	Facility Capital Planning and Construction Management Policy	27 APR 05
217-106	Transportation of Nongovernment Personnel as Passengers on NOAA Vessels, Aircraft, and Motor Vehicles	12 JUL 92
217-107	Policy for Naming NOAA Facilities	09 OCT 07
	Chapter 218 - Legal and Legislative Matters	
218-1	The Preparation and Clearance of Congressional Testimony	25 JUN 90

Chapter 219 - Public Affairs

No NAOs in Series 219