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National Oceanic and Atmospheric Administration
Educational Partnership Program with Minority Serving Institutions

Graduate Sciences Program

Student Manual
June 2010

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SECTION

NOAA Office of Education
Educational Partnership Program
with Minority Serving Institutions

Graduate Sciences Program

PROGRAM POLICY

The NOAA Educational Partnership Program with Minority Serving Institutions (EPP/MSI) Graduate Sciences Program (GSP) is designed to offer candidates currently enrolled full-time in a Bachelor's, Master's or Doctoral degree program in math, science, economics, social science, and engineering, and who have been accepted into a graduate program at an MSI when possible, entry level employment and research experience at NOAA that relates to their academic field of study. Qualified students must have and maintain a grade point average of 3.0 on a scale of 4.0 cumulatively and each term in major area of study related to NOAA's mission. Students participating in the program are required to conduct graduate level research in subject areas integral to the research conducted at NOAA facilities. This requirement assures that the participants and the MSIs are introduced to science, research, and technical processes related to NOAA's mission. An integral component of this program is to improve NOAA's outreach and recruitment efforts of under-represented individuals in NOAA scientific mission-related occupational fields, i.e., fishery biology, ecology, computer science, meteorology, cartography, oceanography, environmental planning, hydrology, oceanography, naval architecture and archeology, etc.

Qualified candidates are competitively selected by NOAA management and are given an excepted service appointment where the first year of service is probationary. The first two years are probationary for students selected for research positions. NOAA determines the number of Graduate Scientists hired, their trainee/target positions, and the placement of the Graduate Scientist at NOAA research facilities. NOAA will assign a supervisor during the training period. All participants are required to have an academic advisor who will work with the NOAA mentor and supervisor to ensure that the research undertaken meets a time schedule and the overall requirements of the university and the NOAA research facility.

Program participants will have allowable tuition, fees, and health insurance paid directly to the university. The Graduate Scientists are Federal government employees in a student trainee position, and therefore, will receive a salary, travel, expenses, and earn sick and annual leave only while conducting research at NOAA research laboratories during their 16 week work commitment per year. Participants enter a non-pay status when in academic training on campus, and therefore do not receive a salary or fringe benefits, and do not earn sick or annual leave. However, in the non-pay status during academic training, the program participant will receive a housing and meal allowance. Funding for the Graduate Sciences Program is subject to appropriations.

All program participants are expected to fulfill the requirements of their fields of study within two years for master's degree candidates and four years for doctoral candidates. Upon successful completion of each term of training the program participant must submit paperwork demonstrating that requirements of the program have been met in order to obtain approval for the next term.

Section 1. Terms of Appointment

1. **Eligibility**: Participants must have:
   - U.S. Citizenship;
   - An undergraduate degree in the NOAA sciences, including but not limited to, biology, chemistry, physics, physical science, geology, geography, mathematics, law, social science, environmental science or engineering with a cumulative GPA of at least 3.0 in all undergraduate courses;
   - Acceptance to an accredited graduate program directly related to NOAA's scientific mission in the United States or U.S. Territories;
   - A 3.0 grade point average on a 4.0 scale (or equivalent on other identified scale) cumulatively and each term of enrollment in all completed courses **and** the major field of study;
   - Majors in NOAA-related disciplines, including, but not limited to, oceanic, environmental, and atmospheric sciences, mathematics, engineering, remote sensing technology, physical and social sciences, including geography, hydrology, geomatics, or teacher education that support NOAA's programs and mission.
   - Progressed in coursework such that required course work and assignments for targeted position must be completed within two years for a Master's degree and four years for a Ph.D.

2. **Orientation:** All participants are required to attend the annual EPP sponsored one-week NOAA orientation at NOAA Headquarters in Silver Spring, MD, held the last week in May once during their appointment. All participants are also required to attend the one-day NOAA new employee orientation where the participant will be sworn in as a Federal employee and meet with the GSP manager. NOAA will travel the participant to and from the orientations. Participants are also required to visit their Line Office (LO) or Staff Office duty station for 2-3 days to meet their NOAA advisor to discuss the position into which they have been hired, performance expectations, and their research schedule and to understand their work environment.

3. **Position**: Program participants are competitively selected into a trainee position in NOAA's Office of Education, Educational Partnership Program. Upon completion of their academic requirements, program participants are transferred non-competitively into their appointed LO. Position descriptions for the trainee and target positions are provided to the participant upon their acceptance to the GSP.

4. **Performance**: Each participant is required to submit a performance plan annually which describes the duties to be undertaken for the fiscal year. Participants will be evaluated on

their programmatic performance, i.e. meeting the objectives and requirements of their academic degree including maintaining the required 3.0 GPA, and their performance at their duty station. Participants are evaluated by their NOAA supervisors and the EPP Director. Performance evaluations are the basis for promotions and bonuses/cash awards.

See Power Verbs in Section 14 of 2010 GSP Handbook.

5. **Benefits:** Successful candidates become Federal employees upon acceptance of the position. Tuition, mandatory fees, meal allowance, books, travel costs, and campus housing allowance are provided to each program participant. Each program participant is furnished with a laptop which is provided through an academic allotment. NOAA pays a salary at the GS 7 or 9 level (Pay Band II) or equivalent to each participant for each 16 week period of work and research experience at NOAA research laboratories. Participants will earn annual and sick leave while on a pay status. Participants have an option to purchase health benefits and life insurance as an employee of the Federal government. Travel expenses to and from the NOAA research facility will be provided by EPP.

6. **Tuition:** Each participant is required to pre-register for classes and labs to maintain full-time student status and obtain an invoice from the college or university. The participant must send (email, fax or mail) the invoice to NOAA, for payment to the participant's college or university only for the amount of the invoice, up to $20,000 per academic year. NOAA will cover a maximum of $20,000 per academic year for tuition, mandatory fees, and health insurance, as listed on the tuition invoice. Participants will not be reimbursed directly for tuition and/or laboratory fees. Tuition invoices must be received by NOAA at least two weeks prior the due date. If the tuition invoice is submitted less than two weeks prior to the due date, the participant will be responsible for payment of all associated late fees. In some instances, the original invoice may be requested for tuition payment. Please note that it can take up to 30 days for tuition payments to be processed.

7. **Books:** Each participant is allowed to purchase books for corresponding course work and research during their training period. Books may be purchased at the campus bookstore, over the internet or from sources other than the campus bookstore. NOAA will reimburse the participant for preapproved purchase of books after receiving proof of purchase. As an alternative, NOAA can purchase books if participants provide the complete book selection information including title, copyright year, edition, and website to the GSP program manager at least one week prior to requiring the book.

8. **Housing:** Participants receive a campus housing allowance while attending classes on campus as a full-time student. To receive this reimbursement participants are required to fax a copy of their Lease Agreement signed by the landlord and participant within two weeks of their enter-on-duty date to EPP. Each month, the participant is required to submit a receipt from their Landlord and a copy of the front and back of the canceled check for housing payment to NOAA. The participant will be reimbursed for an amount up to the average cost of an on-campus one (1) Bedroom unit, not to exceed a maximum of $1000.00 per month. Students are required to submit all housing reimbursement requests to NOAA within 60 days

of payment of the housing fee. Housing reimbursement requests received after 60 days will not be honored.

Participants receive a salary when he/she enters into a full-time pay status at a NOAA facility. The following rules apply to housing:

- If the participant is scheduled to return to school within 16 weeks of entering the full-time pay status, NOAA will continue to pay campus housing. However, the participant will not receive a housing allowance from NOAA for their duty station housing.
- Participants are responsible for housing while working and receiving a salary at the NOAA research facility (duty station).
- Once NOAA relocates GSP participants and their household goods to their duty station, NOAA will no longer provide a housing allowance for campus housing.
- When the participant conducts research in the field, NOAA will travel them to and from the site where they will receive transportation, lodging, meals, incidentals (i.e. tolls), and expenses per Federal Joint Travel Regulation.
- If the participant changes Landlords or addresses for any reason, a newly signed Lease Agreement with the Landlord and participant's signatures on it must be faxed to NOAA before any housing reimbursements will be initiated.

9. **Utilities:** As part of the campus housing allowance, participants are eligible to receive reimbursement for utilities costs while attending classes on campus in a full-time student status. Utilities include water, gas, and electricity service when these services are not part of the lease agreement. Participants requesting reimbursement of utilities must provide copies of the utility services which have been billed directly in the participant's name. Participants who share housing will only receive reimbursement for a percentage of the utilities bills equivalent to their percentage of living space.

10. **Meals:** Each participant will receive a $3000 meal allowance which will cover a 4 month period (up to 2 times per year) while attending courses and living in campus housing. This amount will be paid directly to the participant. A participant may not receive a meal allowance when receiving a salary.

11. **Salary:** Participants earn a salary while conducting field research at least 50 miles from the campus and during the 640 hours of career work experience each year at their duty station. Participants earn sick and annual leave while in a pay status. Participants enter a pay status when NOAA travels them to and from NOAA research facilities, field research opportunities, conferences to present research, and during off campus training. Participants will not receive a salary while attending class. It is mandatory for participants to complete 640 hours of career work experience per year, which may be conducted during school breaks.

12. **Time and Attendance:** The standard hours of work per week are five eight-hour days (plus 30 minutes for lunch) for a total of 8.5 hours per day. Each participant should consult with their NOAA supervisor to determine the core hours, flextime, or flex-hours for their duty station. Each participant must complete a time and attendance (T&A) worksheet in the Web T&A system at the end (last Thursday) of each pay period and sign it to report the hours

worked. NOAA supervisors must verify the time worked by viewing the T&A over email and then replying to NOAA EPP. Include all the hours worked in the office or research facility on the worksheet. Overtime, compensatory, or credit time must be approved by the GSP manager in advance. If the T&A is not completed online by the due date and time, there will be no issuance of pay for that period. Participants who are in a full-time student status, attending courses on campus are required to submit a T&A worksheet indicating 80 hours of Leave Without Pay (LWOP).

Participants may request to telework on a case-by-case basis. All requests for telework must be pre-approved by the GSP manager.

See Section 5 (Web T&A) and Section 6 (Telework) of 2010 GSP Handbook.

13. **<u>Leave</u>:** Program participants earn four hours sick and four hours annual leave each pay period while they are on a pay status. Annual leave increases to 6 hours per pay period once the participant has completed three years of Federal service. They may use the annual leave for vacations, rest and relaxation, personal business or emergencies. They may use the sick leave for medical appointments, illness, injury, or appointments associated with adoptions. A participant who takes planned leave (such as a vacation or doctor's appointment), must submit a Leave Request through the Web T&A system at least five business days in advance of their planned leave. In the case of unplanned leave (such as an emergency, sick child, etc) participants must immediately notify EPP and their NOAA on-site supervisor of their absence, and complete the Leave Request upon return to the office. During the pay period when leave was requested, an approved Leave Request must accompany the T&A worksheet in the Web T&A system.

14. **<u>Travel</u>:** Program participants are encouraged to present their research at conferences, meetings, NOAA research facilities, etc., however, appropriate travel paperwork must be prepared in advance for all travel. A travel authorization is required whenever the participant travels more than 50 miles from their duty station for a conference, meeting, etc. Participants are required to get prior approval from EPP (at least two weeks in advance for domestic travel and eight weeks in advance for international travel) before making a commitment to travel.

    To request permission to travel, participants must complete the following:

    1. Contact ADTRAV, the NOAA travel agency, at (301) 713-2407 to make travel arrangements including rental car and airline reservations. The participant must request ADTRAV email their trip itinerary to EPP Administrative staff support and the GSP Program Manager for a government travel authorization to be prepared for their travel.
    2. Contact SATO or the hotel directly to make hotel reservations (request the government rate).
    3. Submit a Travel Request form to the GSP Program Manager to obtain prior approval for travel including the hotel, car, and airline reservations.
    4. If the GSP Manger approves the travel request, the EPP Administrative staff will prepare a Travel Authorization for clearance by the Budget Analyst and EPP Director.

5. Once cleared, the participant will receive a copy of the approved travel authorization for their travel.

Upon completion of travel, all original receipts (except for meals) and boarding passes must be sent to EPP within five business days for participants to receive timely reimbursements. In addition, copies of receipts should be emailed or faxed to EPP at (301) 713-9465 within 3 business days to ensure the reimbursement process is begun for prompt reimbursements. The NOAA Travel Office requires Travel Vouchers be completed within three days of completion of a trip. Upon completion of travel, the participant must complete and submit a Trip Report within 3 business days.

The Joint Travel Regulation specifies which expenses incurred while on official government travel are eligible for reimbursement. The Joint Travel Regulation is available at: http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentType=GSA_BASIC&contentId=9831

See Section 7 (Travel Guidelines) and Section 8 (Travel Manager Forms) of 2010 GSP Handbook.

15. **Government Travel Card:** All participants are encouraged to apply for a government travel card for use during official travel. The government travel card may only be used for hotel, transportation, meal expenses and cash advances associated with authorized official government travel. Participants must complete the application and online training and send the original signed application, signed certification statement and a copy of the completed training certificate to EPP. The application is available at: http://www.corporateservices.noaa.gov/finance/JPMC.html and online training is available at: http://fss.gsa.gov/webtraining/trainingdocs/traveltraining/index.cfm

    GSP Participants who do not obtain a government travel card will be required to use their own credit card or cash for travel related expenses. Reimbursements will be provided

    See Section 7 (Travel Guidelines) of 2010 GSP Handbook.

16. **Conditions and Obligations:** All contingencies of an excepted appointment must be met before an offer of employment is extended to selected candidates. Once selected, NOAA must implement a formal agreement with the college or university and each selected graduate student. All participants must sign the Training Agreement, SF-182, requiring three years of Federal service for each year of university/college level training funded by NOAA. If the participant fails to meet the conditions of the training agreement, all Federal funding provided during the training period must be reimbursed to the Federal government.

17. **Extension of the Training Period:** The established training period may be extended up to a maximum of one year (in six month intervals) after consultation with the GSP Manager and upon the recommendation of the NOAA supervisor and academic advisor to allow for extenuating circumstances (i.e family or personal medical emergencies which require

extended absence from school and/or suspension of research work). The decision to amend a training plan will be made only after taking into consideration the trainee's current program progress and ability to progress at an accelerated pace.

18. **Transitioning to the Duty Station:** Participants will be relocated to their duty station upon completion of all coursework. NOAA will pay for a one-time permanent change of station (PCS) move for the participant, not to exceed $7000.00 for moves within the Contiguous United States (CONUS). To begin the PCS process, participants should contact the EPP Administrative Support Staff. All PCS moves must be completed by August 15th of the fiscal year. All receipts from the PCS move must be submitted within 3 days of reaching the final destination. Any delay in submittal of receipts may result in the participant being responsible for all or some of the costs of the PCS move.

    To get things underway for your Permanent Change in Duty Station (PCS) please complete the following steps:

    a. Complete the CD-150 form and Fed-Ex the original to Sabrina Tucker
    b. Contact Anita B. Holley or Wanda Gonsalves at Eastern Finance Branch,757-441-646, Anita/Wanda will put you in touch with the GSA personnel who provide the estimate for shipping cost etc.
    c. Once you have received the estimate for shipping costs please forward to Sabrina via email to be included on the authorization.
    d. Contact ADTRAV Travel (301) 713-9437 to make your flight arrangements and have them copy me on your itinerary.

    See Section 9 (Relocation Entitlements) of 2010 GSP Handbook.

19. **Taxes**: NOAA strongly recommends participants consult a tax professional in order to determine whether the items received as part of the GSP are subject to federal or local taxes.

20. **Failure to Meet Requirements:** Graduate Scientists serve on a probationary period and will be terminated if they fail to complete the program requirements, fail to maintain a 3.0 grade point average per semester/quarter and cumulatively, and/or do not have full-time student status. Program participants who are career or career-conditional NOAA employees and hold a competitive permanent position within NOAA at the time of application and acceptance to the GSP, and who fail to successfully complete the academic training, will be reassigned to a position outside the program that is comparable to the duties and grade held prior to entering the program. The participant may not be reassigned to another position in the same series as the target position.

Section 2. Responsibilities

1. **Graduate Sciences Program Manager** is responsible for:

    (a) overall development, implementation, management, administration, and evaluation of the policy and program;

(b) monitoring Graduate Scientists' progress in meeting program requirements;

(c) identifying the appropriate Administrative Officer to handle T&A and travel requirements;

(d) supervising Graduate Scientists during the two or four-year developmental training period coordinating with the NOAA Line Office supervisors and mentors as required;

(e) arranging for students to report to duty station during winter and/or spring break and summer months for on-the-job training; and,

(f) arranging for students to report to permanent duty station upon completion of research and studies;

2. **NOAA Supervisors/Mentors** are responsible for:

(a) participating in the orientation program as required, and providing on-the-job orientation for the graduate student upon their arrival to permanent duty station;

(b) ensuring the graduate student has adequate workspace; a computer; printer; access to the internet, a telephone, fax, and copying machine; research supplies needed for project; and fulfills a tour of duty consisting of 8.5 hours each day at the NOAA site;

(c) supervising graduate scientists while on the job, and coordinating with the Graduate Sciences Program Manager on training-related issues;

(d) participating with the graduate scientist's academic and research advisor to provide guidance on research project for thesis or dissertation (the NOAA advisor must be a career or career-conditional NOAA employee)

(e) participating with the Graduate Sciences Program Manager to assess students' progress during the form of mid-term and final performance evaluations;

(f) ensuring that candidates rotate through assignments, as needed;

(g) ensuring that candidates time and attendance record is an accurate reflection of time worked by signing the T&A worksheet, and approving or disapproving leave requests; and

(h) ensuring the assignment of the Graduate Scientist to a position in their office upon completion of training.

3. **Graduate Scientists** are responsible for:

(a) attending the NOAA Orientation Program in Silver Spring, MD;

(b) completing required security training and badging paperwork;

(c) completing the Government Ethics training available through the Learning Management Systems;

(d) selecting an academic research and NOAA advisor to provide guidance on their NOAA related research and participate on their review committee;

(e) creating an Individual Development Plan (IDP, in coordination with the GSP Manager, academic advisor and NOAA Supervisor) and timeline for successfully completing research and course work;

(f) ensuring that the NOAA supervisor and academic/research advisor have a face-to-face meeting once per year to discuss the status of their research, time-line for completion, and thesis or dissertation writing;

(g) signing the continued service agreement;

(h) ensuring full-time registration is complete at the selected university, and attaining a minimum of a B or 3.0 grade point average each term and cumulatively in all course work;

(i) attending classes at the selected university, and requesting approval from the Graduate Sciences Program Manager for any course changes prior to registration;

(j) requesting research supplies or other resources needed to complete their research project at least three months in advance of requirement;

(k) keeping the Graduate Sciences Program Manager, NOAA supervisor, and mentors appraised of progress quarterly with Quarterly reports and Quarterly conference calls;

(l) accurately reporting T&A and travel requirements to the EPP Administrative Officer at least two weeks prior to travel date for domestic travel and two months prior to travel date for international travel;

(m) successfully completing on-the-job training (a minimum of 640 hours per 12 month period);

(n) participating in Quarterly GSP conference calls with all current GSP participants and the GSP Manager; and,

(o) reporting to the duty station for the target position as assigned for work experience.

Section 3. Definitions:

For the purposes of this program, the following definitions apply:

1. Campus Housing: Campus housing is defined as the participant’s place of residence while attending classes full-time at the graduate school.

2. Continued Service Agreement: An agreement signed by an employee who is scheduled for non-government training that exceeds 80 continuous hours within a 12-month period. The agreement is a statement that the employee will continue in service after completion of the training, computed at three times the length of total training hours.

3. Duty Station: Duty station is the city/town, county, and State in which the employee works. For most employees, this will be the location of the employee's work site.

4. Enter-on-duty (EOD): The enter-on-duty date is defined as the date the employee entered on his/her current appointment with the Federal government.

5. Excepted Appointment: Excepted appointments are used to fill positions that are exempt by law from the competitive system. Examples of employees under excepted appointments are Student Temporary Employment Program (STEP), Student Career Experience Program (SCEP), people with disabilities, and positions filled by veterans under the Veterans Readjustment Authority (VRA). Excepted employees under permanent appointments must complete a 1-year trial period.

6. Known Promotion Potential: The highest grade (full performance level) of the Target position.

7. On-the-job Training: This training may be provided during the trainee position, in the target area, or by rotational assignments in NOAA, but must assure consistency and conformity to target position requirements.

8. Student: A Graduate Sciences Program participant who possesses at least a bachelor’s degree in a NOAA related scientific field and is enrolled in an accredited graduate school, an MSI when possible, for the purpose of taking additional credit hours and perform NOAA related research in order to qualify for a specified position in a NOAA scientific mission related field. The course work and research must be approved by the Graduate Sciences Program Manager and the Workforce Management Office (WMO).

9. Student Career Experience Program (SCEP): The SCEP enables the student to gain work experience which is directly related to the student's academic program and career goals. Students in the SCEP may be noncompetitively converted to term, career or career-conditional appointments following completion of their academic and work experience

requirements. A formal agreement is required with the agency, the university, and the student.

10. Trainee Position: The position a student selectee is assigned to while he/she receives the required training.

11. Target Position: The position the student selectee is being trained for and will be transferred to upon completion of the training.

Section 4. Acceptance of Graduate Sciences Program Policy

I have carefully read the above Graduate Sciences Program Policy and accept the terms of the Policy with full understanding that these terms are binding. I understand and agree that if the Administrator of NOAA determines that a participant, in obtaining or using the scholarship, engages in fraudulent conduct or fails to comply with any term or condition of the appointment, that participant will be terminated and will be required to repay the full amount of Federal funding received to date to NOAA. With full knowledge that this appointment is granted subject to said Policy, and that by accepting the appointment, I am bound by said Policy, and the general program guidance, I do hereby accept the appointment, effective of the date I was sworn in as a Federal employee.

Printed Full Name of Participant____

_______________________________ _________________________
Signature of Participant Date

Priti Brahma

From: Priti Brahma [Priti.Brahma@noaa.gov]
Sent: Tuesday, September 15, 2009 1:19 PM
To:

Subject: Procedures for Tuition payments and all Reimbursements

Dear Graduate Sciences Participants,

Please heed the following instructions when submitting your requests for any disbursement of funds. Any deviation from the following will result in delays. Any late fees associated with such delays will be your responsibility.

- **Tuition Bills**: The GSP must submit a PDF attachment with their tuition bill in order for payment to be made. NOAA will not download bills from your online system. In the email with the PDF attachment the GSP must include all payment instructions. If multiple modes of payment are available, include them all. NOAA will not go to your academic institution website to download payment instructions.
- **Housing Allowance Reimbursements**: This includes utilities. GSPs must submit the original billing statement for each reimbursement requested (not the payment stub only). This billing statement must have the GSP's name on it and must include a description of the charges. GSPs must submit proof of payment in the form of a receipt, canceled check (front and back) and bank statement showing check was cashed. All of these items should be submitted at the same time in the same email. For rent, you must have an approved lease agreement in your file before any rent will be reimbursed.
- **Travel Requests**: Submit only 1 email which includes everything related to the travel request. Multiple emails will not be accepted any longer. Your one email should include: travel request form; your flight/train/rental car reservations; hotel reservations; and for conference attendance: registration form, abstract, abstract accepted notification, and conference agenda to support your dates of travel.

General Rules

- Email is preferred over paper/fax for everything
- Travel Itinerary Changes: If you change anything regarding your travel, you must INFORM and JUSTIFY the change to Sabrina and myself so a new Travel Authorization can be issued. For example, if you reserved a train trip, but changed it to a flight and you did not have your authorization changed, you will be responsible for all charges associated with the flight. If you change your dates of travel from the travel authorization, but don't update us, you will be responsible for all charges outside of the approved travel dates.

Let me know if you have any questions.
Thank you,
Priti

AUTHORIZATION, AGREEMENT AND CERTIFICATION OF TRAINING

A. Agency, code agency subelement and submitting office number

B. Request Status *(Mark (X) one)*
☐ Resubmission ☐ Initial
☐ Correction ☐ Cancellation

Section A - TRAINEE INFORMATION

Please read instructions on page 6 before completing this form

1. Applicant's Name (*Last, First, Middle Initial*)
2. Social Security Number/Federal Employee Number
3. Date of Birth (*yyyy-mm-dd*)
4. Home Address (*Number, Street, City, State, ZIP Code*) (Optional)
5. Home Telephone (Optional) (*Include Area Code*)
6. Position Level *(Mark (X) one)*
   ☐ a. Non-supervisory ☐ b. Manager
   ☐ c. Supervisory ☐ d. Executive
7. Organization Mailing Address (*Branch-Division/Office/Bureau/Agency)*)
8. OfficeTelephone (*Include Area Code and Extension*)
9. Work Email Address
10. Position Title
11. Does applicant need special accomodation?
    ☐ Yes ☐ No
    If yes, please describe below
12. Type of Appointment
13. Education Level (click link to view codes or go to page 7)
14. Pay Plan
15. Series
16. Grade
17. Step

Section B - TRAINING COURSE DATA

1a. Name and Mailing Address of Training Vendor *(No., Street, City, State, ZIP Code)*
1b. Location of Training Site (*if same, mark box*) ☐
1c. Vendor Telephone Number
1d. Vendor Email Address
2a. Course Title
2b. Course Number Code
3. Training Start Date (*Enter Date as yyyy-mm-dd*)
4. Training End Date (*Enter Date as yyyy-mm-dd*)
5. Training Duty Hours
6. Training Non-Duty Hours
7. Training Purpose Type *(Click link to view codes or go to page 9)*
8. Training Type Code *(Click link to view codes or go to page 9)*
9. Training Sub Type Code *(Click link to view codes or go to page 9)*
10. Training Delivery Type Code *(Click link to view codes or go to page 12)*
11. Training Designation Type Code *(Click link to view codes or go to page 13)*
12. Training Credit
13. Training Credit Type Code *(Click link to view codes or go to page 13)*
14. Training Accreditation Indicator *(Check below)*
    ☐ Yes ☐ No
15. Continued Service Agreement Required Indicator *(Check below)*
    ☐ Yes ☐ No ☐ N/A
16. Continued Service Agreement Expiration Date *(Enter date as yyyy-mm-dd)*
17. Training Source Type Code *(Click link to view codes or go to page 13)*
18. Training Objective
19. AGENCY USE ONLY

Section C - COSTS AND BILLING INFORMATION

1. Direct Costs and Appropriation / Fund Chargeable

Item	Amount	Appropriation Fund
a. Tuition and Fees	$	
b. Books & Material Costs	$	
c. TOTAL	$	

2. Indirect Costs and Appropriation / Fund Chargeable

Item	Amount	Appropriation Fund
a. Travel	$	
b. Per Diem	$	
c. TOTAL	$	

3. Total Training Non-Government Contribution Cost

4. Document / Purchasing Order / Requisition Number

5. 8 - Digit Station Symbol *(Example - 12-34-5678)*

6. BILLING INSTRUCTIONS *(Furnish invoice to):*

Section D - APPROVALS

1a. Immediate Supervisor - *Name and title*	
1b. Area Code / Telephone Number	1c. Email Address
1d. Signature	1e. Date
2a. Second-line Supervisor - *Name and title*	
2b. Area Code / Telephone Number	2c. Email Address
2d. Signature	2e. Date
3a Training Officer - *Name and title*	
3b. Area Code / Telephone Number	3c. Email Address
3d. Signature	3e. Date

Section E - APPROVALS / CONCURRENCE

1a. Authorizing Official - *Name and title*	
1b. Area Code / Telephone Number	1c. Email Address
1d. Signature ☐ Approved ☐ Disapproved	1e. Date

Section F - CERTIFICATION OF TRAINING COMPLETION AND EVALUATION

1a. Authorizing Official - *Name and title*	
1b. Area Code / Telephone Number	1c. Email Address
1d. Signature	1e. Date

TRAINING FACILITY ~ Bills should be sent to office indicated in item C6. I Please refer to number given in item C4 to assure prompt payment.

Privacy Act Statement

Authority – This information is being collected under the authority of 5 U.S.C. § 4115, a provision of The Government Employees Training Act.

Purposes and Uses – The primary purpose of the information collected is for use in the administration of the Federal Training Program (FTP) to document the nomination of trainees and completion of training. Information collected may also be provided to other agencies and to Congress upon request. This information becomes a part of the permanent employment record of participants in training programs, and should be included in the Governmentwide electronic system, (the Enterprise Human Resource Integration system (EHRI) and is subject to all of the published routine uses of that system of records.

Effects and Nondisclosure – Providing the personal information requested is voluntary; however, failure to provide this information may result in ineligibility for participation in training programs or errors in the processing of training you have applied for or completed.

Information Regarding Disclosure of your Social Security Number (SSN) Under Public Law 93-579, Section 7(b) – Solicitation of SSNs by the Office of Personnel Management (OPM) is authorized under provisions of the Executive Order 9397, dated November 22, 1943. Your SSN will be used primarily to give you recognition for completing the training and to accumulate Governmentwide training statistical data and information. SSNs also will be used for the selection of persons to be included in statistical studies of training management matters. The use of SSNs is necessary because of the large number of current Federal employees who have identical names and/or birth dates and whose identities can only be distinguished by their SSNs.

Note: This agreement must be signed by the nominee for Government training that exceeds 80 hours (or such other designated period, less than 80 hours as prescribed by the agency) for which the Government approves payment of training costs prior to the commencement of such training. Nothing contained in this SAMPLE agreement below shall be construed as limiting the authority of an agency to waive, in whole or in part, an obligation of an employee to pay expenses incurred by the Government in connection with the training.

Continued Service Agreement

Employees, who are selected to training for more than a minimum period as prescribed in Title 5 USC 4108 and 5 CFR 410.309, see your supervisor for more information on the internal policies to implement a continued service agreement.

Employees Agreement to Continue in Service

To be completed by applicant:

1. I AGREE that, upon completion of the Government sponsored training described in this authorization, if I receive salary covering the training period, I will serve in the agency three (3) times the length of the training period. If I received no salary during the training period, I agree to serve the agency for a period equal to the length of training, but in no case less than one month. (The length of part-time training is the number of hours spent in class or with the instructor. The length of full-time training is eight hours for each day of training, up to a maximum of 40 hours a week).

   NOTE: For the purposes of this agreement the term "agency" refers to the employing organization (such as an Executive Department or Independent Establishment), not to a segment of such organization.

2. If I voluntarily leave the agency before completing the period of service agreed to in item 1 above, I AGREE to reimburse the agency for fees, such as the tuition and related fees, travel, and other special expenses (EXCLUDING SALARY) paid in connection with my training. These fees are reflected in Section C Costs and Billing Information. Note: Additional information about fees and expenses can be found in the Guide to Human Resource Reporting (GHRR). http://www.opm.gov/feddata/ghrr/index.asp

3. I FURTHER AGREE that, if I voluntarily leave the agency to enter the service of another Federal agency or other organization in any branch of the Government before completing the period of service agreed, I will give my organization written notice of at least ten working days during which time a determination concerning reimbursement will be made. If I fail to give this advance notice, I AGREE to pay the full amount of additional expenses 5 U.S.C. 4108 (a) (2) incurred by the Government in this training.

4. I understand that any amount of money which may be due to the agency as a result of any failure on my part to meet the terms of this agreement may be withheld from any monies owed me by the Government, or may be recovered by such other methods as are approved by law.

5. I FURTHER AGREE to obtain approval from my organization and the person responsible for authorizing government training requests of any proposed change in my approved training program involving course and schedule changes, withdrawals or incompletions, and increased costs.

6. I acknowledge that this agreement does not in any way commit the Government to continue my employment. I understand that if there is a transfer of my service obligation to another Federal agency or other organization in any branch of the Government, the agreements will remain in effect until I have completed my obligated service with that other agency or organization.

Period of obligated Service: ______________________________

Employee's Signature: ______________________________

Date: ________________

Agency Training Electronic Reporting Instructions

General Instructions:

1. You must complete all questions in sections A-E on the training application. In addition, your financial institution must complete Section F Certification of Training Completion and Evaluation section.

2. Electronic Requirements - An agency should only submit data for completed training that is defined as a training event for which the student has accomplished all components in the title of the event.

3. Collection of training data requires completed training events and that all mandatory data elements have been recorded. Training may vary from agency to agency. This form provides conformity and standardization for the required core data.

4. Codes for underlined elements will link you to the chart. Identify the correct code, then return to the form (links will not automatically return you to the form).

Section A - Trainee Information

1. ***Applicant's Name*** - Last Name, First Name, Middle Initial.

2. ***Social Security Number*** - Use employee's nine (9) digit *SSN. (123-45-6789)*

   OR

   Federal Employee Number -The unique number that Enterprise Human Resources Integration (EHRI) will assign to an employee to identify employee records within the EHRI system. (Agency)

3. ***Date of Birth (format yyyy-mm-dd)*** - Employee's date of birth (e.g. if employee's birth date is *March 25, 1951*, it would appear as *(1951-03-25).*

4. ***Home Address*** - Employee's home address, include the street number, city, state, and zip code.

5. ***Home Telephone Number*** - Employee's area code, home telephone number.

6. ***Position Level*** - Select whether the employee's position level is one of the following:

   6a. ***Non supervisory*** - Anyone who does not have supervisory/team leader responsibilities.

   6b. ***Supervisory*** - First line supervisors who do not supervise other supervisors; typically those who are responsible for an employee's performance appraisal or approval of their leave.

   6c. ***Manager*** - Those in management positions who typically supervise one or more supervisors.

   6d. ***Executive*** - Members of the Senior Executive Service (SES) or equivalent.

7. ***Organization Mailing Address*** - This is the internal agency address of the employee Branch-Division/Office/Bureau/Agency, include the street name, city, state and zip code.

8. ***Office Telephone Number*** - Insert the employee's area code, office telephone number and extension.

9. ***Work E-mail Address*** - Agency e-mail address.

10. ***Position Title*** - Employee's current position within the agency.

Section A - Trainee Information *(Continued)*

11. ***Does Applicant Need Special Accommodations?*** - Indicate "Yes" or "No". If the applicant is in need of special arrangements (brailing, taping, interpreters, facility accessibility, etc), describe the requirements in the space provided or on a separate sheet.

12. ***Type of Appointment*** - The employee type of appointment (e.g., Career Conditional (CC), Career (C), Temporary (Temp.), Schedule A, etc.).

13. ***Education Level*** -Use the employee educational level codes listed below.

Code	Short Description	Long Description (If Applicable)
1	No formal education or some elementary school--did not complete	Elementary school means grades 1 through 8, or equivalent, not completed.
2	Elementary school completed--no high school	Grade 8 or equivalent completed.
3	Some high school--did not graduate	High school means grades 9 through 12, or equivalent.
4	High school graduate or certificate of equivalency	
5	Terminal occupational program--did not complete	Program extending beyond grade 12, usually no more than three years; designed to prepare students for immediate employment in an occupation or cluster of occupations; not designed as the equivalent of the first two or three years of a baccularate degree program. Includes cooperative training or apprenticeship consisting of formal classroom instruction coupled with on-the-job training.
6	Terminal occupational program--certificate of completion, diploma or equivalent	See code 5 above for definition of terminal occupational program. Two levels are recognized: (1) The technical and/or semi-professional level preparing technicians or semiprofessional personnel in engineering and nonengineering fields; and (2) the craftsman/clerical level training artisans, skilled operators, and clerical workers.
7	Some college--less than one year	Less than 30 semester hours completed.
8	One year college	0-59 semester hours or 45-89 quarter hours completed.
9	Two years college	60-89 semester hours or 90-134 quarter hours completed.
10	Associate Degree	2-year college degree program completed.
11	Three years college	90-119 semester hours or 135-179 quarter hours completed.
12	Four years college	120 or more semester hours or 180 or more quarter hours completed--no baccularate (Bachelor's) degree.
13	Bachelor's Degree	Requires completion of at least four, but no more than five, years of academic work; includes Bachelor's degree conferred in a cooperative business, industry, or Government to allow student to combine actual work experience with college studies.

Section A - Trainee Information *(Continued)*

Code	Short Description	Long Description (If Applicable)
14	Post-Bachelor's	Some academic work beyond (at a higher level than) the Bachelor's degree but no additional higher degree.
15	First professional	Signifies the completion of academic requirements for selected professions that are based on programs requiring at least two academic years of previous college work for entrance and a total of at least six academic years of college work for completion, e.g., Dentistry (D.D.S. or D.M.D.), Law (LL. B. or J.D.), Medicine (M.D.), Theology (B.D.), Veterinary Medicine (D.V.M.), Chiropody or Podiatry (D.S.C. or D.P.), Optometry (O.D.), and Osteopathy (D.O.).
16	Post-first professional	Some academic work beyond (at a higher level than) the first professional degree but no additional higher degree.
17	Master's degree	For liberal arts and sciences customarily granted upon successful completion of one (sometimes two) academic years beyond the Bachelor's degree. In professional fields, an advanced degree beyond the first professional but below the Ph.D., e.g., the LL.M.; M.S. in surgery following the M.D.; M.S.D., Master of Science in Dentistry; M.S.W., Master of Social Work, and MA, Master of Arts.
18	Post-Master's	Some academic work beyond (at a higher level than) the Master's degree but no additional higher degree.
19	Sixth-year degree	Includes such degrees as Advanced Certificate in Education, Advanced Master of Education, Advanced Graduate Certificate, Advanced Specialist in Education Certificate, Certificate of Advanced Graduate Study, Certificate of Advanced Study, Advanced Degree in Education, Specialist in Education, Licentiate in Philosophy, Specialist in Guidance and Counseling, Specialist in Art, Specialist in Science, Specialist in School Administration, Specialist in School Psychology, and Licentiate in Sacred Theology.
20	Post-sixth year	Some academic work beyond (at a higher level than) the sixth-year degree but no additional higher degree.
21	Doctorate degree	Includes such degrees as Doctor of Education, Doctor of Juridical Science, Doctor of Public Health, and the Ph.D. (or equivalent) in any field. Does not include a Doctor's degree that is a first professional degree, per code 15.
22	Post-Doctorate	Work beyond the Doctorate.

14. ***Pay Plan*** - The employee's pay plan. (e.g., GS, WG, ES…**Pay Band**)

15. ***Series*** - The position classification four digit series. (e.g., 0201)

16. ***Grade*** - The employee's grade level. (1-15)

17. ***Step*** - The employee must insert the appropriate step. (1-10)

Section B - Training Course Data

1a. ***Name and Mailing Address of Training Vendor*** - Street number, city, state, and ZIP code of the appropriate vendor. (Agency specific)

1b. ***Location of the Training Site*** - Provide mailing address of the training site if different from 1a. (Agency specific)

1c. ***Vendor Telephone Number*** - Self explanatory. (Agency specific)

1d. ***Vendor E-mail Address*** - Self explanatory. (Agency specific)

2a. ***Course Title*** - Insert the title of the course or the program that the employee is scheduled to complete.

2b. ***Course Number Code*** - Insert the Course Number Code.

3. ***Training Start Date*** - Insert the start date of the training completed by the employee. *(yyyy-mm-dd)*

4. ***Training End Date*** - Insert the end date of the training completed by the employee. *(yyyy-mm-dd)*

5. ***Training Duty Hours*** - Insert the number of duty hours for training.

6. ***Training Non Duty Hours*** -Insert the number of non-duty hours for training.

7. ***Training Purpose Type*** - Insert the purpose for taking this course or program using the appropriate training purpose type code.

Code	Short Description	Long Description (If Applicable)
01	Program/Mission	Training to provide the knowledge, skills and abilities needed as a result of agency mission, policies, or procedures.
02	New Work Assignment	Training to acquire the knowledge, skills and abilities needed as a result of assignment to new duties and responsibilities when such training is not part of a planned, career development program (e.g., training provided to a staffing specialist who has been newly assigned to a position involving classification duties).
03	Improve/Maintain Present Performance	Training to provide the knowledge, skills and abilities needed to improve or maintain proficiency in present job.
04	Future Staffing Needs	Training to provide the knowledge, skills, and abilities needed to meet future staffing needs (e.g.,. to implement succession planning).
05	Develop Unavailable Skills	Training to acquire the knowledge, skills and abilities needed for fields of work for which the labor market cannot produce a sufficient number of trained candidates (e.g., air traffic controllers or Information Technology (IT) professionals).
06	Retention	Training/education used to address staffing issue of retaining an employee (e.g., academic degree training).

8. ***Training Type Code*** - There are three (3) different Training Type Codes. The employee must select one from the Training Type Codes. *(Select from the chart on pages 10-12 .)*

9. ***Training Sub-Type Code*** - There are *Sub-Type Categories* for each of the three (3) different Training Type Codes. Select one (1) Sub-Type Category code that applies to the training type code you selected. *(Select from the chart on pages 10-12.)*

Section B - Training Course Data *(Continued)*

Training Type Code	Training Sub Type Code
	01 - Legal Education or training in the concepts, principles, and theories, or techniques of law.
	02 - Medical and Health Education or training in the concepts, principles, and theories, or techniques of medicine.
	03 - Scientific Education or training in the concepts, principles, and theories, or techniques of disciplines such as the physical, biological, natural, and social sciences; education; economics; mathematics; or statistics.
	04 - Engineering or Architecture Education or training in the concepts, principles, and theories, or techniques of disciplines such as architecture and engineering.
	05 - Human Resources Education or training in the concepts, principles, and theories of such fields as: public administration, personnel training, equal employment opportunity, human resources policy analysis, succession planning, performance management, classification, and staffing.
	06 - Budget/Finance Business Administration Education or training in the concepts, principles, and theories of business administration, accounts payable and receivable, auditing and internal control, and cash management.
	07 - Planning and Analysis Education or training in the concepts, principles, and theories of systems analysis; policy, program or management analysis; or planning, including strategic planning.
	08 - Information Technology Education and training in the concepts and application of data and the processing thereof; e.g., the automatic acquisition, storage, manipulation (including transformation), management, system analysis, movement, control, display, switching, interchange, transmission or reception of data, computer security and the development and use of the hardware, software, firmware, and procedures associated with this processing. This training type does not include any IT training on agency proprietary sytems.
	09 - Project Management Education and training in the concepts, principles, and theories necessary to develop, modify, or enhance a product, service, or system which is constrained by the relationships among scope, resources, and time.
	10 - Acquisition Education or training in the concepts, principles, and theories or techniques related to the 1102 occupation, e.g., procurement, contracting.
	11 - Logistic Specialty Training for professional skills of a specialized nature in the methods and techniques of such fields as supply, procurement, transportation, or air traffic control.
	12 - Security Training of a specialized nature in the methods and techniques of investigation, physical security, personal security, and police science.

Section B - Training Course Data *(Continued)*

Training Type Code	Training Sub Type Code
01 - Training Program Area *(continued)*	13 - Clerical (Non-supervisory clerical/administrative) Training in skills such as office management, typing, shorthand, computer operating, letter writing, telephone techniques; or word processing.
	14 - Trade and Craft Training in the knowledge, skills, and abilities needed in such fields as electronic equipment installation, maintenance, or repair; tool and die making; welding, and carpentry.
	15 - Foreign Affairs Training for professional skills of a specialized nature in the methods and techniques of such fields as foreign languages, foreign culture, diplomacy, or strategic studies.
	16 - Leadership/Manager/Communications Courses Training that addresses skill areas such as Leadership/Management and Communication (e.g., written, oral and interpersonal) coursework.
02 - Developmental Training Area Description: Formal developmental/training programs.	20 - Presupervisory Program Development/training program for non-supervisors.
	21 - Supervisory Program Development/training program which provides education or training in supervisory principles and techniques in such subjects as personnel policies and practices (including equal employment opportunity, merit promotion, and labor relations); human behavior and motivation; communication processes in supervision, work planning, scheduling, and review; and performance evaluation for first-line supervisors.
	22 - Management Program Development/training program which provides mid-management level education or training in the concepts, principles, and theories of such subject matters as public policy formulation and implementation, management principles and practices, quantitative approaches to management, or management planning organizing and controlling. (Supervisors of supervisors; GS-14/15 supervisors; GS-14/15 direct reports to SES).
	23 - Leadership Development Program Formal developmental program that provides leadership training and development opportunities.
	24 - SES Candidate Development OPM-approved program to prepare potential SES members.
	25 - Executive Development Continuing development for leaders above the GS-15 level.
	26 - Mentoring Program Formal stand-alone program with established goals and measured outcomes. Open to all who qualify; protégées and mentors paired to facilitate compatibility, training and support provided, and company benefits directly.
	27 - Coaching Program Formal stand-alone program which provides ongoing partnership with an employee and coach that helps employee produce desired results in professional life.

Section B - Training Course Data *(Continued)*

Training Type Code	Training Sub Type Code
03 - Basic Training Area Description: Fundamental and/or required training programs.	30 - Employee Orientation Training of a general nature to provide an understanding of the organization and missions of the Federal Government, employing agency or activity, or a broad overview and understanding of matters of public policy.
	31 - Adult Basic Education Education or training to provide basic completeness in such subjects as remedial reading, grammar, arithmetic, lip reading or Braille.
	32 - Federally Mandated Training Mandatory training for all employees Govermentwide. This includes training mandated by federal statute or regulation; such as in the areas of computer security awareness (5 CFR 930.301-305), ethics (5 CFR 2638.703 and 704), or executives, managers, and supervisors (5 CFR Part 412).
	33 - Work-life Training to promote work-life (e.g., health and wellness training, employee retirement/benefits training, etc).
	34 - Soft Skills Training involving development of employees ability to relate to others (e.g., customer service, dealing with difficult people, etc).
	35 - Agency Required Training Agency specific training required by the agency and provided to Federal employees in order to achieve the goals and objectives of the Agency as needed. For example: agency training based on Inspector General's Audit; agency training aimed at improving individual's needs based on Performance Improvement Plan (PIP); agency training based on signing agreement between Union and Management.

10. ***Training Delivery Type Code --***

Code	Short Description	Long Description (If Applicable)
01	Traditional Classroom (no technology)	Individual or multiple person led, face-to-face training.
02	On the Job	Formal methods/activities planned and structured to promote learning by doing; e.g., detail assignments/programs.
03	Technology Based	Methods mainly using technology, which may include tutorials embedded in software, CD ROM products, Web-based courses, and interactive media.
04	Conference/workshop	An organized learning event which has an announced educational or instructional purpose; more than half the time is scheduled for a planned, organized exchange of information between presenters and audience which meets the definition of training in 5 U.S.C. 4110; content of the conference/retreat is germane to improving individual and/or organizational performance; and developmental benefits will be derived through the employee's attendance.
05	Blended	Training that requires two or more methods of delivery that must be completed in order to satisfy the educational requirements.
06	Correspondence	Self-study course material: Training provided via the assignment of non-interactive methods such as a book, document, regulation, or manual.

Section B - Training Course Data *(Continued)*

11. ***Training Designation Type Code*** - Select and insert the appropriate training credit designation type code:

Code	Short Description	Long Description (If Applicable)
01	Undergraduate Credit	N/A
02	Graduate Credit	N/A
03	Continuing Education Unit	N/A
04	Post Graduate Credit	N/A
05	N/A	N/A

12. ***Training Credit*** - Amount of academic credit hours of continued education units (1, 1.5, or .75) earned by the employee for the completed training. (This should be completed by the agency).

13. ***Training Credit Type Code*** - Select and insert the appropriate training credit designation type code:

Code	Short Description
01	Semester Hours
02	Quarter Hours
03	Continuing Education Unit

14. ***Training Accreditation Indicator*** - Insert a Yes (Y) or No (N).

15. ***Continued Service Agreement Required Indicator*** - Insert Yes (Y) or No (N) or non applicable (N/A) in appropriate space. (Agency response.)

16. ***Continued Service Agreement Expiration Date*** - *(Enter date as yyyy-mm-dd)*.

17. ***Training Source Type Code*** --

Code	Short Description	Long Description (If Applicable)
01	Government Internal	Training provided by a Federal department, agency, or independent establishment for its own employees.
02	Government External	Training provided by an interagency training activity, or a Federal department, agency, or independent establishment other than the one which currently employs the trainee.
03	Non-government	Sources include commercial or industrial concern, educational institutions, professional societies or associations, or consultants or individuals who are not Government employees, (but are contracted to develop and/or provide training course or program.)
04	Government State/Local	Training provided by a state, county, or municipal Government. Education provided by State-operated or other public educational institutions is reported as non-Government.
05	Foreign Governments and Organizations	Training provided by non United States entities which may or may not be outside the United States.

18. ***Training Objectives*** - It is important that the objectives for the employee(s) enrolling in this course or program is related to the strategic objectives of the organization for which the employee works. Provide text to explain how the training event meets agency objective(s) and purpose type.

19. ***Agency Use Only*** -For use by an agency as needed.

Section C - Costs and Billing Information

1. ***Direct costs and appropriation/fund chargeable***

   a. ***Training Tuition and Fees Cost*** - Insert the actual/final cost of training tuition and fees for training completed by the employee that was paid for by the Federal Government.

   b. ***Books and Materials Costs*** - Insert the materials cost for training completed by the employee that was paid for by the Federal Government. (*Refer to the* Guide for Human Resources Reporting Guide at http://www.opm.gov/feddata/guidance.asp *for more information)*.

   c. ***Total Cost*** - Insert the actual/final cost.

2. ***Indirect costs and appropriation/fund chargeable***

   a. ***Training Travel Cost*** - Insert the actual/final travel cost excluding per diem for training completed by the employee that was paid for by the Federal Government.

   b. ***Training Per Diem Cost*** - Insert the actual/final per diem cost (e.g., meals, lodging, miscellaneous expenses) for training completed by the employee that was paid for by the Federal Government.

   c. ***Total Cost*** - Insert the actual/final cost.

3. ***Total Training Non-Government Contribution Cost*** - Insert the cost contributed by the employee or other non-Government organizations for the training completed by the employee.

4. ***Document/Purchase Order/Requisition Number*** - Enter Document/Purchase Order/Requisition Number for reimbursement of training costs to responsible Training Vendor. This number is to be referenced in the billing process.

5. ***8-Digit Station Symbol*** - Fill in 8-digit station symbol of the nominating Agency Finance Office.

6. ***Billing Instructions*** - Enter name and mailing address of nominating Agency Finance Office for billing purposes.

Section D - Approvals

1-3e. ***Approvals*** - To be completed by the employee's immediate and/or second-line supervisor(s) before submission of application to nomination Agency Training Office.

Section E - Approvals/Concurrence

1-1e. ***Approval/Concurrence*** - To be completed by the nominating Agency Official who is authorized to approve or disapprove request.

Section F - Certification of Training Completion and Evaluation

NOTE: Agency Certifying Officials are certifying the employee has completed the requirements for the training and an evaluation has been completed. The requirement to evaluate training is found in 5 CFR 410.601. The agency head shall evaluate training to determine how well it meets short and long-range program needs of the agency and the individual. The needs should be aligned with the strategic plan to strengthen and develop the performance and behavior of the individual whose positive results will impact the performance of the agency.

NOTE: This agreement must be signed by the nominee for all **non-governmen**t training that exceeds 80 hours (or such other designated period, 80 hours or less, as prescribed by the agency) and for which the Government approves payment of training costs prior to the commencement of such training. Nothing contained in Section G below shall be construed as limiting the authority of an agency to waive, **in whole or in part**, an obligation of an employee to pay expenses incurred by the Government in connection with the training.

Section G—EMPLOYEE'S AGREEMENT TO CONTINUE IN SERVICE

1. I AGREE that, upon completion of the Government-sponsored training described in this request, if I receive salary covering the training period, I will serve in the agency three times the length of the training period. If I receive no salary during the training period, I agree to serve the agency for a period equal to the length of training, but in no case less than one month. (The length of part-time training is the number of hours spent in class or with the instructor. The length of full-time training is eight hours for each day of training, up to a maximum of 40 hours a week). NOTE: For the purposes of this agreement, the term "agency" refers to the employing organization (such as an Executive Department or independent establishment), not to a segment of such an organization.
2. If I voluntarily leave the agency before completing the period of service agreed to in item 1 above, I AGREE to reimburse the agency for the tuition and related fees, travel and other special expenses (EXCLUDING SALARY) paid in connection with my training. These amounts are reflected in items 21 and 22.
3. I FURTHER AGREE that, if I voluntarily leave the agency to enter the service of another Federal agency or other organization in any branch of the Government before completing the period of service agreed to in item 1 above, I will give my organization written notice of at least ten work days, during which time a determination concerning reimbursement will be made. If I fail to give this advance notice, I AGREE to pay the amount of additional expenses (5 U.S.C. 4109(a)(2)) incurred by the Government in this training.
4. I understand that any amounts which may be due the agency as a result of any failure on my part to meet the terms of this agreement may be withheld from any monies owed me by the Government, or may be recovered by such other methods as are approved by law.
5. I FURTHER AGREE to obtain approval from my organization training officer and that person responsible for authorizing non-government training requests of any proposed change in my approved training program involving course and schedule changes, withdrawals or incompletions, and increased costs.
6. I acknowledge that this agreement does not in any way commit the Government to continue my employment. I understand that, if there is a transfer of my service obligation to another Federal agency or other organization in any branch of the Government, the agreements in items 1, 2, and 3 of this section

31. Period of obligated service (For non-government training only)--------------→	
32. Employee’s signature	Date:

UNITED STATES DEPARTMENT OF COMMERCE
STUDENT CAREER EXPERIENCE PROGRAM AGREEMENT
BETWEEN
Department of Commerce and (insert participant's university)

This agreement is the basis for developing mutual understanding and respective responsibilities between the Department of Commerce and a qualifying educational institution in the employment of students for the Student Career Experience Program (SCEP). The SCEP Program is a planned, progressive educational program that provides for the integration of a student's academic studies and Federal work experience with the potential of non-competitive conversion into the Federal career service. This agreement is consistent with guidance contained in the Code of Federal Regulations, Section 213.3202.

A. ***Academic Programs:*** *Check appropriate program(s).*

_____ *High School*
_____ *Undergraduate Certificate*
__X__ *Graduate Degree*
_____ *Associate Degree*
_____ *Baccalaureate Degree*

B. ***Student Eligibility*** *- The prospective SCEP student must:*
1. *Be enrolled and recommended by a school official.*
2. *Be at least 16 years old.*
3. *Be a U.S. citizen or owe allegiance to the U.S.*
4. *Meet the Department's policy on employment of relatives.*
5. *Meet security or fitness requirements.*
6. *Meet the qualification standards of the position.*
7. *Satisfy the work performance standards and scheduling requirements of the Department.*

C. ***Appointments*** *- Students receive appointments in the excepted service under the Schedule B Authority, Sections 213.3202 (b) in the Code of Federal Regulations and are titled Student Trainees. Appointments may not extend beyond 120 calendar days after satisfactory completion of educational and 640 hours of study-related work experience requirements.*

D. ***Promotions and Pay Increases*** *- are contingent upon the student's meeting qualification standards for the higher grade, performance management and position classification requirements of the Department, and supervisory recommendations.*

*E. **Terminations** - A student's appointment may be terminated at any time for any of the following:*

1. *Resignation.*
2. *Change to a field of study that will not qualify the student for a career position in the department.*
3. *Suspension, expulsion, or withdrawal from the educational institution.*
4. *Failure to maintain academic standards.*
5. *Medical disability.*
6. *Administrative reasons (e.g., budget constraints, lack of work, misconduct);*
7. *Unsatisfactory performance.*

*F. **Pay and Benefits** - Students are paid in accordance with established pay schedules.*

Students earn sick and annual leave at specified rates.

Participation in a retirement system is mandatory for all students. Federal regulations determine the system providing coverage.

Students are eligible for health and life insurance coverage if they hold appointments exceeding one year and expect to be in work status at least one-third of the time before completion of the work-study program.

Payment of travel and transportation between the duty station and school may be offered. Students may be eligible for transit subsidy.

*G. **Work Schedules** - Full-Time, Part-Time, Alternating.*

Each work experience must be planned consistent with the student's academic studies or career goals and be designed to meet the minimum 640 hours of study-related work experience required for conversion.

Part-time students must work a minimum of 16 hours per week with at least a half-time academic course load.

Student work schedules should not interfere with their academic schedules.

Work schedules may not be confined to summer or vacation periods exclusively.

*H. **Performance Appraisals** - are required for SCEP students consistent with Department's Performance Management System.*

*I. **Employment After Completion of SCEP** - Within 120 calendar days after completing the educational requirements, the student may be non-competitively promoted and/or converted to a term, career, or career-conditional appointment.*

To be eligible for conversion, students must have satisfactorily completed the 640 hours of study-related work experience requirements of the Federal SCEP.

Trainees disqualified from continuing in the SCEP or that have not converted must be terminated.

J. ***EEO Considerations*** *- Full consideration will be given to all qualified applicants without regard to race, color, creed, religion, national origin, sex, age, political affiliation, disability, marital status, or affiliation with an employee organization.*

K. ***Agency Responsibilities*** *-*

1. *Designate a staff member to maintain liaison with the school.*
2. *Inform the school of work experience opportunities and provide adequate job descriptions promptly.*
3. *Establish work schedules consistent with the school's academic calendar that enable students to complete the Co-op program.*
4. *Orient the student to Department's mission, policies and procedures.*
5. *Select appointees referred by schools in accordance with EEO principles.*
6. *Process all personnel actions and keep necessary records related to students.*
7. *Provide progressive and diversified SCEP experiences to prepare the student for occupations in which they have an interest.*
8. *Conduct appraisals and counsel students regarding their performance.*
9. *Notify the school of changes in the student's status.*

Educational Institution-

1. *Designate a representative to work with the employing office's SCEP Coordinator.*
2. *Inform eligible students of employment opportunities.*
3. *Refer interested and qualified candidates to the employing office without discrimination, including veterans discharged under honorable conditions.*
4. *Coordinate work and study in a manner that will expand the student's educational development.*
5. *Provide the SCEP Coordinator with all required student application forms.*
6. *Monitor academic progress and inform the employing office of any changes in students' status.*

Students-

1. *Adhere to the employing office's work schedule and SCEP policies and procedures.*
2. *Assume personal and professional responsibility for actions and activities.*
3. *Meet academic, performance, and conduct standards established by the school and the employing office.*

4. *Provide the employing office and school SCEP coordinators with periodic progress reports on the quality of work and study assignments.*
5. *Notify the school and employing office of changes in their status.*

L. ***Conditions of The Agreement*** *- Conform to Federal regulations and are subject to change by Legislation, Executive Order, Office of Personnel Management or Departmental policy. Changes which are not required by new laws or regulations will occur only by mutual consent of the agency and the institution and will be made by written amendment to this agreement.*

This agreement becomes effective when signed by both parties. It will be in effect indefinitely unless terminated or if one of the following conditions are met:

1. *Mutual consent of both parties.*
2. *By either party upon 30 days written notice.*
3. *If there have been no students from the institution employed in the agency for one year.*

M. ***Approvals***

______________________	______________________
Agency Official Signature	*Institution Official Signature*
SCEP COORDINATOR	______________________
Title	*Title*
______________________	______________________
Date	*Date*

N. ***Administrative Contacts***

______________________	______________________
Agency Contact	*Institution Contact*
______________________	______________________
Telephone	*Telephone*
HUMAN RESOURCES, RM	______________________
Address	*Address*
14TH & CONSTITUTION AVE., NW	______________________
Address	*Address*
WASHINGTON, DC 20230	______________________
Address	*Address*

STUDENT ELIGIBILITY REQUIREMENTS

STUDENT CAREER EXPERIENCE PROGRAM

I certify that (insert student's name) , who is applying for the NOAA Graduate Sciences Program/Student Career Experience Program meets the following eligibility requirements:

1.______ *is enrolled in the Institution's Student Career Experience Program;*

2.___X__ *is a citizen of the United States of America, or owes allegiance to the United States;*

3.___X__ *is currently enrolled taking at least a half time schedule course load ("half time" should be defined by the school);*

4.___X__ *is maintaining a 3.0 overall scholastic average on a 4.0 scale or the equivalent, and an average of 3.0 in their major field of study;*

5.___X__ *must be available to work at least 640 hours prior to graduation;*

______________________________ ______________________________

Signature, Campus Coordinator *College/University*

____

Date

Educational Partnership Program
with
Minority Serving Institutions

Graduate Sciences Program

____
(Your Name)

QUARTERLY REPORT ________________________
(Date)

1. Research

Please provide a detailed description of your research for your thesis/dissertation. Be sure to include a TIMELINE and completion date for your research.

Defense Date for Thesis/Dissertation:____

NOAA Contact Sitting on Review Committee:
____

List Any Additional Coursework Needed:_____________________________________

____

2. Current Courses for Spring 20___Semester

List the course names with number of credits for each that you plan to take during the Spring 2005 semester. Attach your current unofficial transcript which lists courses in progress.

3. Plans for Summer 20____

Provide information on projects you will be working on this summer and where. Provide attachment if needed.

4. Meeting or Conference Call with Academic Advisor, NOAA Supervisor, and Graduate Sciences Student will be held on ______________________________________ _____

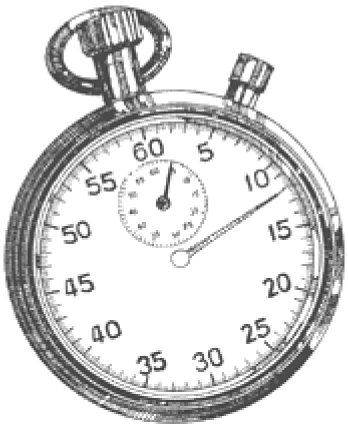
(date)

Signature ________________________________ Date ______ Phone ________________

Academic Advisor Signature ____________________ Date ______ Phone ________________

NOAA Supervisor Signature ____________________ Date ___ ___ Phone ________________

Return to: Priti.Brahma@noaa.gov



Time & Attendance

KRONOS

Please login to the Time & Attendance System

The data in this system is Privacy Act protected, thus users must obey all agency policies regarding the protection of the data. Privacy Act data must never be shared with anyone who does not have a work-related need to know.

webTA Login

This Government system, run by the Department of Commerce (DOC), is for the purpose of conducting official Government business, within the scope of DOC policy. All data in this system is the property of the Government & may be monitored, intercepted, read, recorded, copied, or captured in any manner & disclosed in any manner, by authorized personnel. There is no right of privacy in this system. WebTA uses a single session cookie.

Please enter your User ID and Password for the Time & Attendance system:

User ID

Password

(password is case-sensitive)

Log In

KRONOS

The data in this system is Privacy Act protected, thus users must obey all agency policies regarding the protection of the data. Privacy Act data must never be shared with anyone who does not have a work-related need to know.

Help Logout

Employee Main Menu

T&A Data	Edit T&A Data
T&A Summary	View T&A Summary
Leave/Prem Pay	Leave and Premium Pay Requests
Locator Info	Edit Locator Info
Certified T&As	View Previously Certified T&A Summaries
Validate	Validate TA
Accounts	Account Tables
Reports	webTA Reports
Send Task	Send Task to Your Timekeeper
Send Task	Send Task to Your Supervisor

User Functions

Change Password View Tasks (34)

KRONOS

Help Logout

T&A Data

Name:	**Priti P Brahma**	Pay Period:	**08 : Apr 12, 2009 to Apr 25, 2009**
Time Card Type:	**Regular**	Leave Year:	**2009**

Transaction	Pfx	Sfx	Account	Apr 12 S	13 M	14 T	15 W	16 T	17 F	18 S	Wk 1	Apr 19 S	20 M	21 T	22 W	23 T	24 F	25 S	Wk 2	Total
Work Time																				
Time In																				
Time Out																				
Edit Del Regular Base Pay			89G8P1EPPP00 EPP																	
Edit Del Credit Hours Earned																				
New **Work Time Total**																				
Leave and Other Time																				
Absence Start																				
Absence End																				
Edit Del LWOP																				
Edit Del Admin/Excused Absence			89G8P1EPPP00 EPP																	
Edit Del Credit Hours Used																				
Edit Del Federal Holiday																				
Edit Del Sick Leave																				
New **Leave and Other Time Total**																				
Daily Total																				

Dollar Transactions		Dollar Amount	
Transaction	Account Description	Wk1	Wk2
(No Dollar Transactions)			
New	**Total**		

Remarks:

Update Save/Return Validate Cancel

KRONOS

Help Logout

Name:	**Priti P Brahma**	Pay Period:	**08 : Apr 12, 2009 to Apr 25, 2009**
Time Card Type:	**Regular**	Leave Year:	**2009**
Status:	**Not Validated**		

Time In Pay: **0:00** Other Time: **0:00** Dollar Transactions: **$0.00** Days In Pay: **0**

Transaction	Pfx	Sfx	Account	Apr 12 S	13 M	14 T	15 W	16 T	17 F	18 S	Wk 1	Apr 19 S	20 M	21 T	22 W	23 T	24 F	25 S	Wk 2	Total

Work Time

Time In
Time Out

(No Work Time transactions)

Leave and Other Time

Absence Start
Absence End

(No Leave and Other Time transactions)

Daily Total

Type	Status	Date	Supervisor	Apr 12 S	13 M	14 T	15 W	16 T	17 F	18 S	Apr 19 S	20 M	21 T	22 W	23 T	24 F	25 S
Leave Requests																	
Annual Leave	Approved	05-APR-09	JACQUELINE ROUSSEAU (ROUSSEAUJ)		4												
Premium Pay Requests																	
(No Premium Pay Requests submitted)																	

T&A Profile

Pay Plan	General Schedule (reg)
Tour of Duty	Full Time
Duty Hours	80
Work Week	M-F 8-4:030 1/2L
Alternative Schedule	Variable Workweek
Agency	NOAA
State	MD
Town	1450
Unit	38
Timekeeper	07
Retain Data	TCs and Accounts
Account Data Code	Manual Entry
Service Computation Date	
Annual Leave Category	6 hr/pp

Leave Data	Fwd	Accr	Avail	Used	Bal
Annual		6:00		--	
Sick		4:00		--	
Credit		--		--	

Leave Year Projection

Maximum Available Annual	
Maximum Available Sick	
Use or Lose Leave	

Status History

Timestamp	Status	Name	Message
Apr 14 2009 07:06 PM	New Record Created	SYSTEM	Created during Build ID 5294 for pay period 08.

Return

KRONOS

The data in this system is Privacy Act protected, thus users must obey all agency policies regarding the protection of the data. Privacy Act data must never be shared with anyone who does not have a work-related need to know.

Help Logout

Leave/Prem Request & Donations

Leave	Leave Requests
Prem. Pay	Premium Pay Requests
Donation	Leave Donations

Return

KRONOS

The data in this system is Privacy Act protected, thus users must obey all agency policies regarding the protection of the data. Privacy Act data must never be shared with anyone who does not have a work-related need to know.

Help Logout

Edit/View Leave Request

Request by: Priti P Brahma (BRAHMAP)

Request Information

Leave Type: Select Type

Transaction Type: Select Transaction

Annual Leave
Sick Leave
Credit Hours Used

Corresponds to selection above

<-			April 2009			->
Sun	**Mon**	**Tue**	**Wed**	**Thu**	**Fri**	**Sat**
			1 Hr: Fr: To:	2 Hr: Fr: To:	3 Hr: Fr: To:	4 Hr: Fr: To:
5 Hr: Fr: To:	6 Hr: Fr: To:	7 Hr: Fr: To:	8 Hr: Fr: To:	9 Hr: Fr: To:	10 Hr: Fr: To:	11 Hr: Fr: To:
12 Hr: Fr: To:	13 Hr: Fr: To:	14 Hr: Fr: To:	15 Hr: Fr: To:	16 Hr: Fr: To:	17 Hr: Fr: To:	18 Hr: Fr: To:
19 Hr: Fr: To:	20 Hr: Fr: To:	21 Hr: Fr: To:	22 Hr: Fr: To:	23 Hr: Fr: To:	24 Hr: Fr: To:	25 Hr: Fr: To:
26 Hr: Fr: To:	27 Hr: Fr: To:	28 Hr: Fr: To:	29 Hr: Fr: To:	30 Hr: Fr: To:		

Sick Leave

If you are requesting **sick leave**, you must indicate the reason.

Please specify:

- ○ Medical/dental/optical examination of requesting employee
- ○ Care of family member/bereavement, including medical/dental/optical examination of family member
- ○ Care of family member with a serious health condition
- ○ Other (e.g. personal illness or adoption). Provide the reason in Remarks.
- ◉ None

Family and Medical Leave Act

If **annual, sick, or leave without pay** will be used under the **Family and Medical Leave Act of 1993 (FMLA)**, indicate what it will be used for.

Please specify:

- ○ Birth/Adoption/Foster Care
- ○ Serious Health Condition of Spouse, Child, or Parent
- ○ Serious Health Condition of Self
- ◉ None

Contact your supervisor and/or your personnel office to obtain additional information about your entitlements and responsibilities under the FMLA. Medical certification of a serious health condition may be required by your agency.

Remarks

(200 chars max)

Save Cancel

KRONOS®

Help Logout

Current Leave Requests

	Status[+]	Request Type[+]	From Date[A]	To Date[+]	Total Hrs[+]
View	Approved	Annual Leave	Apr 13 2009 (2009-08)	Apr 13 2009 (2009-08)	4:00
Edit Del	Pending	Annual Leave	May 01 2009 (2009-09)	May 01 2009 (2009-09)	8:00
View	Approved	Annual Leave	Jun 08 2009 (2009-12)	Jun 12 2009 (2009-12)	40:00
View	Approved	Annual Leave	Aug 17 2009 (2009-17)	Aug 21 2009 (2009-17)	40:00
View	Approved	Annual Leave	Dec 21 2009 (2009-26)	Dec 31 2009 (2009-26)	64:00

New Request | View History | Calendar View | Return

KRONOS

The data in this system is Privacy Act protected, thus users must obey all agency policies regarding the protection of the data. Privacy Act data must never be shared with anyone who does not have a work-related need to know.

Help Logout

Locator Info

Office Contact Information for Priti P Brahma

Building	SSMC2
Street Address 1	1315 East-West Highway
Street Address 2	
Room Number	10725
Mail Stop/Routing Code	EPP
City	Silver Spring
State	Maryland
Zip Code	20910
Country	USA
APO	
Office Phone	(301) 713-9437
Extension	118
Cell Phone	
Pager	
Email/Internet	priti.brahma@noaa.gov
Fax	(301) 713-9465

Save Cancel

KRONOS

Name:	**Priti P Brahma**	Pay Period:	**04 : Feb 15, 2009 to Feb 28, 2009**
Time Card Type:	**Regular**	Leave Year:	**2009**

Time In Pay: **80:00** Other Time: **0:00** Dollar Transactions: **$0.00** Days In Pay: **10**

Transaction	Pfx	Sfx	Account	Feb 15 S	16 M	17 T	18 W	19 T	20 F	21 S	Wk 1	Feb 22 S	23 M	24 T	25 W	26 T	27 F	28 S	Wk 2	Total
Work Time																				
			Time In																	
			Time Out																	
Regular Base Pay			**(NFC Stored Account)**			8:30	8	8	7:30		32		8	8	8	8:15	7		39:15	71:15
			Work Time Total			8:30	8	8	7:30		32		8	8	8	8:15	7		39:15	71:15
Leave and Other Time																				
			Absence Start																	
			Absence End																	
Annual Leave			**(NFC Stored Account)**														0:45		0:45	0:45
Federal Holiday			**(NFC Stored Account)**		8						8									8
			Leave and Other Time Total		8						8						0:45		0:45	8:45
			Daily Total		8	8:30	8	8	7:30		40		8	8	8	8:15	7:45		40	80

Type	Status	Date	Supervisor	Feb 15 S	16 M	17 T	18 W	19 T	20 F	21 S	Feb 22 S	23 M	24 T	25 W	26 T	27 F	28 S
Leave Requests																	
Annual Leave	Approved	02-MAR-09	JACQUELINE ROUSSEAU (ROUSSEAUJ)													0:45	
Premium Pay Requests																	
(No Premium Pay Requests submitted)																	

T&A Profile	
Pay Plan	General Schedule (reg)
Tour of Duty	Full Time
Duty Hours	80
Work Week	M-F 8-4:030 1/2L
Alternative Schedule	Variable Workweek
Agency	NOAA
State	MD
Town	1450
Unit	38
Timekeeper	07
Retain Data	TCs and Accounts
Account Data Code	Use Stored Account (NFC)
Stored Account (NFC)	83F8P1EH1P00
Service Computation Date	
Annual Leave Category	6 hr/pp

Leave Data	Fwd	Accr	Avail	Used	Bal
Annual					
Sick					
Other					

Leave Year Projection	
Maximum Available Annual	
Maximum Available Sick	
Use or Lose Leave	

Your signature certifies that all reported time was worked and approved according to law and regulation.

Affirmed By: Priti Brahma
Affirmation Date: Feb 27 2009 10:52 AM

Certified By : JACQUELINE ROUSSEAU
Certification Date : Mar 02 2009 12:18 PM

The complete T&A status history is displayed below; it may contain events that happened since the certification shown above took place.

Status History

	Timestamp	Status	Name	Message
	Mar 02 2009 07:02 PM	Built	SYSTEM	Built in Build ID 4832.
===>	Mar 02 2009 12:18 PM	Supervisor Certified	ROUSSEAU, JACQUELINE (ROUSSEAUJ)	
	Feb 27 2009 10:52 AM	Employee Attested	Brahma, Priti (BRAHMAP)	
	Feb 27 2009 10:52 AM	Employee Validated	Brahma, Priti (BRAHMAP)	
	Feb 16 2009 07:02 PM	New Record Created	SYSTEM	Created during Build ID 4732 for pay period 04.

WebTA Instructions:

WebTA Instructions for Employee:

Once you have been provided a password use the following link to be connected to WebTA.
https://docwebta.eas.commerce.gov/webta/

Employee Guide/Instructions/FAQs Link:
http://hr.commerce.gov/Practitioners/CompensationAndLeave/DEV01_006455

Instructions for those in a Pay Status

1) Select login and type in User ID & Password

2) Once you login you will be directed to the Employee Main Screen

3) Select T&A Data

4) Select New from the drop down button Select "Regular Base Pay" Enter total # of hours worked

5) Enter Regular Time & Leave then Select Save At the Bottom of the Screen

6) Return back to the Employee Main Screen & Validate (To view entry before validating select Summary)

7) Once you have entered your time please "Validate "

8) Either print to pdf your validated time sheet or use a screen capture, i.e. shift-print screen, to capture your T&A

9) Paste this screen capture into an email or attach the pdf to an email and send this to your NOAA supervisor for their approval, with a cc to the GSP Program Manager and the timekeeper. Indicate to your supervisor to respond to all with his/her approval/concerns. Be sure to "send as html" to ensure the screen capture is included.

10) The GSP Program Manager will review and EPP Director will certify in the system.

Instructions for those in Non-Pay Status

1) Select login and type in User ID & Password

2) Once you login you will be directed to the Employee Main Screen

3) Select T&A Data

4) Select New from the drop down button under <u>other time</u> Select “LWOP” Enter total # of hours

5) Return back to the Employee Main Screen & Validate (To view entry before validating select Summary)

6) Once you have entered your time please "Validate "

7) The GSP Program Manager will review and EPP Director will certify in the system.

REQUESTING LEAVE IN WEBTA

1) Select Leave/Prem Pay Button
2) Select Leave (Beside Leave Request)
3) Go to new request bottom button
4) Go to Request Information provide Leave Type and Transaction Type
5) Provide total # of hours on the specific day and apply
6) Remarks Box available if necessary
7) Once completed press Save
8) Print leave request and get approval from your NOAA Supervisor.
9) Send an email to your NOAA supervisor, GSP Program Manger and Timekeeper indicating the times you have requested leave and the type of leave, i.e. sick, annual, etc.

Supervisor's Role: Your field supervisors will continue to review and email their approval of your validated time sheet to the GSP Program Manager and Timekeeper.

Workforce Management Office (WFMO)

Serving NOAA's Most Valuable Asset - People

Telework

- Memorandum from the Director of Workforce Management
- Orientation Module for the NOAA Telework Program
- NOAA Telework Policy
- NOAA Telework Application, Agreement & Safety Checklist
- NOAA Telework Termination Form

NOAA TELEWORK COORDINATORS:

AGO	Denise Tyler-Littleford	301 713-3478 x204
CAO	Cynthia Burley	301-713-0800
CFO	Debra Rodgers	202-482-4986
CIO	Randy Hill	301-713-3573 x120
GC	Leila Afzal	202-482-2351
NESDIS	Marian Katz	301-713-9210 x145
NMFS	Natalie Huff	301-713-1456
NOS	Georgeann Stansbury	301-713-3050
NWS	Flanisha Barrett	301-713-1698 x182
OAR	Nick Leivers	301-713-1134
OMAO	Nancy Jackson	301-713-7616
PPI	Tejuana Michael	301-713-1622 x191
USAO	Kathy Lewis	202-482-3437
WFMO	Linda Adkins	301-713-6345

Please notify Jennifer.Heyob@noaa.gov, 301-713-6350, of any changes in Telework Coordinators.

Other Useful links:

- Deparment of Commerce Telework Program
- OPM Telework Homepage
- Telework: A Management Priority - A Guide for Managers, Supervisors, and Telework Coordinators (OPM)
- Telework Exchange

Page last edited: May 10, 2010

Telework Implementing Procedures
Addendum to NOAA Telework Policy
Office of the Chief Administrative Officer

Section 1. OVERVIEW

Telework, also referred to as telecommuting and flexiplace, is an alternative work arrangement where employees may conduct all or some of their work away at an alternative duty station (hereinafter referred to as "ADS"). The ADS may include the employee's residence, a telecenter, or other location determined acceptable by the approving official. The Department of Transportation Appropriation Measures, which became law in October 2000 (Public Law 106-346), state that "Each executive agency shall establish a policy under which eligible employees of the agency may participate in telecommuting to the maximum extent possible without diminished employee performance."

Telework is an important option for Federal Government and its employees. Telework should be an integral part of our office plan for continuity of operations (COOP.) Managers and supervisors play a key role in the success of Telework, identifying eligible positions and employees, setting performance expectations and parameters for Telework arrangements, and monitoring productivity.

The following procedures apply to the Office of Chief Administrative Officer (OCAO) providing guidance to OCAO managers, supervisors, and employees to assist them in implementing Telework within OCAO. This policy is an addendum to the NOAA Telework Policy (http://www.hr.noaa.gov/telework.htm), and incorporates any and all requirements stipulated in the NOAA Telework Policy dated November 28, 2003.

William F. Broglie — 8/1/05

William F. Broglie
NOAA, Chief Administrative Officer

Date

8/2/05

Eduardo J. Ribas
Director, Workforce Management Office

Date

Section 2. SCOPE

The provisions of this document apply to all (nationwide) OCAO employees, supervisory and non-supervisory. It does not apply to the following:

- Employees serving probationary or trial periods,
- Student interns--unless an exception has been authorized by DOC's Office of Human Resources Management (OHRM) based on operational need,
- Members of the Senior Executive Service (except with regard to Medical Telework—see below)
- Employees covered by a collective bargaining agreement.

Section 3. GENERAL TELEWORK PROVISIONS

- Telework is designed to promote increased productivity, efficiency, and effectiveness; and employees' abilities to balance work and family responsibilities.
- Employee participation in the Telework program will be based on such business-related factors as productivity, efficiency and effectiveness, and impact on performance of the Agency's mission.
- Participation in the program is voluntary and an employee may withdraw from the program at any time.
- Previous Telework arrangements that do not comply with the requirements of this policy will be terminated upon the effective date of this policy.

Section 4. AUTHORIZED TELEWORK ARRANGEMENTS

NOAA's Telework Policy authorizes two types of Telework arrangements: Intermittent/Episodic Telework and Regularly Scheduled Telework. OCAO employees may request one of the following arrangements:

A. **<u>Intermittent or Episodic Telework</u>**- Defined as infrequent periods of time when projects/assignments have short turn-around times and/or require intense concentration. Under such circumstances, the employee typically works at the ADS for short periods, away from typical office distractions. This enables the employee to focus more effectively on completion of the assignment. Episodic Telework is appropriate for work or assignment of specific and limited duration that can be performed at the ADS. Employees must submit a separate request for each work assignment for which the employee is requesting to participate in Episodic Telework.

1. **Medical Telework.** A special form of Episodic Telework allows a supervisor to accommodate an employee experiencing a temporary personal injury or illness (Medical Telework). An employee may request to perform work at home for a specified period of time if she/he suffers from a temporary personal injury or illness that prevents the employee from commuting to the official duty station or that would make it difficult or impossible for the employee to perform an entire day's work at the official duty station, but that would not preclude the employee

from performing her/his official duties at home. The employee must submit administratively acceptable medical certification in support of the request. The certification will, at a minimum, specifically provide:

- The specific nature of the illness or injury;
- The anticipated beginning and ending dates of the incapacitation;
- The specific reason(s) why the employee is incapable of commuting to the official duty station and/or performing her/his duties at the official duty station for an entire day; and
- A statement that the employee is capable of performing her/his duties at home, subject to any specific limitations.

Based on individual circumstances, the approving official may require additional medical certification deemed necessary. Individual employee participation will be decided on a case-by-case basis. If an employee's request is denied, the manager will provide a written notice to the employees with the reasons for the denial.

B. **Regularly Scheduled Telework** - An arrangement based on other than a temporary accommodation or condition, in which an employee works at an alternative work site for some portion of the workweek or pay period on a continuing basis.

1. Participation in regularly schedule Telework is limited to one day per pay period. Employees working a combined telecommuting and Alternative Work Schedule must stagger their telecommuting day(s) and AWS day within the pay period to ensure they are not consecutive.

2. In order for an employee to be eligible for regularly scheduled Telework, the approving official must determine that:

i. The employee's regular work assignments are routinely portable; i.e., on a recurrent basis, regular assignments can be successfully performed at an ADS. Assignments that are not portable include those assignments that require personal face-to-face internal or external customer contact, internal or external customer service assignments, or assignments that require physical access to the official duty station;

ii. The employee does not require close supervision, continuous feedback, or face-to-face contact with co-workers;

iii. The employee is not in a position that require the use of sensitive, Privacy Act or proprietary information that the Agency determines cannot be accessed from the ADS with adequate assurance of protection or non-disclosure. Sensitive, Privacy Act or proprietary information includes, but is not limited to, individually-identifiable information such as social security numbers, names, addresses, personnel information, and individually-identifiable financial information;

iv. The immediate supervisor certifies that there are sufficient duties or work activities that can suitably be performed at an alternative work site;

v. For a pass/fail performance management system, the employee's most recent performance appraisal is "Meets or Exceeds Expectations" "Eligible" depending upon the system, and in the performance of his/her duties, the employee consistently meets performance plan objectives in terms of quality and quantity of work, demonstrates a high level of proficiency in solving problems as they arise, and produces high quality written products which are unambiguous and convincing. The employee also must demonstrate a high level of reliability in following supervisory and organizational policies and procedures in the performance of assigned duties.

Section 5. OFFICIAL DUTY STATION

The official duty station of an employee who Teleworks remains unchanged for purposes of pay, leave, benefits, and other entitlements.

Section 6. PROGRAM OVERSIGHT AND RESPONSIBILITIES

A. **Telework Coordinator.** The CAO Telework Coordinator will serve as the point of contact between NOAA's Telework Coordinator for receiving and distributing Telework information, responding to the NOAA's Telework Coordinator request for statistical and program information. The CAO Telework Coordinator shall periodically review Telework approvals and disapprovals to ensure consistency of application, direct changes as necessary, and provide guidance as required. WFMO is responsible for NOAA-wide oversight of the NOAA Telework Program and any reporting requirements to DOC.

B. **Approving Officials.** CAO Office Directors have approval authority for employee participation in Telework. The CAO will serve as the approving official for any Director participating in a Telework agreement. Approving officials are responsible for:

- Approving the identification of the function, or portion thereof, of a position suitable for Telework.
- Documenting approval/disapproval decisions and the rationale for such decisions, for each employee's request to participate in the Telework program. Upon request, providing to CAO documented approvals and disapprovals to allow monitoring of the program for consistency among approving officials.
- Reviewing, modifying, and terminating Telework agreements in consultation with the employee's immediate supervisor in accordance with the NOAA Telework Policy.
- Authorizing the expenditure of funds to cover expenses associated with approved Telework arrangements, subject to funding availability and managerial discretion.

- Evaluating the impact of the program on the efficiency, effectiveness, and employee satisfaction of work operations within their organizations.

C. Supervisors. Supervisors are responsible for:

- The overall management and success of Teleworking within their work units, including day-to-day operations, and modifications to individual Telework agreements to meet mission needs or changing circumstances.
- Maintaining Telework records for use in monitoring the program's effectiveness to include, at a minimum, the total number of employees eligible to Telework, total number of eligible employees actually Teleworking, and the total number of eligible employees given the opportunity to Telework.
- Identifying employees eligible to participate in Telework based on position analysis.
- Developing and amending performance work plans, as needed, for work performed away from the official duty station.
- Assigning appropriate work to be performed at the ADS.
- Adjusting individual Telework arrangements to meet the needs of the units they supervise.
- Being familiar with DOC's Unclassified System Remote Access Security Policy and Minimum Implementation Standards, found at http://www.osec.doc.gov/cio/oipr/ITSec/remote_access.htm and implement the policy as needed.
- Providing tools and training necessary for employees to be knowledgeable in information technology communications.
- Ensuring that all employees participating in the Telework program review and understand the material provided via the Telework Orientation Module (http://www.rdc.noaa.gov/%7Ehrmo/telwk-orientation.htm

D. Employees. Employees are required to:

- Adhere to the Standards of Conduct for Executive Branch employees and any other Agency policies while working at the ADS.
- Actively participate in the development and completion of the NOAA Telework Application, Agreement, and Safety Check List.
- Observe agreed-upon hours of work in accordance with established policies.
- Observe policies on requesting leave when leave is to be taken.
- Use Government equipment in accordance with regulations governing use.
- Adhere to and operate under the provisions of the Telework agreement.
- Not engage in any non-governmental activities while in official duty status at the ADS. This includes caring for a child or providing elder care or conducting personal business. Promptly notify the supervisor whenever problems arise that adversely affect his/her ability to perform work at the ADS, including an injury or occupational disease occurring at the ADS.

- Maintain a telephone line, at his/her own cost, into the ADS and must furnish her/his manager and internal and external customers with the telephone number (e.g., via automated phone mail message) so that during regular working hours, she/he is fully accessible to the manager, co-worker, and customers. Pay for all operating costs incurred for set up and maintenance of an ADS not covered by the Agency.
- Follow standard security procedures when removing official records from the official duty station; and ensure that records and files are secure in order to protect against unauthorized access or disclosure.
- Verify that the alternative work site complies with health and safety requirements, and maintain safety at the alternative work site.

Section 7. REPORTING REQUIREMENTS

The CAO Telework Coordinator is the primary contact for reporting the status and success of our Telework programs and preparing required reports, as needed, for inclusion in NOAA-wide reporting requirements mandated by the Department. Data provided will be the total number of employees eligible to Telework, total number of eligible employees actually Teleworking, and the total number of eligible employees given the opportunity to Telework.

Section 8. IDENTIFYING JOBS AND DUTIES SUITED FOR TELEWORK

Although many positions are suitable for Telework, Public Law 106-346 recognizes that not all aspects of all jobs can be performed at ADSs. Supervisors with the approving official's concurrence are responsible for identifying positions, tasks, and functions of a position suitable for Telework as well as those positions that, when considered in their entirety, are not suitable for Telework.

Work suitable for Telework depends on job content, rather than job series or title, type of appointment, or work schedule. However, even jobs not entirely suited for Telework may contain duties that can be performed at an ADS either on a regularly scheduled or intermittent/episodic basis.

The functions, duties, and tasks of positions suitable for Telework typically include:

- Work activities that are portable and can be performed effectively outside the employee's conventional office with limited additional cost to the organization.
- Job tasks that are measurable or project-oriented.
- Client or customer contacts that are predictable or may be satisfied by frequently
- checking voice mail for messages.
- Work contacts that can be adjusted to allow for telephone communications or conducted when the Teleworking employee is at the conventional office.

Section 9. TELEWORK AGREEMENTS

In order to participate in the Telework Program, the following forms must be completed by the employee and are available at http://www.hr.noaa.gov/telework.htm:

- NOAA's Telework Application and Agreement
- NOAA's Telework Safety Checklist
- NOAA's Telework Termination Form

Copies of approved forms will be maintained by the approving official, or designee, for any reporting requirements. Approved Telework participants must sign a Telework agreement before participating in Telework. For employees who Telework on an intermittent basis, a separate agreement for each Telework episode is not necessary if the employee has signed an agreement to Telework on an intermittent basis. However, each incident of Telework must have advance supervisory approval. Individual Telework agreements must be reviewed and renewed at least annually to remain in effect. For Intermittent Episodic Medical Telework, each incident for Telework must be separately requested and approved.

The Telework agreement covers the terms and conditions of the Telework arrangement. It also constitutes an agreement by the employee to adhere to applicable guidelines and policies. The Telework agreement covers items such as the voluntary nature of the arrangement; duration of the Telework agreement; hours and days of duty at each work site; responsibilities for timekeeping; leave approval; requests for overtime and compensatory time; performance requirements; proper use and safeguards of Government property and records; and standards of ethical conduct.

Section 10. ESTABLISHING THE WORK SCHEDULE

Certification and Control of Time and Attendance. Proper monitoring and certification of employee work time is critical to the success of the program**.**

A. Overtime Work. In accordance with DOC pay policy, overtime must be approved in advance (memo, e-mail, CD-81) to preclude any unintended liability for premium pay. Employees who Telework must have prior supervisory approval to work overtime. Failure to obtain supervisory approval prior to working overtime may result in the termination of the Telework arrangement, and the time worked may not be compensated. For additional information on overtime, consult the DOC Premium Pay Manual at http://ohrm.doc.gov/information/handbook/handbook.htm

B. Leave. Telework participants shall adhere to all established leave procedures. The procedures for requesting leave remain unchanged for Telework participants, i.e., Teleworkers are still required to request and obtain approval of leave in advance of its use. For additional information on leave, consult the DOC Leave Handbook at http://ohrm.doc.gov/information/handbook/handbook.htm

C. Emergency Conditions. Although a variety of circumstances may affect individual situations, the principles governing administrative leave, dismissals, and closings remain unchanged.

- If the agency announces an early dismissal due to inclement weather to allow employees to return home safely and the employee is working at a Federal Interagency Telecommuting Center, she/he will follow the dismissal procedures of the Telecenter.
- Whenever inclement weather or other emergencies require the official duty station to be closed, employees at an ADS under the Telework program shall work the full day.
- When the official duty station is closed due to a Federal holiday, employees who Telework will be excused.
- When an emergency makes the ADS unavailable for Telework for a major portion of the workday, but the official duty station is open for business, the employee is expected to report to the regular office or request supervisory approval of annual leave, compensatory time off, credit hours off if on a flexible work schedule, or leave without pay.
- When an employee knows in advance of a situation that would preclude working at the ADS, the employee must either come to the conventional office or request leave. For additional information, see the DOC Leave Handbook: http://ohrm.doc.gov/information/handbook/handbook.htm .

D. Workers' Compensation. Employees who Telework are covered by the Federal Tort Claims Act and the Federal Employees Compensation Act and qualify for workers' compensation for injuries or illnesses sustained while performing their official duties at the ADS. This is one reason that it is vital that a specific authorized work location and work schedules must be identified in advance and adhered to by the employee. (See further discussion below in "Facilities and Equipment Issues.") A reference should be made to the OHRM website at http://ohrm.doc.gov/safetyprogram/workers_comp.htm, for the Department's policy and applicable claim forms. Employees in all situations bear responsibility for informing their immediate supervisor of an injury at the earliest time possible. The supervisor's signature on the request for compensation attests only to what the supervisor can reasonably know, whether the event occurred at the conventional work site or at an ADS, during official duty time.

E. Workplace Environment. Any employee participating in Telework is expected to perform his/her duties and responsibilities at the ADS at a proficiency level equal to or greater than when performed at the conventional office and work for the entire time period scheduled. Consequently, it is critical that the ADS be free from distractions and the employee free from obligations which would impair his/her ability to provide the same time and level of attention to the work product as when in the conventional office.

F. Dependent Care. No Telework arrangement is authorized which entails the employee providing day care to any individual.

Section 11. FACILITIES AND EQUIPMENT

A. **Office Space at the ADS.** A specific work location for performance of Telework duties must be identified and authorized in advance. Requirements will vary depending on the nature of the work and the equipment needed to perform the work. At a minimum, employees should be able to easily communicate by telephone with the supervisor, serviced clients, and co-workers during the Telework day. In addition, employees are responsible for verifying and ensuring that their alternative work areas comply with health and safety requirements (Note the self-certification Safety Checklist on page A-2 of the NOAA Telework Policy.) Work areas must be clean and free of obstructions, in compliance with all building codes, and free of hazardous materials. A supervisor may inspect the ADS for compliance with health and safety requirements when deemed appropriate and with advance notice. An employee's request to Telework may be disapproved or rescinded based on safety problems or the presence of hazardous materials.
B. **Government-owned Equipment.** While CAO is under no obligation to provide Government-owned equipment to its employees solely for the purpose of teleworking, CAO is committed to supporting the availability of viable equipment to permit teleworking for all eligible employees. Accordingly, in concert with available funding, CAO will seek opportunities to make available either surplus equipment or newer technology to permit teleworking. Teleworking employees must notify their supervisor immediately of any malfunction of Government-owned equipment and return the equipment to the Office for service. When Government-owned equipment is being used, the employee must only use this equipment for authorized purposes and the Government retains ownership and control of the hardware, software, and data.
C. **Government-owned Computer Security Issues.** Only hardware/software configuration procured by the Federal government and authorized by the NOAA Chief Information Officer (CIO) shall be installed on Government-owned computers at the ADS. Under no circumstances will an employee be allowed to add non-government owned or unauthorized hardware or software to government equipment.
D. **Computer Software Copyrights.** Employees may install Government-licensed computer software on the ADS computer to perform official work. Government-owned software may be used at the ADS, only when individual license agreements allow for computer software to be installed or multiple computers, as long as only one is in use at any given time. Each software manufacturer's license agreement terms must be examined on a case-by-case base by the CIO to determine whether or not this is permissible. The CIO will make the final determination on an employee's request to use software purchased by the Government at the ADS. Where license agreements allow government-owned computer software to be installed on an employee's personally owned equipment at no additional charge, the government may provide software for installation and use on the teleworker's personally owned equipment. Examples of this software may include anti-virus software, Internet browser software, or general-purpose software such as word processing or spreadsheet.
E. **Personal Computer Equipment.** If an employee elects to use his or her own personal computer equipment at the ADS, the employee is responsible for the purchasing, servicing, and maintenance costs associated with that equipment. The Government will not reimburse employees for such costs. The computer must have antivirus software and all files transferred to the government computer, electronically or by disk, must be scanned.

F. Installation of Telephone Lines. Appropriated resources will not be used to pay for telephone line installation and monthly service charges for telephone, cable, DSL, ISDN lines at the ADS. Teleworking employees making long distance telephone calls to conduct official government business may use government calling cards. Employees are required to adhere to the rules governing usage of government telephone lines for personal purposes at the ADS.

G. Personal Expenses. The Teleworking employee is expected to pay for costs incurred in operating the ADS. The Government will not reimburse employees for additional costs, such as utilities or insurance, associated with working at an ADS. If an employee elects to furnish his or her own workstation at the ADS, the Government will not reimburse the employee for the purchase costs. In addition, the employee is responsible for the maintenance, repair, and replacement of such equipment.

H. Telecommuting Center. The cost for the use of a telecommuting center will be absorbed in a charge back to the employee's respective office.

I. Secure Operations. All employees will follow guidelines issued by the NOAA CIO for remote access security. Teleworkers are responsible for following the DOC's Information Technology Security Program Policy, Remote Access Security Policy and Minimum Implementation Standards, all applicable policies contained in the Department's Information Technology Management Handbook. The DOC IT policies are available at http://www.osec.doc.gov/cio/policy_guidance.htm. The workplace and workstation must be set up to afford secure information processing, including the proper storage of sensitive DOC, NOAA, and proprietary information in both electronic and paper form. Supervisors are responsible for ensuring that teleworkers follow the security practices outlined above. Supervisors must ensure that the designated workspace or workstation of the employee has adequate physical or environmental security measures in place to protect the equipment from being accessed by unauthorized individuals. Supervisors must ensure that personal ID's, passwords, access codes, etc., are assigned, accounted for and maintained properly.

CAO is supported by the Systems Support Department (SSD) for all their IT needs. Employees authorized to telework, whose jobs require access to NOAA systems, must provide broadband internet access and have Virtual Private Network (VPN) software loaded on their computers to encrypt communications. Regardless of whether the teleworker is using a government or personally owned computer, VPN and approved anti-virus software are required. After a request is received by SSD, a VPN account will be created for the user. This will allow VPN access through the NOAA Firewall. The VPN software and installation instructions will be supplied by the SSD. If a teleworker only needs to access email, access can be done without a broadband connection and without VPN encryption. However, the teleworker still needs to provide Internet access to view email from a remote site.

NOAA Telework Application *and* Agreement

➤*Section I (Completed by Employee)*

Employee's Name:	Telephone #:
Job Title:	Series and Grade:
Division:	Office:
Supervisor's Name and Title:	
Official Duty Station:	

I Request to Telework at:

☐ GSA Federal Telework Center (Location):____________________________ Phone:_____________

☐ Alternative Workplace (Location):_____________________________ Phone:_____________

➤*Section II (Telework Agreement)*

The following constitutes an agreement on the terms and conditions of the telework arrangement for working at an authorized alternative workplace between the Employee and the Supervisor.

Description of work to be performed:

A copy of the agreement will be retained by the supervisor and the employee for reference.

<u>Voluntary Participation</u>

The employee voluntarily agrees to work at the approved alternative workplace indicated in Section 1. of the NOAA Telework Application and Agreement. The supervisor concurs with the employee's participation. The employee and supervisor agree to follow all applicable policies and procedures established by the Department of Commerce and NOAA. The employee recognizes that the telework arrangement is not an employee entitlement, but an additional method that the employer may approve to accomplish work.

<u>Performance/Work Assignments</u>

The employee's most recent performance rating of record and current performance must be at least "Meets or Exceeds." The employee understands that a decline in performance may be grounds for canceling or modifying the alternative workplace arrangement. The employee agrees to complete all assigned work according to procedures mutually agreed upon by the employee and the supervisor and according to guidelines and standards in the employee's performance plan.

<u>Approval Period</u>

The employee will participate in the telework program on (check one):

☐ A *regularly* scheduled *(continuing)* basis beginning_________________.
(date)

☐ A *non-regularly* scheduled *(intermittent or episodic)* basis beginning_____________for at least ________ *(up to one year)*. *(date)*

☐ This agreement shall expire on ________________, unless cancelled or terminated earlier by either the approving official and/or employee, or renewed by agreement of the employee and approving official.

<u>Official Duty Station and Alternative Workplace</u>

The supervisor and employee agree that all pay, leave, and travel entitlement are based on the official duty station as shown in Section 1. of the NOAA Telework Application and Agreement.

RESET

Work Schedule and Tour of Duty

The supervisor and employee agree that the employee's official tour of duty is as shown in the table below (insert days and hours).

	Week 1 of pay period	Week 2 of pay period
Official Duty Station		
Alternative Workplace		

(For guidance on flexible work schedules, refer to the Department of Commerce or your unit's Alternative Work Schedule Plan, and specify the flexible band and the limits within which flexible hours may be worked.)

Special Circumstances:

Alternative Workplace Costs

The employee understands that the Government will not be responsible for any operating costs that are associated with the use of the employee's home as an alternative workplace, for example, home maintenance, insurance or utilities.

Entitlement to Reimbursements

The supervisor understands that the employee does not relinquish any entitlement to reimbursement for authorized expenses incurred while conducting business for the Government, as provided for by statute and regulations.

Equipment/Supplies

The employee agrees to protect any Government-owned equipment and/or supplies and to use the equipment only for official purposes. Any government-owned equipment issued to the employee will be serviced, maintained, and installed, if applicable, by NOAA. The employee is responsible for maintaining, installing, and the servicing of any personal equipment needed. The supervisor will provide the employee with all necessary office supplies, and will arrange for the employee to make business-related long distance telephone calls at no cost to the employee.

Equipment needed to perform work at alternative workplace:

This section must be completed

NOAA Furnished: ____

Employee Furnished: ____

Alternative Workplace Inspection

The employee agrees to permit the Government to inspect the alternative work site during the employee's scheduled working hours with prior notice. The supervisor and employee agree that the purpose of any such inspection will be to ensure that the designated work area is adequate for performance of employee's official duties, meets required safety and security requirements, and to ensure proper maintenance of Government-owned property.

Salary and Benefits

The supervisor and employee agrees that a telework arrangement is not a basis for changing the employee's salary, benefits, or entitlements.

RESET

Overtime

The employee agrees to work overtime only when ordered and approved in writing by the supervisor and in advance of working the overtime. The employee understands that overtime work without such approval may not be compensated and may result in termination of the telework arrangement.

Leave

The employee agrees to follow established office procedures for requesting and obtaining approval of leave. The employee understands that if an emergency condition occurs either effecting the alternative workplace or the Federal government, the employee must contact the supervisor and follow appropriate dismissal or leave requesting procedures.

Time and Attendance Reports

The supervisor and employee are responsible for ensuring the accuracy of time and attendance reported for the employee's work at the official duty station and the alternative workplace. The supervisor agrees to certify biweekly the employee's Time and Attendance Daily Report for hours worked. The employee's timekeeper will retain a copy of the employee's work schedule.

Conducting Personal Business

The employee agrees not to conduct personal business at the alternative workplace while in an official duty status for example, caring for dependents or making home repairs.

Liability

The employee understands that the Government is not liable for damages to an employee's personal or real property while the employee is working at the approved alternative workplace, except to the extent the Government is held liable by the Federal Tort Claims Act or the Military Personnel and Civilian Employees Claims Act.

Worker's Compensation

The employee understands that (s)he is covered by Federal Employee's Compensation Act if injured in the course of performing official duties at authorized work locations. The employee agrees to notify his/her supervisor immediately of any accident or injury that occurs and to complete any required forms. The supervisor agrees to process such a report immediately.

Maintenance of Records

The supervisor is responsible for maintaining all forms and records associated with this agreement.

Standards of Conduct

The employee agrees to abide by the Department of Commerce Standards of Ethical Conduct Standards while working on official duty.

Disclosure

The employee agrees to protect Government records from unauthorized disclosure or damage and will comply with requirements of the Privacy Act of 1974, 5 U.S.C. 552a, and all other regulatory guidance controlling the protection and use of government records.

Termination

The supervisor and employee understand that either party may terminate the Telework agreement with reasonable advance notice, generally two (2) administrative work weeks, but not less than seven (7) calendar days and require the employee to resume working at his/her official duty station. Reasons for termination will be documented by the supervisor and/or employee on NOAA's Telework Termination Form and filed with this agreement.

Compliance with this Agreement

The employee's failure to comply with the terms of this agreement may result in the termination of this agreement and the telework arrangement. Failure to comply with the provisions of this agreement may also result in appropriate disciplinary or adverse action against the employee.

Certification

By signing this agreement, the employee certifies that (s)he has read the terms of this agreement and agrees to follow the policies and procedures outlined in them as well as all other applicable regulations, policies, and procedures:

Employee's Signature:________________________Title:___________________Date:___________

Supervisor's Signature:________________________Title:___________________Date:___________

Approving Official's Signature: __________________Title:___________________Date:___________

➤Section III (Approval/Disapproval)

Your request to participate in the telework program is:

☐ **Approved as written**:

☐ **Approved with the following modification(s):**

- ☐ GSA Federal Telework Center (Location):________________________Phone:___________
- ☐ Alternative Workplace (Location): ______________________________ Phone:___________
- ☐ Other: ____ Phone:__________

☐ **Disapproved for the following reason(s):**

- ☐ The employee does not have sufficient duties or work activities suitable for performance at an alternative work site.
- ☐ The employee's absence from the work place under a telework arrangement will unacceptably impact the operation of the work unit.
- ☐ The extent of supervision required for the employee could not be achieved in conjunction with a telework arrangement.
- ☐ The employee's alternative work site does not meet prescribed acceptability standards. (State the specific deficiency issue(s), such as: safety, two-way communications, access to required materials, IT security, or non-work related distractions and/or obligations.)
- ☐ The employee does not meet performance eligibility requirements. (State the specific deficiency issue(s) such as: writing, problem-solving, reliability for following prescribed policies and procedures, organization/time management skills, or work quality and/or quantity.)
- ☐ The employee does not meet conduct-related eligibility requirements. (State the specific deficiency issue(s), such as: leave abuse, excessive absence, or a record of misconduct which precludes participation at this time. If no additional misconduct in one (1) year, employee may reapply.
- ☐ Other (please specify):

Supervisor's Signature: ____Date:_______________

Approving Official's Signature:______________________________________Date:_______________

RESET

NOAA TELEWORK SAFETY CHECKLIST - PRIVATE RESIDENCE

Note: Complete this only if the proposed alternative workplace is located in a private residence.

This checklist is designed to assess the overall safety of the designated work area of the alternative workplace. Each applicant should read and complete the self-certification safety checklist. Upon completion, the checklist should be signed and dated by the applicant.

Applicant:____ Office Telephone:_______________

Location of alternative workplace:________________________ Alt Workplace telephone:______________
Description of the designated work area:

Within the designated work area:

1. Are all stairs with four or more steps equipped with handrails? ☐Yes ☐No ☐N/A

2. Are all circuit breakers and/or fuses in the electrical panel labeled as to intended service? ☐Yes ☐No ☐N/A

3. Is all electrical equipment free of recognized hazards that would cause physical harm (frayed wires, bare conductors, loose wires, flexible wires running through the walls, exposed wires fixed to the ceiling)? ☐Yes ☐No ☐N/A

4. Will the building's electrical system permit the grounding of electrical equipment? ☐Yes ☐No ☐N/A

5. Are aisles, doorways, and corners free of obstructions to permit visibility and movement? ☐Yes ☐No ☐N/A

6. Are file cabinets and storage closets arranged so drawers and doors do not open into walkways? ☐Yes ☐No ☐N/A

7. Are the chair casters (wheels) secure and the rungs and legs of the chair sturdy? ☐Yes ☐No ☐N/A

8. Are the phone lines, electrical and extension cords secured under a desk or alongside a baseboard? ☐Yes ☐No ☐N/A

9. Is the office space neat, clean, and free of excessive amounts of combustibles? ☐Yes ☐No ☐N/A

10. Are floor surfaces clean, dry, and level? ☐Yes ☐No ☐N/A

11. Are carpets well-secured to the floor and free of frayed or worn seams? ☐Yes ☐No ☐N/A

12. Is there sufficient light for reading? ☐Yes ☐No ☐N/A

I hereby certify that I will take all necessary corrective actions to eliminate any hazard (as revealed by a negative response) before I begin to telework.

Employee's Signature: _______________________________________ Date:_________________________

RESET

TRAVEL GUIDELINES

Program participants are encouraged to present their research at conferences, meetings, NOAA research facilities, etc., however, appropriate travel paperwork **MUST** be prepared in advance for all travel. A travel authorization is required whenever the participant travels more than 50 miles from their duty station for a conference, meeting, etc. Participants are required to get prior approval from EPP (at least two weeks in advance for domestic travel and eight weeks in advance for international travel) before making a commitment to travel.

I. To request permission to travel, participants must complete the following:

1. 2-3 times per year, the GSP Program Manager will request you to compile a list of all your expected travel through a portion of or the entire fiscal year. In this list, EPP will requires following information:

   - Reason for travel
   - Dates of travel
   - Expected costs of travel including registration fees, airfare, hotel, rental car, etc. (you may have to call ADTRAV and get some estimated costs).

   Since EPP may not be able to accommodate all travel, your list should be prioritized. It is very important for budgeting purposes that the traveler respond to these requests by the deadline. If a list of expected travel is not provided, EPP will not budget for your travel.

2. At least 3 weeks prior to the expected travel start date for domestic travel (9 weeks for international travel), contact ADTRAV, the NOAA travel agency, at (301) 713-2407 to make final travel arrangements including rental car and airline reservations. The participant must request ADTRAV email their trip itinerary to EPP Administrative staff support **and** the GSP Program Manager for a government travel authorization to be prepared.

   All NOAA travelers are required to log into their ADTRAV profiles at the following address: www.rezprofiler.com and update the following information:
   - Passenger's full name as it appears on the ID used to pass through airport security,
   - Date of birth, and
   - Gender.

3. Contact ADTRAV or the hotel directly to make hotel reservations (request the government rate). Please note the following 2 rules:

   - Please check the Hotel Tax Exemption website to see if the place you are travelling will provide a Hotel Tax exemption & save EPP from having to expend these funds. If the location provides a Hotel tax exemption, you must print the form available at the website, fill it out, and present the form to the hotel at the time of check-in: http://apps.fas.gsa.gov/services/gsa-smartpay/taxletter/letters08.cfm

4. Submit a Travel Request form to the GSP Program Manager (Priti Brahma) to obtain prior approval for travel including the hotel, car, and airline reservations. All Domestic Travel request(s) MUST be submitted 2-weeks prior to the dates of travel to the GSP Program Manager. All foreign travel request(s) must be submitted eight weeks prior to travel. Your travel request form must be submitted w/dates of travel; purpose; transportation, lodging, and rental car reservations; and other pertinent details to make your stay as comfortable as possible (see attached). If you are attending a conference, you must submit a copy of your abstract, the abstract acceptance notification, completed registration form and a copy of the conference agenda. Do not send the items above piecemeal - **send all required travel documents in one email.**

5. If the GSP Manager, EPP Budget analyst and the EPP Director approve the travel request, the EPP Administrative staff will prepare a Travel Authorization.

6. Once the Travel Authorization is prepared and cleared by EPP, the participant will receive a copy of the approved travel authorization for their travel. YOU MUST NOT TRAVEL without a TRAVEL AUTHORIZATION.

7. Travel Itinerary Changes: If you change anything regarding your travel, you must INFORM and JUSTIFY the change to the EPP Administrative Staff (Sabrina Tucker) and the GSP Program Manager (Priti Brahma) so a new Travel Authorization can be issued. For example, if you reserved a train trip, but changed it to a flight and you did not have your authorization changed, you will be responsible for all charges associated with the flight. If you change your dates of travel from the travel authorization, but don't update us, you will be responsible for all charges outside of the approved travel dates.

8. If you are traveling abroad for the U.S. Government, you must carry an Official Government passport and you must submit an international travel training certificate with your request.

    - Effective August 1, 2008, employees traveling on foreign travel must conduct the on-line U.S. Department of Commerce (DOC) Foreign Travel Briefing: http://home.commerce.gov/osy/. Employees who conduct the on-line briefing will be provided with a "Certificate of Completion" which must accompany all foreign travel packages when sent to the NOAA Travel Office (NTO) for final processing. Please note, the NTO will only accept "Certificate of Completions" for the briefing when it's dated August 1, 2008 or later. This date reflects the most current version of the briefing.
    - To obtaining a Federal employee Official Passport, submit the following to the Transportation Assistant for Offical Passports/Visas (Brandon Hailwood) in the NOAA Travel Office at least 8 weeks prior to travel date:
        1. Complete DS-11 Form -Complete on-line at: http://www.state.gov/documents/organization/79955.pdf
        2. Submit 2 regulation passport photos (2" X 2", excluding white border, white or off-white background)
        3. Submit a previous U.S. passport or certified birth certificate

Complete guidance regarding foreign travel is available at:
http://www.corporateservices.noaa.gov/~finance/FT.html

II. Travel Reimbursement Procedures

To properly close out all Travel Authorizations you are required to submit your ***ORIGINAL*** travel receipts (except for meals) and boarding passes within THREE business days after completion of travel to the EPP Administrative Assistant. To meet this deadline, copies of receipts should be emailed or faxed to EPP at (301) 713-9465 immediately upon completion of travel. In addition, all original receipts must be physically sent to EPP within five business days. This will enable EPP to process your travel voucher for reimbursement of authorized expenses incurred during your trip. Send all travel receipts to:

Sabrina Tucker
NOAA/Educational Partnership Program
1315 East-West Highway, Rm. 10742
Silver Spring, MD 20910

The NOAA Travel Office requires Travel Vouchers be completed within three days of completion of a trip.

Upon completion of travel, the participant must complete and submit a Trip Report with in 3 business days electronically to GSP Program Manager (please see attached trip report format).

The Federal Joint Travel Regulation specifies which expenses incurred while on official government travel are eligible for reimbursement. www.gsa.gov/federaltravelregulation

TRAVEL AUTHORIZATION REQUEST
(Revised 06/2010)

NAME OF TRAVELER ________________________ CELL PHONE #_______________

Graduate Scientist, Class of ________

TODAY's DATE_______________________________

DESTINATION: From ______________________ To_____________________________

Return from______________________ To_____________________________

DATES & TIMES: Begin ___________________ End____________________________

PURPOSE: (Check 1) ___ 1 Site visit ___ 3 Conference Attendance
___ 2 Training attendance ___ 4 To/From Summer Internship

DESCRIPTION (provide all details of trip):

MODE OF TRANSPORTATION (check all that apply):
____ Personal Vehicle ____ RAIL
____ AIR ____ OTHER, explain_________________

REIMBURSABLE EXPENSES:

___ Will you drive your personal vehicle from home/airport or home/destination? If so, provide approximate roundtrip mileage: _____
___ Will you need at shuttle to the Airport? If so, provide cost each way: $____
___ Will you need a Rental car at the destination? If so, provide cost/day: $____
___ Are there registration fees for the conference? If so, provide cost: $________
___ Are there any other reimbursable costs? If so, please explain and provide cost:

HOTEL RESERVATION: Confirmation Number _____________________
Nightly Rate______________________________

Name of Hotel ___________________________ Phone No_____________________
Hotel Address ___________________________
____

Attach Hotel reservation, car rental reservation, airline reservation, and if applicable conference registration information and abstract with this travel request.

U.S. DEPARTMENT OF HOMELAND SECURITY U.S. COAST GUARD CG-4650 Rev. 12-09	**Request For No-Fee Passport Form** *(Official, Diplomatic & Dependent)*

Please take necessary action for the issuance of an official passport to accomplish the following travel. The completed passport shall be released to CG-DCO-I office at Coast Guard Headquarters for transmittal to applicant.

Mail to:

COMMANDANT (CG-DCO-I)
ATTN: PASSPORT DIVISION (T)
2100 2ND STREET SW STOP 7471
WASHINGTON, DC 20593-7471

1. Application Type(s) *(DS-11, DS-82, DS-64, DS-3053, DS-4085, DS-5504)*	**2. Rank/Grade/Dependent**	
3. **Name** *(last, first, middle)*	**4. Date of Birth** *(mm/dd/yyyy)*	**5. SSN**
6. Unit Name	**7. List all countries to be visited** *(i.e. China, Spain, Mexico)*	

8. Type of U.S. citizenship submitted *(i.e. birth certificate, naturalization certificate, tourist passport, official passport)*

9. Purpose of Travel *(Be specific)*

10. Approximate Departure Date *(mm/dd/yyyy)*	**11. Approximate Return Date** *(mm/dd/yyyy)*

Note
The departure and return date on this form must reflect the dates you have indicated on your passport application.

12. USCG Official Passport Acceptance Agent Name & Number

Agent Name: **Agent Number:**

13. If this is an application for a dependent, please indicate the active duty sponsor's information below.

Sponsor's Rank & Name	**Date of Birth** *(mm/dd/yyyy)*	**SSN**

Applicant Notice:

A. To avoid delays in processing your official passport application, you must ensure all of the required information on this form is completely filled out.

B. DO NOT place this form in the sealed envelope for a DS-11 application. Please single staple this form to the outside of the sealed package.

This form must also be completed and submitted with the DS-82 application. Please do not seal the DS-82 application in an envelope.

Trip Report
Your Name
Date(s) of Trip

Name (if Conference):

Registration Costs: (if applicable)

Location:

Purpose: (Include milestones that will be accomplished)

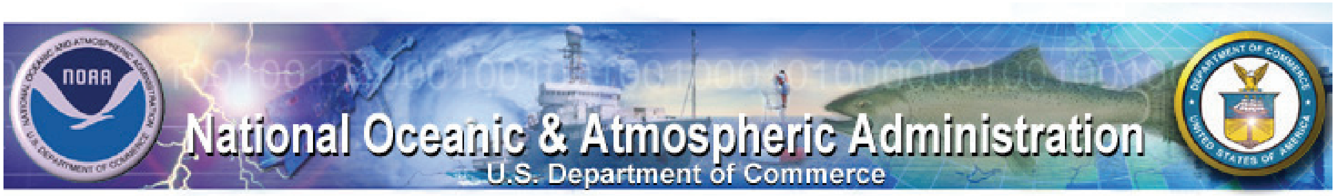
Participants:

Description of Your Activities:

Accomplishments:

Summary/Evaluation:

Current Date:



Travel

- **ADTRAV**
- **BROADCAST EMAILS**
- **FOREIGN TRAVEL**
- **HOTELS** (extended stay establishments for employees who are on temp quarters or on a long-term assignment)
  Hotel State Tax Exemption Certificates
- **JPMC** (Replaced Citibank Site)
- **RELOCATION** (Can only be accessed by a DOC computer)
- **TRAVEL OFFICE SITE INDEX**
- **TRAVEL REGULATIONS**

NEW Travel Transmittal Number 25 (travel delegations)
NEW **Travel Office Staff Changes**
Travel Transmittal Number 24 (travel voucher requirements)
Revised Travel Transmittal 24
Travel Transmittal Number 23 (travel authorization requirements
Travel Advisory 10-1(Electronic Signature on Travel Authorizatio
Travel Advisory 10-2(Fraud Information)
Travel Advisory 10-3 (Keeping your JPMC Account Current)

- **Evacuation Guidance**
  NOAA Travel Regulations on Evacuation Travel
  NOAA Policy on Evacuation Pay
- **Safeguarding Portable IT Devices While Traveling A**
  Travel Advisory 08-9 (Interim Procedures on Safeguarding Data While Foreign Travel/Updated Defensive Travel Briefing)
  Travel Advisory 09-05 (Secure Flight Program)
- **YEAR END MEMO**

NEW Travel Warning for Mexico

NOAA TRAVEL OFFICE STAFF

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Priti Brahma

From: Joseph Klimavicz [Announcement@noaa.gov]
Sent: Tuesday, November 03, 2009 3:39 PM
Subject: Texting While Driving - Don't Do It

TO: All NOAA Employees

FROM: Joseph Klimavicz
NOAA Chief Information Officer

SUBJECT: Presidential Executive Order “No Texting While Driving”

Date: October 19, 2009

On October 1, 2009 the President signed an Executive Order directing federal employees to not engage in text messaging while driving government-owned vehicles; when using electronic equipment supplied by the government when driving; or while driving privately owned vehicles when on official government business. NOAA takes protecting its employees and those we serve seriously and I know you do too. I encourage you to read this order online at http://tinyurl.com/y9jmddj to fully understand how this effects you, on and off the job.

Thank you for your cooperation.

This message was generated for the Chief Information Officer of the National Oceanic and Atmospheric Administration by the NOAA Information Technology Center/Financial and Administrative Computing Division

Subject: Official Travel and Car Rentals - Are you really insured?
From: "Broadcast, DOC" <broadcast@doc.gov>
Date: Fri, 09 May 2008 11:00:22 -0400

FOR: All DOC Employees

To ensure that you are getting the government rate and proper insurance coverage from an approved company, please make all arrangements for rental vehicles through the DOC Travel Management Center, ADTRAV. For more information go to www.defensetravel.dod.mil and click on “Car/Truck Programs.”

In accordance with the DOC Travel Handbook, Section C301-10.452, rental cars for official travel should be rented from a company that is approved and covered under the U.S. Government Car Rental Agreement (Agreement) with DOD’s Defense Travel Management Office. Under the Agreement, the renter declines the offered insurance coverage, pays the “government rate,” and the rental company provides the coverage. Absent gross negligence or use of the vehicle outside the scope of employment, neither the employee nor DOC should have to pay for any damages sustained to the vehicle during the rental period regardless of who is at fault.

Increasing numbers of employees are renting vehicles from non-approved outlets and are not getting the government rate or the insurance coverage. The government rate will be a whole dollar figure (e. g, $40.00, $42.00, $47.00 per day, etc.). For example, a rate of $46.99 per day is not a government rate and will not have insurance under the Agreement. In fact, the renter may become liable for any damage if the vehicle is not covered by the Agreement. DOC will cover these claims while on official business, but frequently rental companies will bill the renter and sometimes charge damages to the renter’s credit card. This has lead to problems with employees being reimbursed, which may affect their credit. Additionally, DOC has paid thousands of dollars in claims that could have been avoided by renting vehicles under the DOD Agreement through the Department’s Travel Management Center.

For additional information please contact Cheryl, Travel Management Specialist, at celzie@doc.gov or via telephone at 202-482-6137.

This message is authorized by OAS

Subject: Travel Advisory 09-7, Rental Cars
From: "Jon P. Alexander" <Announcement@noaa.gov>
Date: Tue, 24 Feb 2009 14:09:43 -0500

MEMORANDUM FOR: All NOAA Employees

FROM: Jon P. Alexander
Director, Finance Office/Comptroller

SUBJECT: Travel Advisory 09-7, Rental Cars

The purpose of this travel advisory is to provide guidance on when and how to rent a vehicle while on official temporary duty station (TDY) travel. Rental car information is provided below according to specific points:

How to Authorize a Rental Vehicle: Employees on official travel should first consider the use of taxicabs, shuttle service (many hotels offer complimentary shuttle service to and from the airport), and any other type of public transportation before requesting approval to rent a vehicle at a TDY site. In addition, employees attending a conference at or in the immediate vicinity of the hotel should only rent a vehicle when the cost of commuting by taxi would exceed the cost of a rental vehicle. Once it is determined that the use of a rental car is necessary and advantageous to the Government, it must be authorized specifically in Block 6 of the travel authorization.

What type of Rental Vehicle to Authorize: Employees are normally only authorized to rent a compact or economy-sized vehicle. However, under unusual circumstances and when specifically authorized in Block 5 of the travel authorization, employees may rent a larger vehicle when deemed officially necessary. The following are examples of situations where it may be necessary to authorize a vehicle above an economy or compact vehicle:

- o Transporting government equipment that will not fit in an economy or compact vehicle;
- o Transporting a group of employees who cannot all fit in an economy or compact vehicle; and
- o Use of a special rental vehicle due to the location of the TDY site, i.e., all terrain vehicles, trucks, etc.

- **How to Procure a Rental Vehicle**: In addition, employees who are authorized a rental vehicle must book the vehicle through ADTRAV, our servicing Travel Management Center (TMC), to ensure that the rental vehicle is insured and is the lowest cost available. Employees are required to rental vehicles under government rates since they include full coverage insurance. This is important since employees cannot be reimbursed for extra insurance purchased when renting a vehicle within the Continental United States (CONUS) and certain Outside the Continental United States (OCONUS) locations. Employees are required to purchase extra insurance in OCONUS locations that do not offer government rates. For more information on rental vehicle coverage, you may visit the following website: http://www.sddc.army.mil/sddc/Content/Pub/656/rentalcaragreement.pdf.

- **How to Fuel a Rental Vehicle**: When renting a vehicle, employees must use the "prudent traveler" approach for refueling:

  - o Long distance travel: Some rental vehicle companies offer fuel at or below the market rate when the traveler pre-pays a tank of fuel. In cases where the employee travels long distances, they should take advantage of the prepaid fuel option. However, employees should not take advantage of the prepaid fuel option when they do not plan on using a full tank of gas, or when charged above the market rate for gas, i.e., if the average cost of gas is $1.99 a gallon and the rental car company will charge you $4.99 a gallon to refill the rental car.

- o Short distance travel: Employees should fill rental vehicles prior to returning the vehicle. Generally, fuel charges are more costly at the car rental company than at a local gas station.

Under unusual circumstances, employees may be reimbursed for gas charges in excess of market value gas prices where time constraints make it impossible to fill up before returning the car and when justified on the travel authorization or post approved on the travel voucher. However, this practice should be the exception rather than the rule.

If you have any questions regarding this advisory, please contact Rachel Wivell on (301) 444-2136.

This message was generated for the Director, Finance Office/Comptroller by the NOAA Information Technology Center/Financial and Administrative Computing Division

Use of a Government Vehicle

This module covers the use of all NOAA or General Services Administration (GSA) government owned or leased vehicles and rental vehicles used by NOAA employees or contractors during government-related travel.

Drivers must report all accidents involving these vehicles within 24 hours via the NOAA Web-based Accident / Incident Reporting System, and within 8 hours of a serious accident.

(A serious accident involves 3 or more hospitalizations, a fatality, or a loss of more than $1 million.)

Drivers of Government Owned or Leased Vehicles Shall:

- Use seat belts at all times. Let other **authorized workers** ride with you only when the vehicle has a seat belt for each person. **Every passenger must be wearing a seatbelt before you move the vehicle.**
- Obey all traffic signs, signals, and regulations.
- **Not smoke** in any U.S. Government vehicle.
- **Not drive** when overly fatigued or while **under the influence of drugs or alcohol, including over-the-counter drugs).**
- Have a valid driver's license.

Drivers of Government Owned or Leased Vehicles Should:

- Attend a defensive driving course. These courses are provided by insurance companies, the National Safety Council, and others.
- Limit hours of driving according to local jurisdiction. For instance, do not work a full day and then drive a considerable distance (e.g., drive for many hours).

Forms in the Glove Box

Every glove box of a government owned or leased vehicle contains at least two forms:

- **Motor Vehicle Accident Report – SF-91**
- **Statement of Witness – SF-94**.

Some vehicles (e.g., trucks or those associated with certain Line Offices) may have additional forms. All vehicular accidents must also be reported on the NOAA Web-based reporting system, and have all Standard Forms submitted through the appropriate line of management and GSA.

NOAA also owns a sizable fleet of boat trailers, all terrain vehicles (including snow mobiles), small vessels, and other means of mechanized transportation.

If You Are Involved in an Accident

1. Stop immediately.
2. Take steps to prevent another accident at the scene.
3. Call a doctor or ambulance if necessary.
4. Notify the police.
5. **Do not** sign any paper or make any statement as to who was at fault (except to your supervisor or to a Federal government investigator).
6. Get the name and address of each witness. Ask each witness to complete Standard Form 94, Statement of Witness, in the Accident reporting kit (located in the glove compartment).
7. State your name, address, place of employment, name of your supervisor, and upon request, show your operator's permit and vehicle registration card.
8. Complete Standard Form 91, Motor Vehicle Accident Report.
9. Notify your supervisor as soon as possible.
10. If the vehicle is unsafe to drive, and you are unable to contact the Dispatch Pool Manager or the GSA Maintenance Control Center (e.g., due to an accident after normal duty hours) have it towed to the nearest repair shop and contact the Dispatch Pool Manager as soon as possible.

Vehicle Breakdown Procedures

- Notify your supervisor as soon as possible.

Accident Reporting

All vehicle incidents must be reported to management using the NOAA Web-based reporting system. Drivers and supervisors should make every attempt to obtain copies of any police reports.

Any subsequent employee injuries must also be reported using the guidelines outlined in Module 2 of this course, Reporting Incidents. Contractor injuries must be reported to the contractors' insurance company.

Copies of the SF-91, damage repair estimates, and police reports must be faxed to:

Office of General Counsel at the DOC
(202) 482-5858
Attention: Tim Conner

This allows damage to civilian vehicles or property to be adjudicated.

Drivers' Responsibilities

Source:
http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentType=GSA_BASIC&contentId=8339&noc=T

The operator of a General Services Administration (GSA) Fleet vehicle is responsible for its proper use, maintenance, and protection. Abiding by the following do's and don'ts will help GSA keep costs down and provide the necessary services.

Do's

- Drive defensively and safely. The most important safety factor in an automobile is the driver.
- Fasten Safety Belts. It's the law! Required by FMPR 101-39.300(c) and Executive Order 13043.
- Adjust head restraints so that the head is centered on the restraint.
- Use both the rearview and side-view mirrors and the turn signal before moving from one traffic lane to another.
- Use the emergency flasher lights when the vehicle becomes disabled or when stopping for an emergency on the side of the highway or any other public road.
- Obey all traffic laws. A traffic or parking violation is the personal responsibility of the operator.
- Safeguard the vehicle, credit card(s), and keys against damage, theft, or misuse.

Caution: The agency is financially responsible for losses due to vehicle theft, pilferage, vandalism, parking lot damages, and damages beyond normal wear and tear.

- Lock all doors and carry the keys and credit card(s) when leaving the vehicle unattended.
- Turn in keys and a credit card when returning the vehicle to the Fleet Management Center (FMC).
- Store the vehicle in a secure parking facility when possible.
- Report lost, damaged, or stolen credit cards and/or license plates immediately to the FMC.
- Report the theft of the vehicle or its contents immediately to:
  - The local law enforcement agency
  - The FMC manager or the Maintenance Control Center (MCC) technician
  - A supervisor
- Set the parking brake when leaving the vehicle.
- Carry a valid operator's permit for the type of vehicle operated, including a commercial driver's license for vehicles, if required.

Don'ts:

- Don't smoke. Smoking is prohibited in GSA Fleet vehicles.
- Don't use the vehicle for private business, personal errands, or recreation. Avoid creating any perception of misuse. Reported incidents of misuse often result in disciplinary actions.
- Don't transport family members, personal friends, or non-government employees in the vehicle without specific permission from the head of the agency or his or her designee.
- Don't use the vehicle for transportation to or from work or park it at unauthorized residences' without valid written authorization, as required by FPMR 101.38-3.
- Don't drive the vehicle without fastening the safety belt and ensuring that all passengers have fastened theirs.
- Don't use a cellular telephone when at a gas station. Cellular phone use at gas stations or anywhere fuel is stored is hazardous. The switches and high-powered batteries in the phone can generate sparks that can set-off explosions. All electronic devices in gas stations are protected with explosive containment devices, while cell phones are not.

JP Morgan Chase (JPMC) Phone Number: 1-888-297-0781

AGENCY PROGRAM COORDINATORS (AOPC):

All Line and Staff Offices, other than NMFS and NWS, will call
Jessica Hammond/ Jessica.Hammond@noaa.gov
phone: (301) 444-2109; fax (301) 413-3066

NMFS employees will call
Marlena Bowman/ Marlena.Bowman@noaa.gov
phone: (301) 713-1364 x194; fax (301) 713-2258

NWS employees will call
Yvette Garnett-Singleton/ Yvette Yvette.Garnett-Singleton@noaa.gov
phone: (301) 713-0420 x123, fax (301) 608-0850

backup - Janice Evans/ Janice.Evans@noaa.gov
phone: (301) 713-0420 x104

TRAVEL CARD ADVISORIES

Travel Advisory 10-1 JPMC Fraud Charges
Travel Advisory 09-4 JPMC Information
Travel Advisory 09-3 Transition Issues
Travel Advisory 08-5: Announcement on New Charge Card Vendor
GSA Bulletin 009 Proper Use of Travel/Purchase Card
Phishing Scam Notice (GSA - 8/09)

TRAVEL CARD APPLICATION PROCESS:

JPMC Regular Travel Card Application NEW (Instructions) (ONLINE)
JPMC Rush Travel Card Application (Instructions)

CARDHOLDER TOOLS:

- Credit Worthiness FAQ (DOC)
- Foreign Currency Conversion Information
- JPMC Customer Service: (888) 297-0781

- JPMC Cardholder Fees
- JPMC Travel Cardholder Agreement
- MasterCard Added Benefits/Insurance Guide
- MasterCard ATM Locator
- PaymentNet (On-line System for Cardholders/Must have WINZIP 9.0)
  - PaymentNet Access Instructions (Cardholders)
  - Bill Pay Instructions
- PaymentNet Cardholder Support - 1-888-297-0781
- Travel Card Training (GSA)

TRAVEL CARD RULES & REGULATIONS:

- DOC Travel Card Regulations (under construction)
- NOAA Travel Card Regulations
- Travel Advisory 06-1 (Proper Use of the Government Travel Card)
- Travel Card Do's and Don'ts

DELINQUENCY/MISUSE:

- Travel Card Misconduct and Corrective Measures
- JPMC Travel Card Delinquency Timeline
- Travel Card Reinstatement Procedures
  AOPC Validation Form (to be filled out by servicing AOPC)

AOPC TOOLS:

- JPMC AOPC Travel Card On-Line Training
- JPMC Approved Merchant Category Codes
- PaymentNet
- PaymentNet Access Instructions (AOPCs)

TRAVEL CARD MONITOR TOOLS:

- PaymentNet Access Instructions (Travel Card Monitors)
- Travel Card Monitoring Guide (PaymentNet)

JPMC Time Line for Receiving Delinquent Notices

Travelers are required to submit their travel voucher(s) within 5 days of completing their trip. Failure to voucher in a timely fashion could result in delinquency. See below for a time line of notices sent by JPMC when an account becomes 61 days or more delinquent. Note that payment, in full, is due and payable to JPMC upon receipt of the JPMC statement, but must be received by JPMC no later than 25 calendar days from the statement date.

1. Traveler uses JPMC travel card to pay a hotel bill for official Government travel. 6/1/02

2. JPMC sends cardholder statement of charges. (21st of each month) 6/21/02
JPMC considers the 21st the statement date.
Payment, **<u>in full</u>**, is due and payable to JPMC upon receipt of the statement, but must be received by JPMC no later than 25 calendar days from the statement date. Cardholders can access their statement through Citidirect at any time from the following website: <u>http://www.rdc.noaa.gov/~finance/JPMC.htm</u>.

3. JPMC's first cycle payment due date. (25 days from statement date) 7/16/02

4. JPMC sends cardholder a **first past due notice.** (45 days from statement date)8/5/02

5. JPMC sends cardholder a **second past due notice** (55 days from statement date) 8/15/02
which advises them that their account is in a pre-suspension status.

6. JPMC's second cycle payment due date. (61days from statement date) 8/21/02
JPMC sends cardholder a **third past due notice** which advises them that their account is delinquent and subject to suspension.

7. JPMC sends cardholder a **fourth past due notice** (66 days from statement date) 8/26/02
which advises them that both their travel card and ATM privileges are now suspended.

8. JPMC's third cycle payment due date. (91days from statement date) 9/20/02
JPMC sends cardholder a **fifth past due notice** which advises them that their account remains seriously delinquent and that their privileges remain suspended.

9. JPMC's fourth cycle payment due date. (120 days from statement date) 10/19/02
JPMC sends cardholder a **sixth past-due notice** which advises them that if payment is not received within 5 days, JPMC will initiate paperwork to have travel card and ATM privileges canceled.

10. JPMC sends cardholder a **seventh past due notice** (131 days from statement date) 10/30/02
which advises them that their account is now canceled and that their delinquent account will be reported to the national credit bureaus. Reinstatement of canceled accounts is at the discretion of JPMC. Once an account is canceled for non-payment, cardholders are expected to travel on personal funds for any future official travel.

DO'S AND DON'TS ON THE USE OF THE GOVERNMENT TRAVEL CARD

DO'S

DO USE THE GOVERNMENT TRAVEL CARD TO PAY FOR OFFICIAL TRAVEL EXPENSES ONLY.

DO OBTAIN TRAVEL ADVANCES FOR OFFICIAL TRAVEL THROUGH AN ATM.

DO TRACK YOUR EXPENSES WHILE ON TRAVEL SO YOU HAVE ACCURATE INFORMATION FOR FILING YOUR TRAVEL CLAIM.

DO FILE YOUR TRAVEL CLAIM WITHIN 5 DAYS AFTER YOU COMPLETE YOUR TRIP OR EVERY 30 DAYS IF YOU ARE ON CONTINUOUS TRAVEL.

DO REVIEW YOUR MONTHLY STATEMENT CAREFULLY TO ENSURE THAT ALL CHARGES SHOWN WERE MADE BY YOU.

DO FOLLOW CITIBANK'S DISPUTE PROCESS FOR CHARGES WHICH ARE INCORRECT.

DO SUBMIT PAYMENT IN FULL TO CITIBANK FOR EACH MONTHLY BILL.

DO CONTACT CITIBANK'S CUSTOMER SERVICE (1-800-790-7206) IF YOU HAVE QUESTIONS ABOUT YOUR MONTHLY BILL.

DO BE AWARE THAT MISUSE OF THE CARD OR DELINQUENCY COULD RESULT IN DISCIPLINARY ACTIONS BY YOUR BUREAU.

DON'TS

DON'T USE YOUR GOVERNMENT TRAVEL CARD FOR PERSONAL USE.

DON'T OBTAIN TRAVEL ADVANCES THROUGH THE ATM WHICH EXCEED YOUR EXPECTED EXPENDITURES FOR A TRIP.

DON'T OBTAIN TRAVEL ADVANCES THROUGH THE ATM UNLESS YOU ARE ON TRAVEL OR WILL BE ON TRAVEL SHORTLY.

DON'T ALLOW YOUR MONTHLY BILL TO BECOME OVERDUE.

DON'T WAIT FOR RECEIPT OF YOUR MONTHLY BILL TO FILE YOUR TRAVEL CLAIM.

DON'T FORGET THAT THE CARD IS ISSUED IN YOUR NAME AND LIABILITY FOR PAYMENT IS YOUR RESPONSIBILITY.

DON'T MAKE LATE PAYMENTS BECAUSE THIS COULD RESULT IN SUSPENSION OR CANCELLATION OF YOUR CARD.

FAILURE TO PAY YOUR MONTHLY BILL WILL RESULT IN THE LOSS OF YOUR CHARGING PRIVILEGES. IF YOUR CARD IS SUSPENDED, YOU WILL BE UNABLE TO USE IT UNTIL PAYMENT IS RECEIVED BY CITIBANK. IF YOUR CARD IS CANCELLED DUE TO NON-PAYMENT, YOUR DELINQUENCY MAY BE REPORTED TO CREDIT BUREAUS, REFERRED TO COLLECTION AGENCIES, OR LEAD TO OTHER COLLECTION ACTIONS.

Non-Disclosure Agreement for System Access
Department of Commerce
National Oceanic and Atmospheric Administration
Commerce Business Systems

As an employee or contractor of the Department of Commerce (DOC) with access to the National Oceanic and Atmospheric Administration (NOAA) Commerce Business Systems (CBS), you are required to be aware of, and comply with all applicable laws, regulations, not limited to the Privacy Act of 1974, Computer Fraud and Abuse Act of 1988, DOC Policy on Password Management, NOAA Information Technology (IT) Security Policy, and the NOAA Rules of Behavior. All users must complete the IT Security Awareness Training course every year to obtain and/or continue access to NOAA IT resources.

The CBS is an integrated financial management system intended to assist bureaus in complying with sound federal accounting practices. The CBS is a collection of administrative / management systems that are integrated with the Core Financial System (CFS). The administrative systems include budget information, requisitions and procurement, time reporting, personnel and payroll, property, purchase card, travel and grants. The CFS modules include Data Warehouse, Labor Distribution, General Ledger, Cost Accumulation, Budget Execution and Funds Management, Accounts Receivable, Accounts Payable and other standard interfaces.

The information and data, if disclosed to unauthorized sources, could violate the Privacy Act, OMB M06-16 (PII) and/or result in financial loss or adverse legal actions.

I, ____, hereby consent to this agreement in consideration for my being granted conditional access containing *sensitive but unclassified information, personally identifiable information and privacy act information* concerning financial, acquisition, travel, human resources, real or personal property, budget and other areas. Information may be in the form of system data, files and records, contract data, analyses, memos, meeting content, conversations, or any other form. I understand and agree to the following terms and conditions:

I will only access, or attempt to access, *sensitive but unclassified information* systems for which I am granted conditional access authorization and have a “need to know/access”.

I will not divulge my password(s) or share them with any other person.

I will not disclose or extract any confidential data, Privacy Act / PII data, employee information, or bureau specific *sensitive but unclassified information* which could adversely affect the Government’s interest or the privacy to which individuals are entitled.

I will not use, release, or disclose any *sensitive but unclassified information*, in any form whatsoever, to any person or entity other than authorized individuals without written authorization. *Note: Individuals providing services under contractual arrangements cannot share information with their company/organization nor with any other external individual, corporation, business, or organization.*

I will protect *sensitive but unclassified information* in accordance with the provisions of the Privacy Act, OMB M06-16 (PII) and other pertinent laws and regulations governing the confidentiality of privileged information. If I become aware of any improper use, extract, release or disclosure of Privacy Act / PII data or non-public information, I will advise NOAA management and complete the NOAA IT Security Incident Reporting Form as soon as possible. *Note: Contractors are required to provide a copy of this User Agreement to their employers to ensure that they are aware of non-disclosure responsibilities.*

I understand that any unauthorized use, release or disclosure of non-public information in violation of this agreement may subject me to administrative actions that range from a verbal or written warning, removal of system access, reassignment of duties, and/or termination of employment or contract, depending on the severity of the violation.

Signed:_______________________________________ Date:___________________

July 2008

INTEGRATED TRAVEL MANGER
USER ACCESS REQUEST FORM

Commerce Business Systems (CBS)
Achieving Excellence in Financial Management

ALL USERS MUST BE LISTED IN THE NOAA STAFF DIRECTORY PRIOR TO REQUESTING ACCESS TO THE COMMERCE BUSINESS SYSTEMS (CBS) APPLICATIONS. SUBMISSIONS AND UPDATES TO THE NOAA STAFF DIRECTORY CAN BE SENT TO NOAA.STAFF.DIRECTORY@NOAA.GOV.

Date of Request: ______________

Access Requested: ITM PRODUCTION   Action Requested: New User

Employee Type: NOAA Employee   Specify (if other): ________________________

NOTE: If you are other than a NOAA or BIS employee, you will be contacted for your Social Security Number.

Requester's Name: ________________________________   Office Phone: ____________________________

Line Office: NOAA Office of Education   Email Address: ________________________________

Servicing Field Finance Branch: HQS - Accounting Operations Division (AOD)

The user's signature certifies that they have completed the mandatory IT Security Awareness Course and consent to the NOAA CBS Non-Disclosure Agreement for System Access (attached). The supervisor's signature certifies that the requester is authorized to maintain current access to CBS.

Requester's Signature: ____________________________   Date: ________________________________

Supervisor's Name: ________________________________   Office Phone: _________________________

Supervisor's Signature: ____________________________   Date: ________________________________

Please select the appropriate user role(s) for the access you require.

- [x] **ITM USER** – creates, edits, views, and prints travel authorizations, vouchers, and local vouchers for themselves only.
- [ ] **ITM REVIEWING/APPROVING OFFICIAL** – access to their own travel documents and those named in a specified group for reviewing/approval purposes.
- [ ] **ITM FMC GROUP ADMINISTRATOR** – (requires FMC Travel Coordinator approval) creates, edits, views, and prints travel authorizations, vouchers, and local vouchers for a specified group of travelers as well as themselves.
- [ ] **ITM ROUTING ADMINISTRATOR** – (requires FMC Travel Coordinator approval) access to their own travel documents and those named in a specified group for routing maintenance purposes.
- [ ] **ITM FINANCE OFFICE GROUP ADMINISTRATOR** – Finance Office staff only, who are only responsible for document approvals (TDY and Local).
- [ ] **ITM FINANCE** – Finance Office staff only, who are responsible for document approvals (TDY and Local) and Group Administration.
- [ ] **ITMR FINANCE** – Finance Office staff only, who are responsible for re-keying and document approvals of relocation authorizations and vouchers.

CBS Line Office & FMC Organization Code:
(Required to add users to the correct ITM User Group)

USAO/Office of Education
01-00-0005-00-00-00-00

FMC Travel Coordinator Approval:

Name: ____________________________

Signature: ________________________

Submit signed requests to the CBS Client Services Help Desk via FAX on 240-632-2886.
If you require assistance, please contact the CBS Client Services Help Desk on 301-427-1023

FOR OFFICAL USE ONLY

CBS INDIVIDUAL PAYMENT PROFILE FORM

THE INFORMATION RECORDED ON THIS FORM WILL BE CONSIDERED PRIVACY INFORMATION FOR FINANCE USE ONLY.

Reason for completing form:

___ New Registration ___ Change to Existing Information ___ Obtain a Vendor Number for Travel Manager

What type of Payee are you (select one):

___ NOAA/BIS Employee (EFT to other than NFC payroll bank account)
___ NOAA Corps Employee
___ Federal Employee (Other than NOAA/BXA/NOAA Corps)
Specify Agency: ______________________________________

___ Invitational Traveler
___ Individual/Contractor
___ Foreign Trainee
___New/Prospective NOAA/BIS Employee

Name and Home Mailing Address:

Name ____
Address line 1 ____
Address line 2 ____
City ____
State ______________________________ Zip ______________________________
Work Phone ______________________________ Fax ______________________________
Internet E-Mail Address (If Applicable)____

What is your Taxpayer Identification Number (TIN)? We are **required by law to obtain a Taxpayer Identification Number** when making a reportable payment to you. If you fail or refuse to provide us with this information, your payments may result in a 31% federal income tax withholding.

Social Security Number: ____ ____ ____ - ____ ____ - ____ ____ ____ ____

The Debt Collection Improvement Act of 1996, effective July 26, 1996, **mandates** the use of Electronic Funds Transfer (EFT) for all Federal payments to recipients who become eligible to receive such payments. Federal agencies must grant waivers for this mandate to recipients who **certify in writing** that they do not have an account with a financial institution. Please select one of the following payment methods:

____ EFT (Automated Clearing House Payments (ACH)) ____ Check **(must submit waiver in writing)**

Please provide the following financial information for EFT payments.
(The ACH Coordinator at your financial institution can supply you with this information)
Bank Name____
Bank Address____
City____________________________State__________________Zip________________________
Nine Digit Routing/Transit Number (ABA#) ____

Type of Account: (select one)
____Checking Account Number____
____Savings Account Number____
____Lockbox Account Number____

Certification - Under penalties of perjury, I certify that the information which I have provided on this form is correct.

Signature____ Date____________________________

Bureau Contact Name__________________________________ Phone____________________________

Revised: 11/28/07

Effective March 1, 2010

RELOCATION

ENTITLEMENTS

FOR

TRANSFEREES

RELOCATING

WITHIN

THE

UNITED STATES

TABLE OF CONTENTS

Congratulations on your new position!

Please take a few minutes to read this brief summary of entitlements that may be reimbursed in connection with your relocation. This summary covers employees currently working for the Federal Government transferring a distance of 50 miles or more within the U.S. (defined as the contiguous 48 states and all US possessions including Alaska and Hawaii). If you are transferring a distance that is less than 50 miles, please review the Short Distance Transfer Guide. For more information regarding relocation, please see Federal Travel Regulation (FTR), Chapter 302: http://www.gsa.gov/gsa/cm_attachments/GSA_DOCUMENT/ftr_040504_508_R2QA53_0Z5RDZ-i34K-pR.pdf , and NOAA Travel Regulation, Chapter 302. It is important that you contact your servicing Relocation Services Coordinator (RSC) below immediately upon notification of your job offer. You should contact the RSC who services the location to which you are relocating (gaining office). It is equally important that you provide your servicing RSC at least three weeks notice when moving your household goods. In addition, it is advisable to call Prudential's pre transfer line to obtain information about your new duty station: 1-877-237-5068.

TELEPHONE NUMBERS FOR NOAA'S RSCS

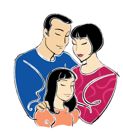
Transferee's New Official Duty Station Serviced by:	Telephone Number
Central Finance Branch (CFB)	(816) 426-7822 or (816) 426-7828
Mountain Finance Branch (MFB)	(303) 497-6199
Western Finance Branch (WFB)	(206) 526-4426
NOAA Finance Office (Wash., D.C., Metro. Area)	(301) 444-2136

**Relocation previously handled by the Eastern Finance Branch is now handled by the WFB

TIME LIMITATIONS

Generally, all aspects of your relocation should be completed as soon as possible, but must be completed within two years from the effective date of your transfer. However, under extenuating circumstances, you may request that the two-year period be extended for an additional two years, not to exceed a total of four years, but only if you have received an extension to complete the sale and purchase or lease termination. Approval to extend the two-year time limit may be authorized no later than 30 days after the last day of the first two-year period, and must be approved one level higher than the authorizing official of the travel order. The amended travel order must contain a justification explaining the compelling reason(s) requiring the additional time.

IMMEDIATE FAMILY MEMBERS

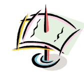


For purposes of relocation "immediate family" includes your spouse and children. It may also include dependent parents and dependent siblings under 21 years of age. Unmarried children and siblings who, regardless of age, are physically or mentally incapable of self-support may also be included. "Dependent" assumes at least 51% support by the employee. "Children" include natural offspring, step children, adopted children, grandchildren, legal minor wards, or other dependent children who are under legal guardianship of the employee or spouse.

JPMC GOVERNMENT TRAVEL CARD

You are only authorized to use either the JPMC Government travel card or personal funds to cover the cost of per diem, mileage, house hunting trips, subsistence expenses while occupying temporary quarters (TQ), transportation and storage of household goods if payment is not being made by a Commercial Bill of Lading (CBL). Please contact your servicing JPMC Agency Program Coordinator (APC) to apply for a JPMC Government travel card. However, you **cannot** use the JPMC Government travel card for real estate or miscellaneous expenses (See page 14).

VOUCHERING AND RECEIPTS



Reimbursement travel vouchers must be submitted to the gaining finance office, and must be filed within five days after each segment of the relocation is completed and after each 30 days of TQ. Receipts must accompany the travel voucher for all lodging expenses and any miscellaneous expense that exceeds $75. In addition, receipts are only required for the following items when they exceed $75:

1) Meals and/or groceries consumed while occupying TQ;
2) Laundry and dry cleaning expenses except when a coin operated machine is used;
3) Airline tickets if travel was by common carrier;
4) Rental car and gasoline if used on a house hunting trip;
5) Real estate costs or unexpired leases, supported by a copy of:
    a) Purchase agreement;
    b) Sales agreement;
    c) Loan closing statements;
    d) Invoices or receipts for bills paid; and
    e) Lease agreement when claiming lease breaking expenses.
6) Household goods not shipped by Commercial Bill of Lading (CBL):
    a) Receipts for rental truck, etc;
    b) Receipts for gasoline;
    c) Receipts for any other expenses in connection with the shipment; and
    d) Weight certificates.

Note: Receipts are required for each miscellaneous expense when total miscellaneous expenses exceed the $500 or $1,000 maximum (See page 14).

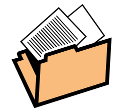
WITHHOLDING TAX ALLOWANCE (WTA) & RELOCATION INCOME TAX ALLOWANCE (RITA)

Withholding tax allowance (WTA) and relocation income tax allowance (RITA) are computed to pay taxes on the employee's behalf and to ensure that the employee is made whole again after taxes. Applicable taxes will be withheld as required when vouchers are processed. These taxes include Federal, FICA, and Medicare. Your reimbursement will be made by electronic fund transfer directly to your bank account. Please keep your servicing finance office informed of any changes to your bank account.

Withholding Tax Allowance (WTA)/ Relocation Income Tax Allowance (RITA): WTA will be calculated as each relocation voucher is processed. The WTA will be paid to offset the Federal tax withholding, but will not offset the state withholding. The state withholding process is automatic, requiring no action on your part. However, in order to process the federal withholding, you will need to complete the RITA package which will be sent to you by your servicing finance office sometime in April and subsequent to the tax year in which you were reimbursed for relocation expenses.

The RITA calculation will apply the estimated partial (WTA) payment(s) made and result in a final determination of the amount due to you for a specific tax year. **In some cases, the estimated partial payment(s) (the WTA(s)) may exceed the RITA, and you will be required to reimburse NOAA for the difference.** Claims for RITA should be filed by May 15 of the year following the calendar year (tax year) in which the relocation voucher(s) was paid. If a claim for the RITA is not filed by the due date, action will be taken to collect the total WTA (partial) payment(s) previously made to you. Please contact your servicing finance office for additional RITA information and/or any questions. **NOTICE: The Federal Tax withholding amount is dictated by IRS to be an average percentage of all tax brackets. If you are in a lower tax bracket the year you received reimbursements, the WTA may have been over paid and you will owe NOAA a refund.**

RELOCATION FORMS



You **must** have a completed and signed CD-150, "Request for Authorization of Travel/Moving Expense" and a completed "Relocation Expense Worksheet", along with an authorized travel order **before** you incur any relocation expenses. Employees must use the NOAA Relocation Travel Form which includes all three forms (the CD-150, Relocation Worksheet, and Travel Order), as well as the CD-370, Travel Voucher, the CD-371, Employee Application for Reimbursement of Expenses Incurred Upon Sale or Purchase (or both) of Residence Upon Change of Official Station, and the CD-372, Expense Record for Temporary Quarters.

1) The CD-150 **must** be completed first and serves as your service agreement to remain in Government service for at least twelve months. The Relocation Expense Worksheet must be completed after the CD-150 and serves as a tool to help estimate your relocation costs. You must complete sections II, and III of the CD-150 and page 1 of the Relocation Expense Worksheet. Once the forms are completed, you must fax both forms to your authorizing official who will provide valuable information for the new office to prepare your travel order.

2) The Form CD-29, Travel Order must be prepared outside of Travel Manager by the office hiring you and is based on the information provided from the CD-150, as well as the Relocation Expense Worksheet. You must have specific approval on the travel order for a house hunting trip, TQ, shipment of your privately-owned vehicle (POV), entrance into the voucherless home sale program, and other costs as noted. Click here to view a sample relocation travel order for a transferee.

3) The Listing Addendum must be signed by you and your realtor and attached to your listing agreement if you are interested in the voucherless home sale program. The Listing Addendum will be necessary if PRUDENTIAL buys your residence through the appraised sale process. By signing the Listing Addendum, the realtor acknowledges that they will not receive any commission or compensation if Prudential buys your residence.

4) The CD-371, Employee Application for Reimbursement of Expenses Incurred Upon Sale or Purchase (or both) of Residence Upon Change of Official Station and the CD-370, Travel Voucher, both must be filled out and submitted if you are selling or buying a residence through the direct reimbursement method, i.e., you are not selling or buying through Prudential.

5) The CD-372, Expense Record for Temporary Quarters, and the CD-370, Travel Voucher, both must be filled out and submitted for each 30-day or less period of time that you occupy TQ.

6) The CD-370, Travel Voucher, must be filled out and submitted each time relocation expenses are claimed.

SUMMARY OF RELOCATION REIMBURSABLE EXPENSES

*IN LIMITED CIRCUMSTANCES **ALSO EXTENDED STORAGE ***WITH COST COMPARISON SHOWING IT'S ADVANTAGEOUS

RELOCATION CATEGORIES / BASIC ENTITLEMENTS	**NEW APPOINTEES (NEW HIRE)**		**TRANSFEREE (GOVERNMENT EMPLOYEE TRANSFERRING)**	**SHORT DISTANCE TRANSFER**	**NON-FOREIGN OVERSEAS ASSIGNMENTS**	
	APPROVED POSITIONS, SES LAST MOVE HOME, SHORTAGE CATEGORY, STUDENT TRAINEE, CERTAIN PRESIDENTIAL APPOINTEES	OTHERS			NEW EMPL	TRANSFEREE
EN ROUTE COMMERCIAL TRANSPORTATION OR MILEAGE ALLOWANCE FOR: …….EMPLOYEE	YES	NO	YES	YES	YES	YES
.........IMMEDIATE FAMILY	YES	NO	YES	YES	YES	YES
PER DIEM EN ROUTE …….EMPLOYEE	YES	NO	YES	NO	YES	YES
…….IMMEDIATE FAMILY	NO	NO	YES	NO	NO	YES
TRANSPORTATION OF HOUSEHOLD GOODS	YES	NO	YES	YES	YES	YES
TEMPORARY STORAGE OF HOUSEHOLD GOODS	YES	NO	YES	NO	** YES	** YES
TRANSPORTATION OF MOBILE HOME OR BOAT	YES	NO	YES	YES	*	*
HOUSEHUNT	NO	NO	YES	NO	NO	YES
TEMPORARY QUARTERS (TQ)	NO	NO	YES	NO	NO	YES
REAL ESTATE EXPENSES (INCL 3RD PARTY RELOCATION)	NO	NO	YES	YES	NO	YES
RELOCATION INCOME TAX ALLOWANCE (RITA)	NO	NO	YES	YES	NO	YES
MISCELLANEOUS EXPENSES	NO	NO	YES	YES	NO	YES
SHIPMENT OF POV	*** YES	NO	*** YES		*** YES	*** YES

HOUSEHUNTING TRIP

(Federal Travel Regulation, Chapter 302-5)

A house hunting trip is a discretionary entitlement that must be specifically approved on your travel order. It is intended to provide both you and your spouse up to 10 calendar days, including travel time, at the new official duty station to find permanent living quarters to rent or purchase. Other dependents are not entitled to a house hunting trip. House hunting trips must be accomplished **prior** to your en route travel to the new official duty station.

You are encouraged to contact Prudential to assist in your househunting trip. You will receive a referral for a relocation professional at your new duty station who will provide real estate information for both renters and homeowners. Services may include setting up your househunting trip itinerary to view available homes to purchase, and also includes area tours with an overview of the local schools, shopping and commute patterns. For information about your new duty station, please call 1-877-237-5068

Eligibility: You are eligible for a house hunting trip allowance if you are an employee who is authorized to transfer, and in addition:

1) Both your old and new official duty stations are located within the United States;
2) You are not assigned to Government or other prearranged housing at your new official duty station; and
3) Your old and new official duty stations are 75 or more miles apart via a usually traveled surface route.

Transportation Expenses: You and your spouse will be authorized to travel by the most advantageous mode of transportation (e.g., airline, train, or privately-owned vehicle (POV)). When authorized POV, you are entitled to reimbursement at .16.5 cents per mile. Airline and train travel (common carrier travel) must be purchased via the centrally-billed account managed by SATO or via the Citibank Government travel card. Do not use personal funds to purchase common carrier tickets.

Per Diem Expenses: Both you and your spouse will be authorized per diem at the locality rate of your new official duty station. You are entitled to the full locality rate and your spouse is entitled to ¾ of your per diem rate. You will be reimbursed for your lodging costs incurred, not to exceed the maximum lodging rate for that area. ¾ of the meals and incidental expenses (M&IE) rate is reimbursed on the first and last day of travel. See the Relocation Expense Worksheet for per diem computations.

Payment of transportation and per diem expenses is allowed for both you and your spouse traveling together, or you or your spouse traveling separately, for one round trip each between the old and new official duty stations. Separate round trips by you and your spouse may be allowed provided the overall cost to the Government is limited to the cost of one round trip for you and your spouse traveling together.

Number of Travel Days: When authorized to travel by POV, you and your spouse will be reimbursed for the actual number of travel days, substantiated by lodging receipts. However, you are required to drive an average of 300 miles per day.

Other Expenses: You are considered in a temporary duty status (TDY) while on the house hunting trip. Therefore reimbursement for personal phone calls home, rental vehicle expenses and associated fuel expenses in and around the new official duty station are permissible, when authorized.

NOTE: Contact your authorizing official to determine if a house-hunting trip will in any way affect your eligibility or length of TQ. Some offices reduce the number of TQ days by the number of days taken for a house hunting trip. Generally, taking a house hunting trip will greatly reduce, or avoid altogether, the need for TQ.

TRAVEL EN ROUTE TO NEW OFFICIAL DUTY STATION

(Federal Travel Regulation, Chapter 302-4)

En route travel is an automatic entitlement that does not need to be specifically approved on your travel order. En route travel is your final trip to move from your old official duty station to your new official duty station.

Transportation Expenses: Both you and your immediate family are entitled to transportation expense reimbursement for your en route travel.

Number of POVs Authorized: Normally, only one POV is authorized for en route travel within the United States. Specific authorization and justification must be stated on the travel order when use of more than one POV is authorized based on one of the following circumstances:

1) If there are more members of the immediate family than can reasonably be transported with luggage in one vehicle;
2) If, because of age or physical condition, special accommodations are necessary to transport a member of the immediate family in one vehicle and a second automobile is required for travel of other members of the immediate family;
3) If you must report to the new official duty station in advance of travel by members of your immediate family who delay travel for acceptable reasons such as completion of school term, sale of property, settlement of personal business affairs, disposal or shipment of household goods, and temporary unavailability of adequate housing at the new official duty station;
4) If a member of the immediate family performs unaccompanied travel between authorized points other than those for your travel; or
5) If, in advance of your report date, immediate family members must travel to the new official duty station for acceptable reasons, such as to enroll children in school at the beginning of the term.

Driving Your POV: Driving your POV to the new official duty station is the standard mode of transportation for en route travel. You will be reimbursed .16.5 cents per mile.

Shipping Your POV Within CONUS: In order to be eligible to ship your POV to the new official duty station within CONUS, a cost comparison (below) must be completed to determine if shipping your POV is less expensive than driving your POV. No comparison is required when shipping a POV to a non-foreign location. When shipping a POV is determined to be advantageous to the Government, it must be authorized on the travel order by an official who is at least one level higher than the authorizing official of the travel order. Shipment of your POV will be charged to a Commercial Bill of Lading (CBL). Please call your servicing Transportation Officer to arrange for the shipment of your POV (See page 10).

When shipment of POV is authorized, you and your immediate family will be reimbursed one-way airfare, and any other transportation expenses necessary to get you to your new official duty station, e.g., taxi cab to the airport at old official duty station and from the airport at new official duty station. Airline and train travel (common carrier travel) must be purchased via the centrally-billed account managed by SATO or via the Citibank Government travel card. Do not use personal funds to purchase common carrier tickets.

EXHIBIT 302-9A

COST COMPARISON FOR TRANSPORTATION OF POV WITHIN CONUS

Transportation of POV within CONUS should be authorized only when cost-effective to the Government.

______________________________ ______________________________

Employee Name Travel order Number

Driving POV:

Number of miles from old official duty station to new official duty station:_____ x Applicable mileage rate _______	=	$__________
(Note: mileage rate used can be found on Page 6)		
Total Per Diem incurred for employee and family (See page 8)	=	+__________
(Note: ¾ of the M&IE may be claimed on the first and last day of en route travel)		
Number of work hours lost as a result of driving:______ x hourly wage:________	=	+__________
Total Cost		$__________

Transportation of POV:

Cost of Transportation of POV	$__________
Cost of Government Airfare for Employee and Family	+__________
Total Cost	$__________

Based on the information above, I certify that transportation of POV to the new official duty station is more cost- effective for the Government than driving a POV to the new official duty station. This approval will be attached to the travel order.

____

Signature of Authorizing Official of Travel order Date

____

Name of Authorizing Official (Type or print)

Per Diem Expenses: You are authorized the full standard CONUS rate when traveling to a CONUS location and the full locality rate when traveling to a non-foreign location. Your immediate family is authorized a percentage of your per diem rate. See the Relocation Expense Worksheet for per diem computations. Your spouse is entitled to the same per diem rate to which you are authorized if he/she does not accompany you, but rather performs the en route at a different time. You will be reimbursed for lodging costs incurred, not to exceed the authorized lodging rate. Additionally, ¾ of the M&IE rate is reimbursed on the first and last day of travel.

Note: Per diem is not allowed when the total travel period is 12 hours or less within the same calendar day. When the travel period is more than 12 hours, but less than 24 hours, and lodging is not required, you and your immediate family will be reimbursed 3/4 of the applicable M&IE rate.

Number of Per Diem Days: The number of per diem days you and your immediate family will be reimbursed is based on the actual number of travel days, substantiated by lodging receipts. However, you are required to drive an average of 300 miles per day.

ALLOWANCE FOR TEMPORARY QUARTERS EXPENSES

(Federal Travel Regulation, Chapter 302-6)

Temporary quarters (TQ) is a discretionary entitlement intended to reimburse you reasonably and equitably for subsistence expenses incurred at your new official duty station while you are actively looking for permanent residence. Prudential can assist with temporary quarters by locating and arranging for appropriate lodging for you and your family based on your needs. Contact 1-877-237-5068 for more information. You may also view our list of extended stay establishments.

Eligibility: You are eligible for TQ if you are an employee who is authorized a transfer, and in addition:

1) Your new official duty station is located within the U.S.; and
2) Your old and new official duty stations are 50 miles or more apart via a usually traveled surface route.

Transportation Expenses: You are not entitled to any transportation expenses while in a TQ status since the Government does not reimburse you for transportation costs at your official duty station.

Per Diem Expenses: You will be authorized the full standard CONUS rate when traveling to a CONUS location and the full locality rate when traveling to a non-foreign location. Your immediate family will be authorized a percentage of your per diem rate. Additionally, per diem for both you and your immediate family is reduced after the first 30 days. See the Relocation Expense Worksheet for per diem computations. Your spouse is entitled to the same per diem rate to which you are authorized if he/she occupies TQ at a different location. You will be reimbursed for lodging costs incurred, not to exceed the authorized lodging rate.

Location of TQ: You and your immediate family may occupy TQ within reasonable proximately of your old and/or new official duty stations and you may occupy TQ at different locations, as needed. However, a justification must be shown on the travel order explaining why TQ is authorized at different locations.

Length of Time to Occupy TQ: When approved, TQ and the length of time TQ will be occupied, not to exceed 60 days, shall be authorized in advance on the travel order. On a case-by-case basis, approval for the extension of TQ over 60 days up to the maximum of 120 days, may be authorized one level higher than the authorizing official of the travel order. An amended travel order shall be prepared and must contain a justification explaining the compelling reason(s) requiring the additional time. The justification should describe circumstances which occurred during the initial period and which are beyond the transferee=s control. See FTR, Chapter 302-6.105 for circumstances when TQ can be extended.

Interruption of TQ: Your authorized period for claiming TQ is measured in consecutive days, and once begun, normally continues to run whether or not you occupy TQ. For example, if you occupy TQ ahead of your spouse, the clock starts the day you begin occupying TQ, and additional time cannot be added when your spouse begins occupying TQ. See FTR, Chapter 302-6.106 for circumstances when TQ can be interrupted.

Itemization and Receipts: The actual expenses incurred while occupying TQ shall be itemized on CD-372, Expense Record for Temporary Quarters. The CD-372 must be attached to the CD-370, Travel Voucher. Allowable subsistence expenses include meals, lodging, fees and tips incident to meals and lodging, laundry, and cleaning and pressing of clothing. Receipts are required for all lodging expenses, and any expense that exceeds $75. See FTR, Chapter 301-11.12(c) for lodging reimbursement when lodging with friends or relatives.

TRANSPORTATION AND TEMPORARY STORAGE OF HOUSEHOLD GOODS

(Federal Travel Regulation, Chapter 302-7)

Transportation and storage of your household goods is an automatic entitlement that does not need to be specifically approved on your travel order. Per the Department of Commerce (DOC) Leave Handbook, you may be granted up to 16 hours of excused absence for the purpose of packing at your old official duty station, and up to 8 hours for unpacking at your new official duty station. It is important that you contact your servicing Transportation Officer below immediately upon notification of your job offer or within three weeks of moving your household goods. You should contact the Transportation Officer who services the location to which you are relocating (gaining office).

Transferee's New Duty Station Serviced by:	Telephone Number	Transportation Specialist
Central Finance Branch	(816) 426-7822	Debbie Ferrara
Mountain Finance Branch	(303) 497-6199	Steve Tatum
Western Finance Branch	(206) 526-4430	Kevin Godfrey
Wash., D.C., Metro. Area (GSA)	(703) 605-2896 (703)605-9207	Angela Jones or Sheila Byrd

Transportation of Your Household Goods: The General Services Administration (GSA) has instituted a centralized Household Goods Traffic Management Program. Under this program, GSA provides agencies with a list of carrier selections and routes for domestic moves based on cost comparisons between the commuted rate and the actual expense method.

Weight Limitation: The net weight of household goods and personal effects which may be transported at Government expense may not exceed 18,000 pounds. Charges for weight in excess of 18,000 pounds must be paid by you.

Actual Expense Method: Under the actual expense method, more commonly called Commercial Bill of Lading (CBL), the Government assumes responsibility for negotiating and awarding contracts to carriers, assists in filing loss and damage claims, and auditing/paying the transportation claims. Your servicing Transportation Officer will coordinate with you in making the arrangements with the carrier. See your servicing RSC for information regarding your Transportation Officer.

If you are authorized the actual expense method but choose to move yourself, reimbursement will be limited to the actual costs incurred (e.g., truck rental, material handling equipment, packaging materials, gasoline, tool charges, etc.), supported by receipts, not to exceed the maximum amount that would have been paid on the CBL. Official weight certificates establishing the gross and tare weight will be required along with all receipts for the actual expenses when submitting the travel voucher for payment.

Commuted Rate Method: Under the commuted rate system, you would make the carrier selection and arrange for transportation and storage. You would be responsible for paying the costs and filing a travel voucher for reimbursement, which is based on the Commuted Rate Schedule. You would be required to provide a bill of lading and weight certificate for services provided by the commercial carrier or a weight certificate showing gross and tare weight of the vehicle when rental trucks/trailers are used. **Once again, this method of moving your household goods must be authorized in advance by your authorizing official. Do not make the assumption that you have the authorization until you have received travel orders clearly specifying the commuted rate method.**

Temporary Storage of Your Household Goods: In addition to the allowance for transportation of household goods and personal effects, you are also entitled to temporary storage of your transported goods. Maximum time allowable for temporary storage is limited to 90 days. On a case by case basis, approval for the extension of temporary storage over 90 days up to the maximum of 180 days, may be authorized one level higher than the authorizing official of the travel order. The amended travel order must contain the date temporary storage initially began, with a justification explaining the compelling reason(s) requiring the additional time. See FTR, Chapter 302-7.9 for reasons to justify additional storage time.

Professional Books, Papers and Equipment (PBP&E): The weight of any PBP&E is generally part of and not in addition to the 18,000 pound weight limitation. However, if the weight of any PBP&E causes the lot to exceed 18,000 pounds, the PBP&E may be transported to the new official duty station as an administrative expense of the agency. Authorization for such shipment is granted solely at the discretion of the authorizing official and must be specifically authorized on the travel order.

Extended Storage of Your Household Goods: You can use extended storage if you are assigned to an isolated location within CONUS. Extended storage allows you to store your household goods and personal effects for the duration of your assignment when you cannot take them with you or use them because of the absence of residence quarters at that location.

Extended Storage of your Household Goods: Extended storage is not an entitlement, but may be authorized on your travel order in lieu of shipment when you are assigned to an overseas official station and NOAA limits the amount of HHG that you may transport to that location or NOAA determines extended storage is in the public interest or is cost effective. Extended storage of your HHG is limited to the duration of the OCONUS assignment plus 30 days prior to the time your tour begins and plus 60 days after the tour is completed. See FTR, Chapter 302-8 for further information.

TRANSPORTATION OF MOBILE HOMES AND BOATS

(Federal Travel Regulation, Chapter 302-10)

You are entitled to an allowance for the transportation of your mobile home or boat for CONUS transfers only, and only if you can certify that your mobile home or boat will be used as a permanent residence at the new official duty station. However, the total allowance shall not exceed the maximum entitlement for transportation and 90-days temporary storage of household goods. There is no additional allowance for a separate shipment of household goods.

Your mobile home may be transported by the Government via Commercial Bill of Lading (CBL), by a commercial carrier hired by you, or towed by you with your POV. In all cases, allowable mileage is determined by standard highway mileage guides, unless any substantial deviations are satisfactorily explained. Please call your servicing Transportation Officer (Page 10) if you are transporting your mobile home or boat via CBL.

Per Diem Expenses: In addition to allowances for transporting your mobile home or boat, you and your immediate family are entitled to per diem reimbursement and mileage reimbursement of your POV as stated under en route travel (page 6).

Mobile Home Transported by You: If you elect to tow your mobile home using your POV, you will be reimbursed 11 cents per mile, including ferry fares, tolls, and similar charges. Payment of the mileage allowance for use of a POV may be made in addition to the 11 cents per mile allowance for the mobile home. In addition, costs of preparing a mobile home for movement and resettling at the new official duty station may be reimbursed. No other allowance shall be made for transportation of the mobile home.

Mobile Home Transported by Commercial Carrier: If you elect to tow your mobile home via a commercial carrier, you will be reimbursed the carrier's charges for actual transportation of the mobile home in an amount not exceeding the applicable approved tariffs for movement of a mobile home of its size and type for the distance involved.

Reimbursable Fees for Preparing a Mobile Home or Boat for Shipment:

1) Costs of blocking and unblocking (including anchoring and unanchoring);
2) Labor costs of removing and installing skirting;
3) Costs of separating, preparing and sealing each section for movement;
4) Travel lift fees;
5) Rental, installation, removal and transportation of hitches and extra axles with wheels and tires;
6) Purchasing blocks in lieu of transporting blocks from old official duty station and cost of replacement blocks broken while mobile home was being transported;
7) Packing and unpacking of HHG associated with mobile home;
8) Disconnecting and connecting utilities;
9) Installation and removal of towing lights on trailer;
10) Charges for reasonable extension of existing water and sewer lines; and
11) Dismantling and assembling a portable room appended to a mobile home.

Reimbursable Fees for Transporting a Mobile Home or Boat:

1) Transportation charges;
2) Ferry fares, bridge, road, and tunnel tolls;
3) Taxes, and cost of permits;
4) Carrier's charge for obtaining necessary permits;
5) Fees for pilot or escort services, when required by state or local law;
6) Rental fee for temporary lights;
7) Fuel and oil used for propulsion of the boat;
8) Pilots or navigators in the open water;
9) A crew;
10) Charges for harbor pilots;
11) Docking fees incurred in transit;
12) Harbor or port fees and similar charges related to entry in and navigation through ports; and
13) Towing, whether in tow or towing by pushing from behind.

Non-reimbursable Fees for Transporting a Mobile Home or Boat:

1) Costs for replacement parts, tire purchases, structural repairs, brake repairs or any other repairs or maintenance performed;
2) Costs of insurance for valuation of mobile homes above carriers' maximum liabilities, or charges designated in tariffs as "Special Services;"
3) Cost of storage; and
4) Costs of connecting/disconnecting appliances, equipment, and utilities involved in relocation and costs of converting appliances for operation on available utilities.

MISCELLANEOUS EXPENSE ALLOWANCE (MEA)

(Federal Travel Regulation, Chapter 302-16)

The miscellaneous expense allowance (MEA) is an automatic entitlement that does not need to be specifically approved on your travel order. It is intended to help defray some of the costs incurred due to relocation, such as discontinuing your residence at your old official duty station, and establishing a residence at your new official duty station. The following are ways in which you can claim MEA:

Claiming MEA Without Documentation/Receipts: The following amounts will be paid for MEA without documentation or receipts, either:

1) $500 or the equivalent of one week basic pay, whichever is less, for an employee without an immediate family; or
2) $1,000 or equivalent of two weeks basic pay, whichever is less, for an employee with an immediate family.

Claiming MEA in Excess of the $500 or $1000 Limitation: Allowances in excess of $500 or $1,000 may be authorized if supported by an acceptable justification and supporting documentation to justify the amount. The aggregate amount may not exceed:

1) One week's basic pay for an employee without an immediate family; or
2) Two weeks' basic pay for an employee with an immediate family.

The amount authorized cannot exceed the maximum salary of a GS-13. Documentation and/or receipts will be required for the entire amount claimed. See FTR, Chapter 302-16.1 for types of miscellaneous expenses that can be claimed under this method and see FTR, Chapter 302-16.202 and 302-16.203 for types of expenses that cannot be claimed under this method.

<u>ALLOWANCES FOR EXPENSES INCURRED IN CONNECTION WITH RESIDENCE TRANSACTIONS</u>

(Federal Travel Regulation, Chapter 302-11)

NOAA currently offers two programs in which you can sell and buy a home. Under the direct reimbursement method, **you** will be responsible for selling and purchasing your home, providing the reimbursable closing costs at settlement, and for filing a travel voucher for the closing costs. Under the voucherless home sale program**, Prudential**, will assist you with selling your home. Under the voucherless home purchase program, **Prudential** will refer you to Wells Fargo Home Loan https://www.wellsfargorelo.com/relo/home.wfm and PHH Mortgage homeloans@mortgagefamily.com to assist you with purchasing your home. There will be no travel voucher to file under either program since all reimbursable closing costs will be provided by the contractor on your behalf at settlement. NOTE: You do not have to sell your residence at your old official duty station to be eligible for residence purchase transactions at your new official duty station.

Click on the following chart for a comparison between the direct reimbursement method and the voucherless home purchase program. Please read all of the information provided and contact Prudential's Relocation Center on 1-877-237-5068 so that you can make an informed decision on which program will best fit your needs. In addition, please contact your servicing RSC for more information regarding these programs.

Reimbursable Real Estate Expenses: Provided that the expenses would customarily be paid by you selling your residence at the old official duty station or purchasing a residence at the new official duty station, the following is a list of real estate expenses that may be reimbursable under both the "direct reimbursement program" and the "voucherless home sale/home purchase programs." **Note: Expenses are only reimbursable when typically paid by either the buyer or seller**. Under the direct reimbursement method, these expenses are reimbursable directly to you since you are responsible for paying for them at settlement. Under the voucherless home sale/home purchase programs, these expenses are reimbursable to Prudential since Prudential is responsible for paying them at settlement. See FTR, Chapter 302-11.200 and Form, CD-371, for more detailed information on these reimbursable expenses. Note, you are responsible for all **non-reimbursable** real estate expenses. See FTR, Chapter 302-11.202 for a list of non-reimbursable real estate expenses. You may also want to view the HUD's website.

REIMBURSABLE REAL ESTATE EXPENSES		
Real Estate Expenses	**Old Official Duty Station (Sale)**	**New Official Duty Station (Purchase)**
Brokerage Fees	YES	NO
Advertising	YES	NO
Appraisal Fees	NO	YES
Legal and Related Costs	YES	YES
Miscellaneous Costs Amounts paid in connection with the sale of your residence at the old official duty station and purchase of your residence at the new official duty station. Normally, these expenses are paid by the purchaser. However, depending on local custom and practice, the seller may be required to pay some of them.	NO	NO
Prepayment charge	YES	NO
Lender's appraisal fee	YES	YES
Loan origination fee	YES	YES
FHA or VA application fee	YES	YES
Mortgage Pre-Payment Penalty (Interest paid to Lender)	Yes	No
Certifications	YES	YES
Credit report	YES	YES
Mortgage title policy	YES	YES
Escrow Agent's fee	YES	YES
State Revenue Stamps	YES	YES
Mortgage and transfer taxes	YES	YES
Mortgage title insurance policy	NO	YES
Owners title insurance policy	YES	NO
Expenses in connection with construction of a residence	YES	YES
Environmental testing and property inspection fees ***ONLY WHEN REQUIRED BY THE LENDER**	YES	YES
Attorney's fees when they are reasonable and customary	YES	YES

Direct Reimbursement: Under the direct reimbursement method for the **sale** of your residence, you will be responsible for marketing and selling your residence, paying all reimbursable real estate expenses at settlement, and for filing a travel voucher for the reimbursable real estate expenses paid at settlement. Under the direct reimbursement method for the **purchase** of your new residence, you will be responsible for paying all reimbursable real estate expenses at settlement and for filing a travel voucher for the reimbursable real estate expenses paid at settlement. Direct reimbursement for both the sale and purchase of a residence is a taxable event that requires a RITA in order to reimburse you for taxes paid by you as a result of your relocation. See page 2 for more information on RITA.

Limitation: You are entitled to reimbursable real estate expenses not to exceed:

1) ten percent of the actual sale price for the sale of your residence at the old official duty station; and
2) five percent of the actual sale price for the purchase of your residence at the new official duty station.

Itemization and Receipts: You must submit the following documents when claiming expenses for the sale and purchase of residences:

1) CD-370, Travel Voucher;
2) CD-371, Employee Application for Reimbursement of Expenses Incurred Upon Sale or Purchase (or both) of Residence Upon Change of Official Station, which must be signed by the approving official;
3) Copies of your sales agreement and/or purchase agreement;
4) Property settlement documents;
5) Loan closing documents; and
6) Invoices or receipts for other bills paid.

Unexpired Lease Expenses: Reimbursement of unexpired lease expenses may be authorized in lieu of residence transaction fees under the following conditions:

1) Applicable laws or the terms of the lease provide for payment of settlement expenses;
2) Such expenses cannot be avoided by sublease or other arrangement;
3) You have not contributed to the expenses by failing to give appropriate lease termination notice promptly after you have definite knowledge of your transfer; or
4) The broker's fees or advertising charges are not in excess of those customarily charged for comparable services in that locality.

Itemization and Receipts:

1) CD-370, Travel Voucher;
2) Documentation, such as a receipt or canceled check which shows you paid all lease settlement fees; and
3) A copy of the lease agreement.

Voucherless Home Sale Program: 3rd party relocation services must be specifically authorized on the travel order and funds obligated based on 30% in order for the transferee to be eligible for the program. The voucherless home sale program is a tax protected program that begins with marketing assistance by Prudential on day one of the listing agreement and concludes with closing of the sale of your residence. Please contact Prudential's Relocation Center on 877-237-5068 or visit Prudential's website: www.Prudential.com. The voucherless home sale program consists of the following three phases Buyer Value Option(BVO), appraised sale program, and amended sale program as described on pages 19 and 20.

Limitation: Under the voucherless home sale program, reimbursement for real estate expenses is limited based on the value of your home. The maximum home value for which NOAA will pay for home sale expenses is $700,000. On a case by case basis, requests to waive the $700,000 maximum home value for which NOAA will pay for home sale services can be submitted through your Line Office CFO/Management and Budget Officer, through the NOAA CFO, to the DOC, Director, Administrative Services for approval. A copy of the travel order must accompany all requests. If your home is valued in excess of the cap and you do not have a waiver, your home is not eligible for the program.

Eligibility: Prudential will cover the residential dwelling and the land that reasonably relates to the residence. You are eligible to use the services of the voucherless home sale program if:

1) The title to the residence is in either your name or an immediate family member's name;
2) You commute to and from work from the residence you are selling;
3) Your residence can be financed;
4) Your residence is insurable;
5) Your residence is adequately serviced by potable water and sanitary waste facilities;
6) Any construction on your residence is complete;
7) Your residence is not contaminated by a toxic substance;
8) Your residence is not a mobile home, houseboat, or a co-op;
9) Your residence is not used for commercial purposes;
10) Your residence complies with other applicable state or local codes. It is your responsibility to bring the property to code at your expense.
11) You have proper approval if you are over your two year time limitation; and
12) You have a waiver if your residence exceeds the $700,000 cap.

Follow-up Paperwork: The servicing RSC must have a copy of the following paperwork upon entrance into the home sale program:

1) A copy of the approved travel order;
2) A copy of the approved CD-150;
3) A copy of the Relocation Expense Worksheet; and
4) A Listing Addendum.

Buyer Value Program (BVO) or Amended Sale Program: BVO starts following contact with Prudential to initiate marketing assistance and includes a **mandatory 90 day listing period**. You will receive two preferred Prudential real estate broker referrals that you are encouraged to consider and select from to list your home. During this time Prudential will assist you in marketing your home in order to help you obtain a guaranteed offer on your home from a bona fide buyer. Prudential may guarantee the bona fide buyer's offer on your home and you will be paid equity based on the net sale price and you will not attend settlement.

Offers made under the buyer value program or amended sale program are based on the price negotiated between you and the buyer rather than on appraisals. Once you receive an outside offer and all contingencies are removed, including the completion of all necessary inspections, Prudential may purchase the residence for the amount of the outside offer. You will:

1) Either select your own real estate agent or select one from Prudential's network of brokers (Call Prudential's Relocation Center on 877-237-5068 for a listing of Prudential's brokers);
2) Receive access to objective advice from Prudential on how to market your residence, set a listing price, as well as oversight of marketing activities and negotiation assistance;
3) Be eligible for home marketing assistance, home finding assistance, and mortgage counseling at no cost to you or NOAA; and
4) Not sign or initial the buyer's offer, but will forward the contract to Prudential for signature;
5) Receive assistance from Prudential in order to help you obtain a guaranteed offer on your home from a bona fide buyer;
6) Be responsible for any additional costs when the maximum value of the residence exceeds the $700,000 real estate cap, unless approved by a waiver. If you do not have a waiver, the additional costs will be deducted from your equity.
7) Receive 95% of your home's equity once the contract is executed, and 100% of the equity once the residence has been vacated. Equity is generally advanced within 5 business days;
8) Not be responsible for mortgage payments, utilities, and maintenance once the contract is mutually executed and the residence is vacated;
9) Not attend settlement. Prudential will manage the details of settlement including payment of commissions;
10) Not submit a travel voucher for closing costs. Prudential will invoice NOAA in accordance with the contracted fee. Once the invoice is paid, the RSC will forward a copy of the invoice to the gaining office;
11) Not bear any **tax liability** for this transaction;

Appraised Sale Program: After listing in the BVO program for 30 days, appraisals are initiated on the 30th day. Along with the appraisals, Prudential will also order any property inspections needed to assess the properties condition and serviceability. Examples might include a general home inspection, well and/or septic inspection, roof and siding inspection and termite inspection. These inspections will generally be ordered at the same time appraisals are ordered. The only exception to the timing of the inspections would be any inspections we may need to assess the properties eligibility for the program. In these cases, inspections would be ordered at the time the property enters the homesale program.

Appraisals shall be conducted according to the Employee Relocation Council (ERC) appraisal form. The appraiser shall use a marketing time of not less than 120. Click on Appraisal Q&As for more information regarding the appraisal process. Under the appraised sale program, you **may** receive an appraised offer based on the average of two or three appraisals on or after the 60th day of marketing. ***Please note that this program does not guarantee you a buyout on your home since certain conditions, i.e., market conditions, appraisal issues, property conditions etc, may preclude Prudential from making you a buyout offer on your home.*** However, you must continue to market your home for an additional 30 days (90 days total) from when the offer is made before you can accept the offer. If you have not brought a bona fide buyer to the table by the 90th day, you have up to 60 days to accept or reject the appraised offer by Prudential. If you reject Prudential's appraised offer, you are no longer eligible for the program and you will continue listing the residence on your own. If you

1) **accept the offer made by Prudential**, Prudential will purchase your residence based on appraised value as determined by the independent appraisals. Prudential will invoice NOAA in accordance with the contracted fee. Once the invoice is paid, the RSC will forward a copy of the invoice to the gaining office.
    i. You may request an equity loan up to 75% of the estimated equity from your residence, based on the appraised sale offer, for the purpose of purchasing a residence at the new official duty station. The equity advance may be secured by a second deed of trust or other security which Prudential deems satisfactory. The equity advance shall be deducted from your equity upon Prudential's acquisition of the property. Prudential's cost of money or any other administrative charges will not be charged to you or to the Government if you accept Prudential's offer.

2) **accept an outside offer by a bona fide buyer during the 60 day offer period**, Prudential may amend the appraised sale offer to reflect the value of the offer from the outside buyer. Please note that under the amended sale program, you must review all outside offers with Prudential and you cannot sign any sales agreement or accept any money from the outside buyer.

3) **reject Prudential's appraised offer** or at any time withdraw from the program, you are no longer eligible to reenter the program and you will continue listing the residence on your own and will be reimbursed under the direct reimbursement method as outlined on page 17. It is important to note that you will not be reimbursed for any charges (inspection fees, appraisal fees, etc.) that duplicate fees paid to Prudential. Once you've rejected the offer and have been withdrawn from the program, you will be assessed a $125 administrative fee and will be obligated to repay any amounts advanced to you. Otherwise, Prudential shall use normal legal recourse against you. The Government shall not accept responsibility for repayment of the amount advanced and Prudential shall have no legal recourse against the Government if you fail to pay the amounts advanced.
    i. If you sign a sales contract or accept money from an outside buyer, you are automatically out of the program.

Amended sale program occurs when a bona fide buyer comes to the table after Prudential orders appraisals. Under the amended sale program, Prudential will assist you with the buyers net offer. See BVO on page 19 for more information on the process.

Home Purchase Program: Under the home purchase program you will have the potential ability to quickly purchase a residence at the new official duty station through one of Prudential's mortgage providers **(**MP): Wells Fargo (800-525-3902) or PHH Mortgage (800-848-9492). You will receive mortgage counseling and mortgage pre-approval within 48 hours of contacting Prudential's MP and you will have early access to demographic information on every town, school, and neighborhood at your new official duty station.
You will:

1) Be provided with individual counseling to familiarize you with the program. Prudential MP will analyze your financial position to determine which mortgage will best meet your needs;
2) Work with Prudential MP, who will complete the loan application by telephone for you;
3) Review and sign the loan application and return it in the prepaid return envelope back to Prudential MP. Prior to closing, you will receive information from Prudential MP outlining reimbursable closing costs according to the FTR. You are responsible for bringing the remaining funds to closing;
4) Not pay the reimbursable closing costs or file a travel voucher since the reimbursable closing costs are charged directly to NOAA, and not charged to you at settlement. Prudential MP will forward an itemized invoice and a signed copy of the HUD-1 form (settlement statement) to the appropriate RSC for payment. Once the invoice is paid, the RSC will forward a copy of the HUD-1 form and itemized invoice to the gaining office;
5) Pay for any non-reimbursable expenses that were advanced to you; and
6) Bear a **tax liability** for this transaction. Please be aware that all home purchase reimbursements are considered taxable income for which you will receive a RITA.

FORM CD-150
(Rev. 9-03)
PRESCRIBED BY
DOC TRAVEL HANDBOOK

U.S. DEPARTMENT OF COMMERCE

REQUEST FOR AUTHORIZATION OF TRAVEL AND MOVING EXPENSES

NOTE TO EMPLOYEE: Travel information is needed for issuance of a valid Travel Order which you must have in your possession in order to claim reimbursement for travel, transportation, and applicable allowances provided by the Federal Travel Regulations (FTR). If you wish authorization for the cost of travel, transportation and applicable expenses as provided by the FTR and agree to repay this cost in case you do not remain with the Government for at least twelve (12) months, complete this form. DO NOT BEGIN TRAVEL OR INCUR EXPENDITURES UNTIL AFTER YOU SIGN THIS FORM AND RECEIVE AUTHORIZATION ON AN APPROVED TRAVEL ORDER. A COPY OF THIS FORM MUST BE ATTACHED TO THE TRAVEL ORDER. For reimbursement of expenses, travel documents related to this relocation should be sent to the following payment center:

TYPE OF AUTHORIZATION: *(Check one)*

(a) ☐ FIRST DUTY STATION *(New Appointee)*

(b) ☑ PERMANENT CHANGE OF OFFICIAL DUTY STATION

IF THERE ARE ANY QUESTIONS CONCERNING THE COMPLETION OF THIS FORM OR ANY OF THE ALLOWANCES LISTED, CONTACT:

(Name) *(Phone Number)*

RETURN THIS FORM NO LATER THAN ______ TO:

REFERENCES ARE TO THE DOC TRAVEL HANDBOOK.

SECTION I — GENERAL INFORMATION *(To be completed by appointing official)*

1. NAME OF EMPLOYEE	2. ORGANIZATION CODE	3. SOCIAL SECURITY NUMBER

IF BOX (a) ABOVE IS CHECKED, COMPLETE ITEMS 4–8	4. ADDRESS OF RESIDENCE AT TIME OF APPOINTMENT *(Street, City, State, ZIP Code)*	5. ADDRESS TO WHICH TRAVEL ORDER SHOULD BE MAILED *(If different from item 4)*

6. POSITION TO WHICH APPOINTED	7. LOCATION OF POSITION *(City, State)*	8. PROPOSED EFFECTIVE DATE OF APPOINTMENT

IF BOX (b) ABOVE IS CHECKED, COMPLETE ITEMS 9–10	9. CHANGE OF OFFICIAL DUTY STATION *(City, State)* FROM: TO:	10. PROPOSED REPORTING DATE AT NEW STATION

SIGNATURE AND TITLE OF APPOINTING OFFICIAL	TELEPHONE NO.	DATE

SECTION II — TRAVEL INFORMATION *(To be completed by employee)*

The information provided in this section will be used by the Authorizing Official to determine the appropriate allowances to be authorized. If box (a) above is checked, complete items 11–19 *(where applicable)*. If box (b) above is checked, complete items 11–25 *(where applicable)*.

11a. ADDRESS OF EMPLOYEE'S (OLD) RESIDENCE	11b. DISTANCE FROM OLD RESIDENCE TO OLD STATION	12. IS NEW STATION 50 MILES GREATER THAN THE DISTANCE IN 11b? *(See FTR 302-2.6)* ☐ YES ☐ NO *(If no, do not complete this form. Relocation allowances are not authorized.)*

13. MODE OF TRAVEL FOR WHICH AUTHORIZATION IS REQUESTED *(Privately owned vehicle, air, bus, train, etc.)*

			APPROXIMATE DATE OF	
	MODE	DEPARTURE POINT	DEPARTURE	ARRIVAL
(a) FOR SELF				
(b) FOR IMMEDIATE FAMILY				

14. IF YOU AND YOUR FAMILY WILL TRAVEL SEPARATELY, EXPLAIN

15. NAMES OF IMMEDIATE FAMILY MEMBERS FOR WHOM AUTHORIZATION IS REQUESTED	RELATIONSHIP	CHILDREN'S BIRTH DATE

16. USE OF MORE THAN ONE PRIVATELY OWNED AUTOMOBILE REQUESTED ☐ YES ☐ NO

17. WILL HOUSEHOLD GOODS AND PERSONAL EFFECTS BE MOVED? *(See FTR 302-7)* ❑ YES ❑ NO	APPROXIMATE DATE	ESTIMATED WEIGHT	NO. OF ROOMS
LOCATION OF HOUSEHOLD GOODS AND PERSONAL EFFECTS		DESTINATION	

18. WILL STORAGE OF HOUSEHOLD GOODS BE REQUIRED? *(See FTR 302-7.)*

❑ YES ❑ NO NUMBER OF DAYS ____________ ❑ TEMPORARY ❑ NONTEMPORARY *(Justify. See FTR 302-8.)*

19. TRANSPORTATION OF MOBILE HOME IN LIEU OF TRANSPORTATION AND TEMPORARY STORAGE OF HOUSEHOLD GOODS *(Items 17 and 18). I certify the mobile home is for use as a residence for me and my immediate family at the destination (See FTR 302-10).*

❑ YES ❑ NO If yes, initial here for certification of above statement. ____________

20. TRIP TO SEEK RESIDENCE REQUESTED *(Justify. See FTR 302-5.)* ❑ YES ❑ NO ❑ SELF ❑ SPOUSE ❑ BOTH	MODE OF TRAVEL ❑ POV ❑ COMMON CARRIER	INCLUSIVE DATES REQUESTED

21. TEMPORARY QUARTERS REQUESTED *(Justify. See FTR 302-6.)*

❑ YES ❑ NO

SUBSISTENCE EXPENSES FOR ______________________ ARE REQUESTED FOR NOT MORE THAN ________ DAYS WHILE OCCUPYING
(Self, family, self & family)

TEMPORARY QUARTERS. APPROXIMATE DATES OF TEMPORARY QUARTERS ______________________ TO ______________________

22. EXPECTED REAL ESTATE EXPENSES *(See FTR 302-11.)*

❑ SELLING RESIDENCE ESTIMATED VALUE OF HOME TO BE SOLD $ ____________________ ❑ BUYING RESIDENCE ❑ TERMINATING LEASE

23. THIRD PARTY RELOCATION CONTRACTOR SERVICES REQUESTED *(See FTR 302-12.)*
(Check with your Authorizing Official to determine if these services are available in your Operating Unit.)

❑ YES I am interested in the services of a third party relocation contractor to provide for the sale of my residence at my old official duty station. I understand that the fees paid to the contractor void my entitlement to direct reimbursement of these fees. I agree to reimburse the Government for any and all expenses and fees paid to the contractor on my behalf for the services received if I fail to fulfill the requirements of my service agreement. If yes, initial here. ____________

❑ NO I am not interested in the services of a third party relocation contractor to provide for the sale of my residence at my old official duty station. I understand that I may not request this service for the relocation on or after the effective date of transfer to my new official duty station. If no, initial here. ____________

❑ YES OR ❑ NO } I am interested in the services of a third party relocation contractor for assistance in home marketing and/or home finding. (These services are at no cost to the Government or the employee.)

24. ❑ ALLOWANCES FOR MISCELLANEOUS EXPENSES *(See FTR 302-16)* AND RELOCATION INCOME TAX ALLOWANCE *(See FTR 302-17).*

25. SHIPMENT OF PRIVATELY OWNED VEHICLE REQUESTED *(Justify. See FTR 302-9.)* ❑ YES ❑ NO

SECTION III — SERVICE AGREEMENT (MUST BE COMPLETED BY EMPLOYEE)

In consideration of the payment of travel and transportation expenses and applicable allowances as provided by regulation and incurred on my behalf by (Operating Unit) NOAA in connection with (a) the appointment to my first duty station, or (b) the permanent change of my official station, I agree to remain in the employment of the United States Government for twelve (12) months following the effective date of transfer or appointment unless separated for reasons beyond my control and acceptable to the department or agency in which I am employed. I understand and agree that if I violate this agreement, any payments made pursuant to it shall be recoverable from me as a debt due the United States.

Also, I agree that if I receive Withholding Tax Allowance (WTA) payments for claims filed for relocation transfer expenses, I will repay any excess WTA payments made to me. I will submit the required certified tax information and file a Relocation Income Tax Allowance (RITA) claim. If I do not file the claim for RITA, I agree to repay the Government for the entire Withholding Tax Allowance expended by the United States in connection with my transfer. I understand that under such circumstances such funds are recoverable from me as a debt due the United States *(FTR 302-17).*

EMPLOYEE'S SIGNATURE	DATE	HOME TELEPHONE		WORK TELEPHONE	
		AREA CODE	NUMBER	AREA CODE	NUMBER

SECTION IV — PRIVACY ACT NOTIFICATION

The following information is provided in compliance with the Privacy Act of 1974 (5 USC 522a). Solicitation of the information on this form is authorized by 5 USC, Chapter 57 as implemented by the Federal Travel Regulations, E.O. 9397 of November 22, 1943, E.O. 11012 of March 27, 1962, E.O. 11609 of July 22, 1971, E.O. 12466 of February 27, 1984, and E.O. 12522 of June 24, 1985. The Social Security Number (SSN) is mandatory and will be used as an employee identifier. The SSN serves as a primary validation for accountability and payment authorization in the Department of Commerce travel systems. Failure to provide the requested information will result in a delay in obtaining a valid Travel Order, Travel Advance and delay or suspension of claims for reimbursement.

SECTION V — TRAVEL AUTHORIZATION/CERTIFICATION (TO BE COMPLETED BY AUTHORIZING OFFICIAL)

The employee/appointee is authorized to travel and incur necessary expenses, as indicated on the attached Travel Order, Number ____________, dated ____________________ issued in accordance with the Department of Commerce Travel Handbook. This relocation is in the interest of the Government and not primarily for the convenience or benefit of the employee or at his/her request.

	Director, EPP	
Signature of Authorizing Official	*Title*	*Date*

SECTION VI — CERTIFICATION FOR SHIPMENT OF HOUSEHOLD GOODS (TO BE COMPLETED BY TRANSPORTATION OFFICER)

In accordance with 41 CFR PART 302-7, I certify that a cost comparison to determine the method to be used for shipment of household goods has been obtained from the General Services Administration (GSA) (copy attached). It has been determined that the most advantageous method to the Government for shipment of household goods for this relocation is:

- ☐ Commuted Rate — Employee makes all arrangements with carriers and pays the carrier directly.
- ☐ Government Bill of Lading (GBL) — Government makes arrangements with the carrier and is responsible for payment to the carrier.

Signature of Bureau Official/Transportation Officer	*Telephone Number*	*Date*

SECTION VII — JUSTIFICATIONS/REMARKS

Use this space for justifications or remarks. Indicate item numbers to which justifications or remarks apply. If additional space is needed, use the back of this page or separate sheets of paper and attach to this form.

SECTION VIII — DISTRIBUTION

1 copy: Employee's official personnel file
1 copy: Office copy
2 copies for employee: (1) Copy (with GSA cost comparison) attached to the Travel Order submitted with the first reimbursement claim made on a Travel Voucher; (2) Employee's personal copy
1 copy: Relocation Services Coordinator, if applicable, with two complete copies of the Travel Order.

Priti Brahma

From: Broadcast, DOC [broadcast@doc.gov]
Sent: Monday, November 30, 2009 10:14 AM
Subject: Change in Residence or Duty Station

Distribution: All Washington, D.C. Metropolitan Area Employees (Except USPTO)

This is a reminder that if you change your state residence from one state to another or incur a change in official duty station due to a reassignment or promotion, you may need to change your state tax designation and complete either a D-4 or D-4A form for the District of Columbia. You can do this through your servicing human resources office.

For example, if your duty location changes from Silver Spring, MD to Washington, D.C., but you continue to reside in Maryland, this change in duty location will require you to submit a certificate of non-residence in the District of Columbia form (D-4A). Or, if you change your residence from Maryland to Virginia, don't forget that you should also change your state tax designation.

As a reminder, please continue to review your leave and earning statement each pay period for accuracy.

____
This message has been authorized by OHRM.

Please do not reply to this message. The broadcast email account is not monitored for incoming mail. For further information about the operation of the Department of Commerce broadcast email system, contact the OCIO IT Customer Service Center at ITCSC@doc.gov or 202-482-5010.

STATE TAX WITHHOLDING/WAIVER FORM

Employee name: ____
PLEASE PRINT

It is requested that State Tax be withheld from my salary check as I am a resident of the State of __________________________________.

My home address is:
____.

# of Exemptions: ___________

Additional Withholding: $ _________________

Please withhold state tax for the State of ____________________________.

____
EMPLOYEE SIGNATURE

I wish to waive State tax withholding for the State of __________________________ since I am a resident of the State of _____________________________.

____
EMPLOYEE SIGNATURE

Subject: Important: New NOAA Training Policy Effective Immediately
From: Marc Young <Announcement@noaa.gov>
Date: Mon, 14 Apr 2008 15:34:39 -0500

MEMORANDUM FOR: All NOAA Employees

FROM: Marc Young
NOAA Chief Learning Officer
Workforce Management Office

SUBJECT: Important: New NOAA Training Policy Effective Immediately

In January 2007 NOAA began to implement a Workforce Management business process reengineering (BPR) initiative, one goal of which is to more effectively target the Agency's investment in training & development. In June of 2007 we introduced the Commerce Learning Center at NOAA, an important tool for reaching that goal. Now we are about to inaugurate the next step in this process with the release of DOC HR Bulletin #076. This Bulletin requires DOC Bureaus to begin using the Commerce Learning Center (CLC) https://doc.learn.com to request and authorize all training activities.

Please be aware that the implementation of the new policy will require all of us at NOAA to manage training in a different way than in the past. NOAA will honor its collective bargaining obligations in implementing these changes. Among the new procedures you will want to be familiar with:

1) Each Line Office and most Corporate Offices have a Chief Learning Officer (CLO) with oversight responsibility for training & development needs and activities. A current list of NOAA's Chief Learning Officers is maintained on the Workforce Management web page. Your Chief Learning Officer is your primary point of contact regarding NOAA's training policies and practices as well as those specific to your Office. Your Chief Learning Officer will also periodically provide you with the names of the current Learning Coordinators for your Office (see next item).

2) An organizational role known as the 'Learning Coordinator' is being established in each Line and Corporate Office. Designated people are now being sent through training to perform this new collateral duty. The Learning Coordinators will support our new training systems in a variety of ways. One of their most important duties will be to prepare new course listings for uploading into the Commerce Learning Center at NOAA. Whenever you want to take a training or development program that is not already listed in the NOAA on-line course catalog, you will need to have your local Learning Coordinator enter a course listing in the CLC before you can enroll. Only Learning Coordinators will have the administrative permissions necessary to create new course listings in the system.

3) As noted in DOC HR Bulletin #076 (link above), a record of all training and development activities must be entered in the Commerce Learning Center from now on. This is mandated by a government-wide requirement, which the Department of Commerce must comply with by sending monthly training reports electronically to OPM. In addition to being a vehicle for delivering on-line training, the CLC is our reporting vehicle and our data base of training records. Whether you are taking an on-line course or a college class, attending a
professional development conference or participating in a developmental assignment program such as NRAP, the training event(and your completion of it) must be reflected in the Commerce Learning Center.

4) Using the CLC requires a user identification name and a secure password. Passwords must be changed periodically. If you do not have a current CLC user account, if you have forgotten your password or if it has expired since your last log-in, CLC customer support is available 24/7 at the following web address:
http://livesupport.eskillz.com/DOC_OtherBureaus.aspx?username=&classroomid=23.

You may want to 'bookmark' this address in your web-browser.

5) In the past some Offices have paid for outside training activities (such as college courses or conferences) on the basis of a supervisory approval followed by a direct purchase via a government credit card. This procedure inadvertently bypasses the new requirement to report all such activity via the CLC. Consequently all government purchase card holders, or other officials who are authorized to obligate funds for the purpose of

procuring workforce training and development services on behalf of NOAA, whether for individual employees or for groups, will be required to receive a completed, approved SF-182 Request and Authorization for Training form before completing such a purchase. A completed, approved SF-182 is one which contains all the mandatory OPM reporting data, all pertinent information regarding the trainee and the training provider, estimated costs including travel and per diem, certification of funds availability and signature approval from the appropriate management official(s).

6) Although all NOAA training activities must be listed in the Commerce Learning Center, not every training event requires the completion of a SF-182. DOC HR Bulletin #076 describes the processes for requesting and authorizing four different types of training. SF-182s are mainly used to authorize training activities that require either an expenditure of funds (e.g., college tuition, conference registration, travel & per diem expenses) or multiple levels of managerial approval. As a rule, if the course information shown on the CLC does not state that a SF-182 is required for enrollment, you may assume that it isn't. Training events not already listed in NOAA's course catalog that have costs associated with them normally require a SF-182. You will need your Learning Coordinator to enter the mandatory OPM reporting codes on the SF 182 so it can be listed in the CLC for enrollment purposes. You must provide your purchase card holder with a printed, completely coded SF-

182 form before he or she can pay for the training. Your Office will retain the original authorizing document, but it is advisable to retain a photocopy of your approved SF-182s for your personal records.

The changes described above constitute an important step toward meeting our BPR goal for getting a bigger return on NOAA's investment in training. After the initial period of adjustment these new procedures should provide us with a better system for tracking and managing all of NOAA's professional development opportunities. The Workforce Management Office looks forward to collaborating with you to make that happen. Your comments, questions and suggestions about training at NOAA are always welcome. Requests for information can be addressed to ask.training@noaa.gov.

This message was generated for the NOAA Chief Learning Officer (WFMO) by the NOAA Information Technology Center/Financial and Administrative Computing Division

E-Learning Instructions

The Department of Commerce Learning Center (E-Learning) is designed to assist all authorized users in their career development. The E-Learning makes it easier for individuals to take a variety of courses online to enhance their career and learning skills in the comfort of their own offices. E-Learning can be accessed anywhere by logging in to https://doc.learn.com/noaa

NEW USERS

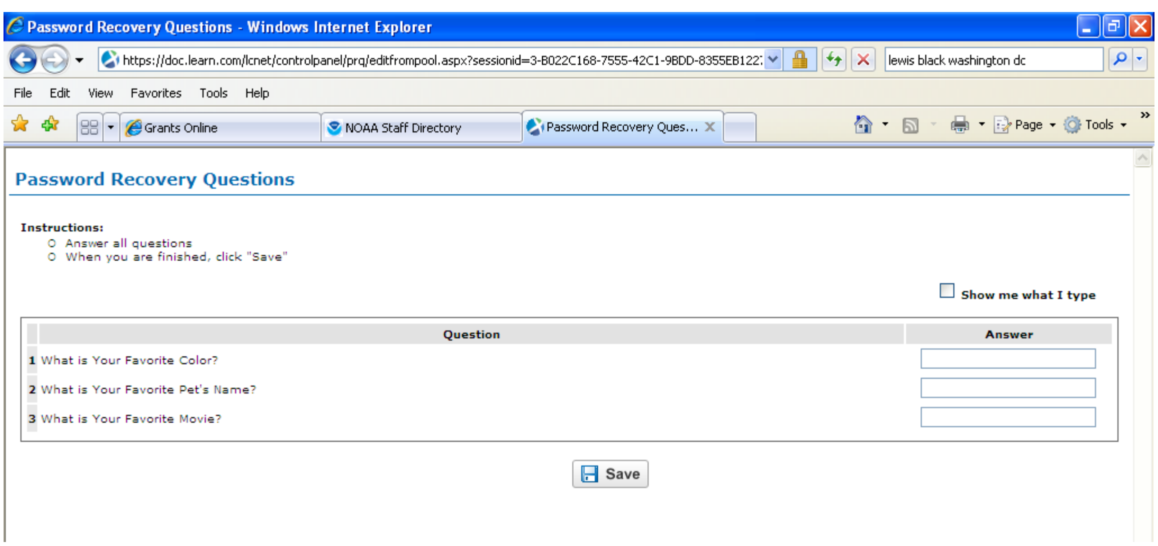
USERID: Your Full Email address (with the @noaa.gov)

PASSWORD: CLCsupport@doc.gov will assign your password for E-Learning

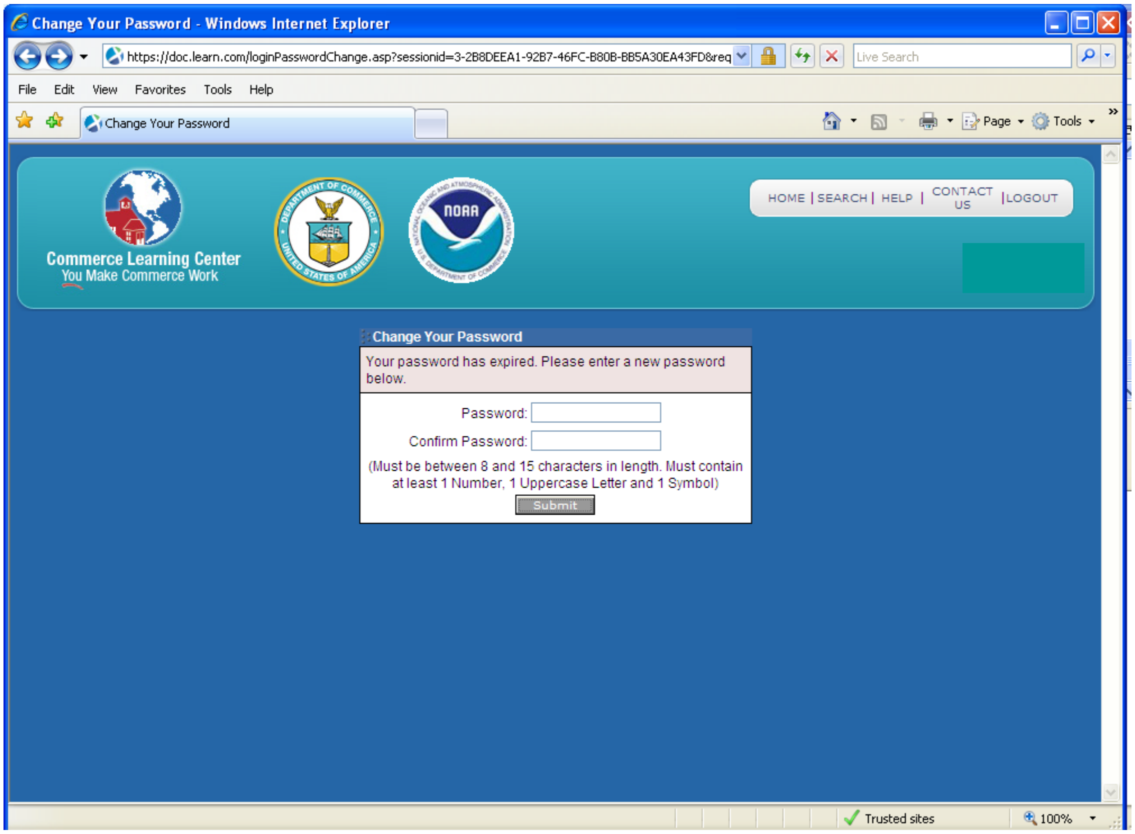
(Your userid remains the same, but you must change your password once you successfully log into the system. If you don't change your password, the system will read it as invalid the next time you attempt to log into e-learning, and your password will have to be reset.)

When you successfully login to the system the first time

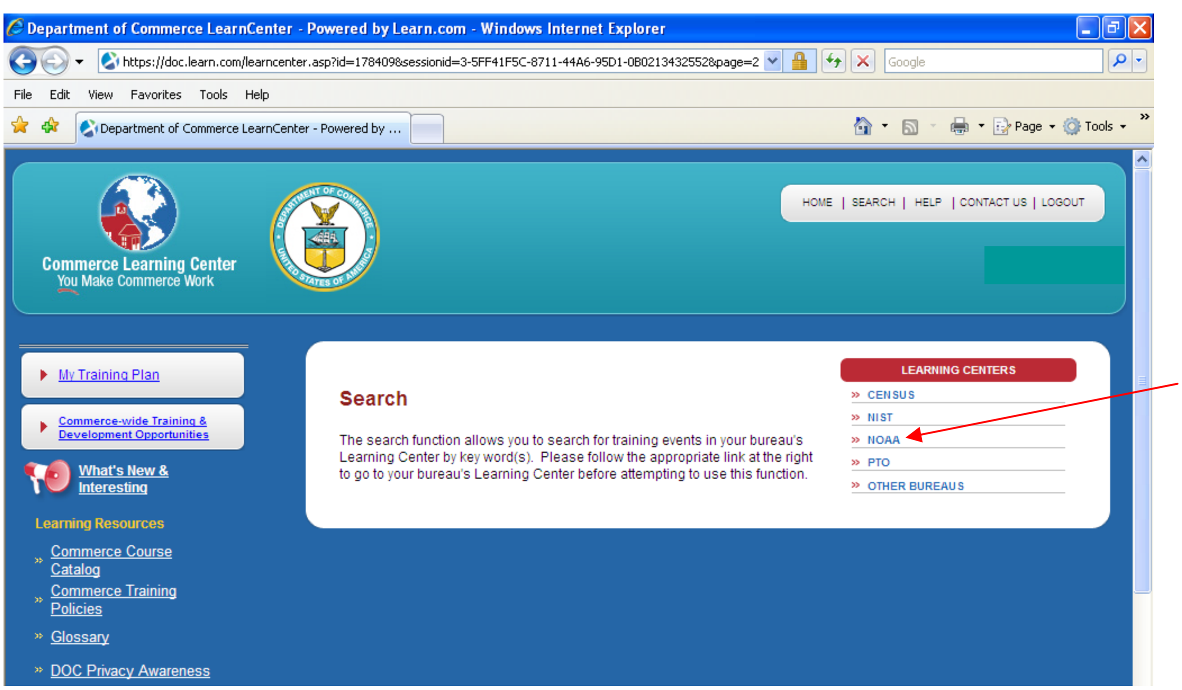
1. You will be prompted to answer 3 questions which will be used to retrieve your password should you forget it. Please answer these questions and click on **Save**. The screen will appear as:



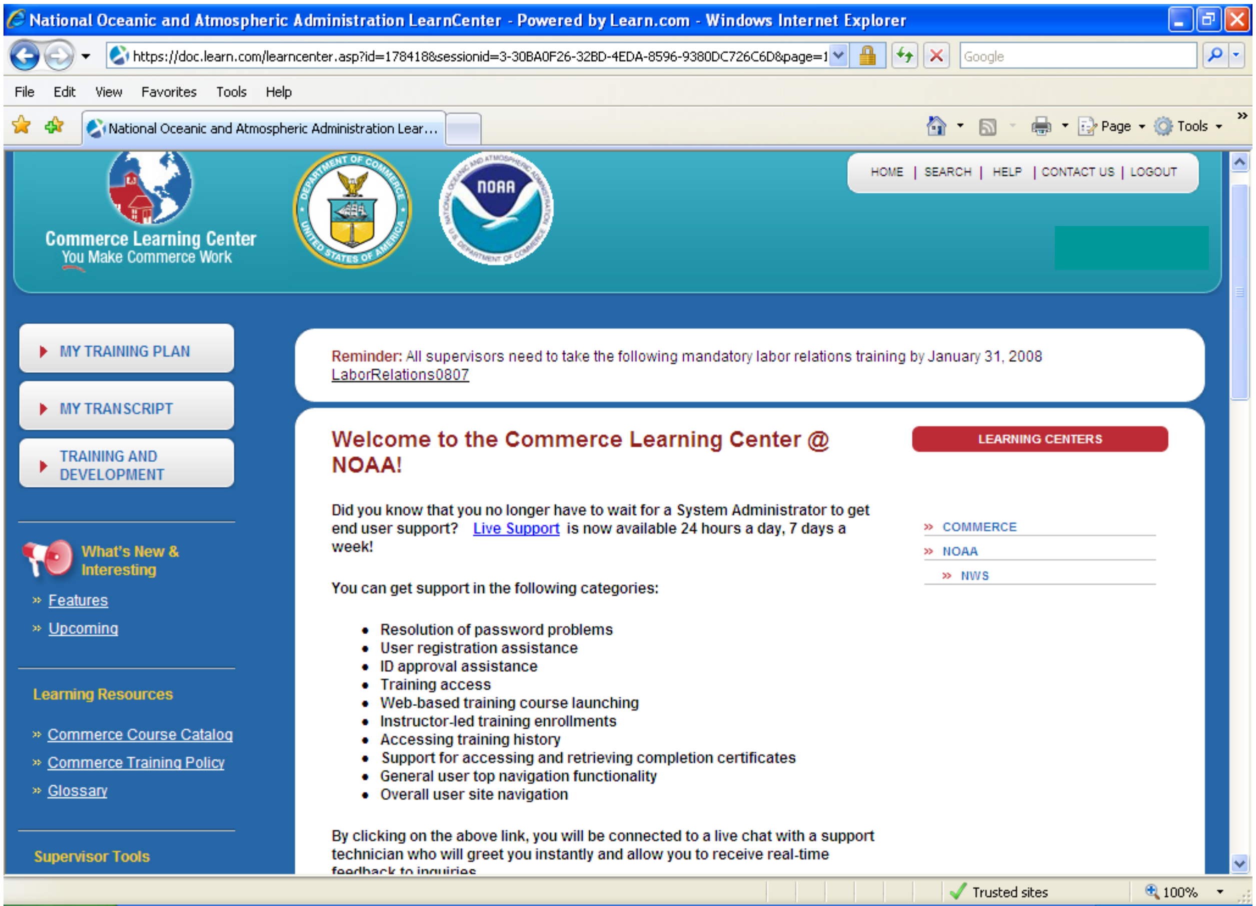
2. You may then automatically be prompted to change your password by the following screen. If not, go to the next step.



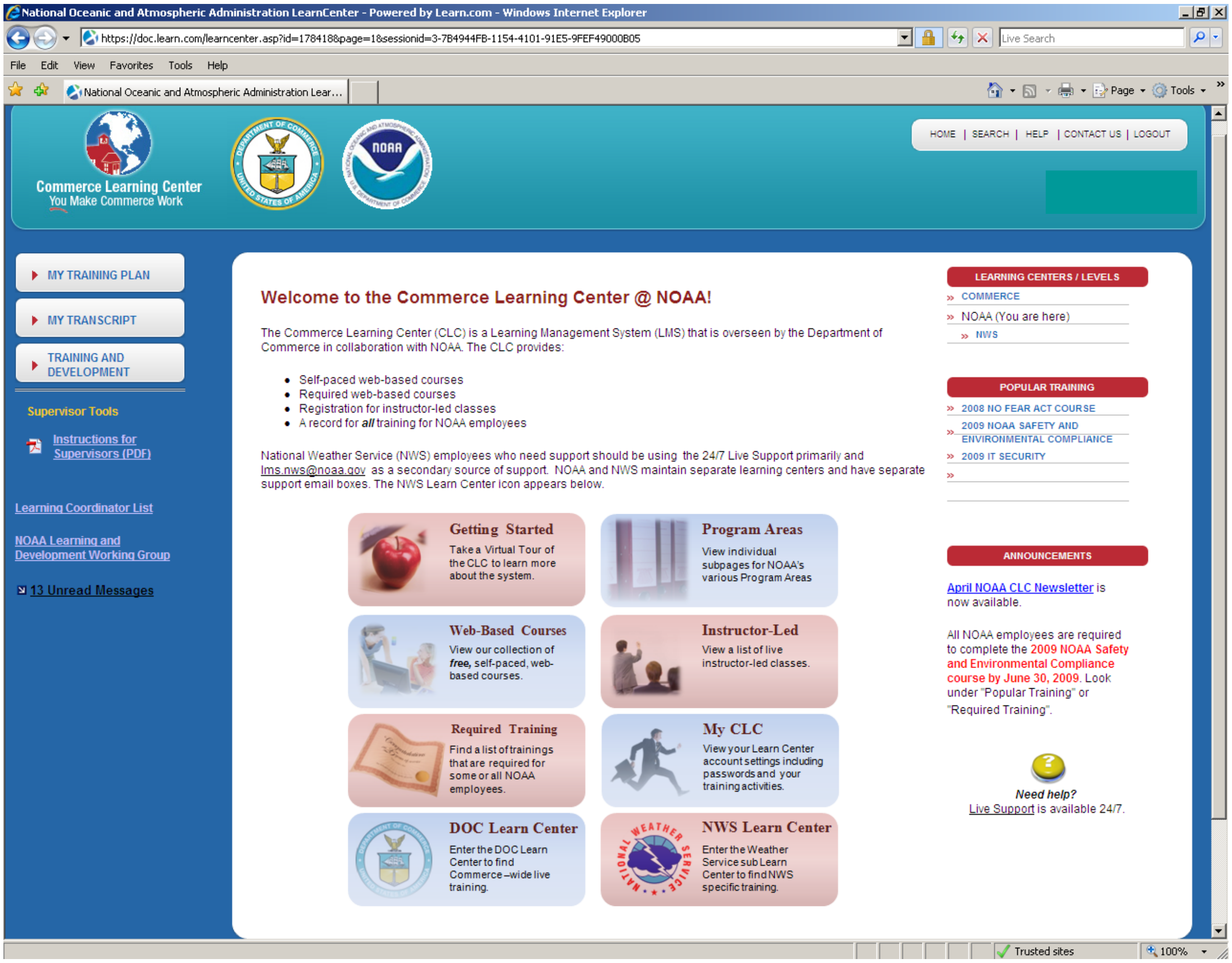
3. Now, that you are in the e-learning system, click on the **Search** button on the top right hand corner of the site
4. You may be prompted to select a bureau. If so, select **NOAA** from the list on the right side of the screen. If not, go to the next step.



5. You will now see the screen below (every subsequent time you login, this screen will appear):



6. If you were not previously prompted to change your password, then if this is your first time logging in, please scroll down to the bottom of the screen above, to the “MyCLC” section and following the prompts.

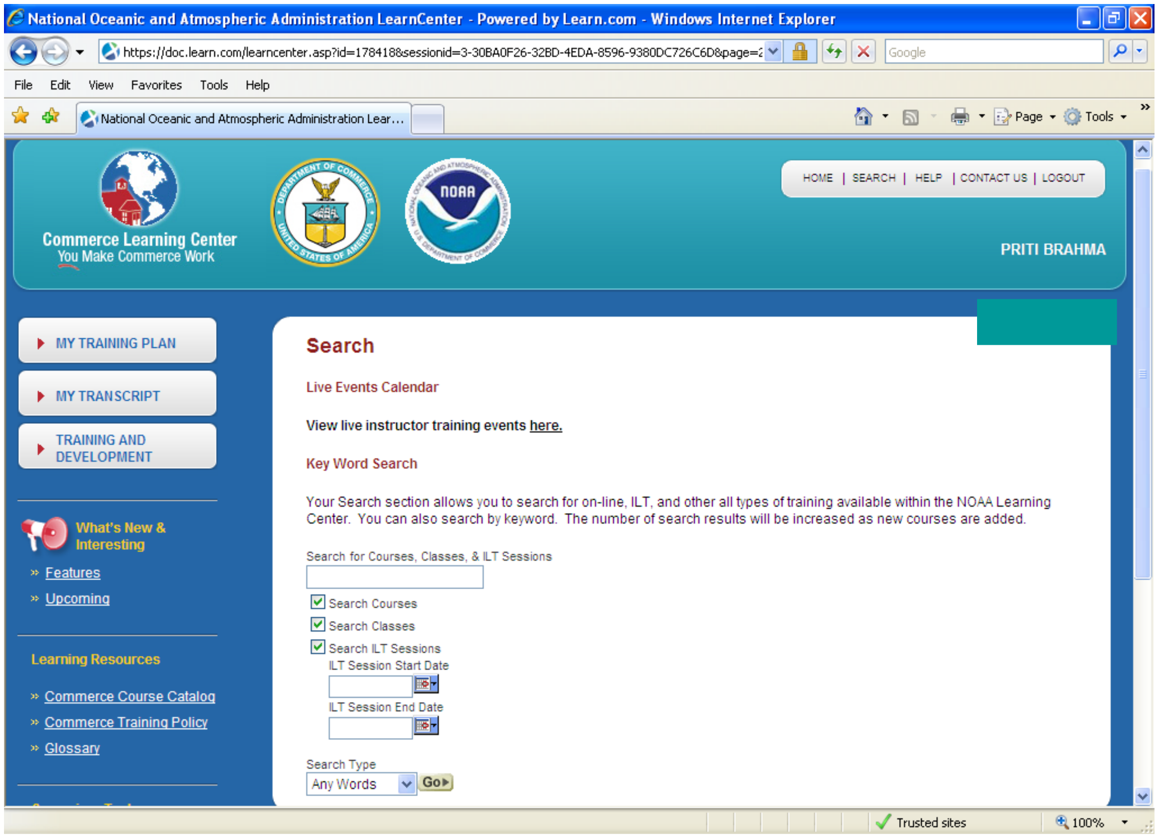


If you have problems launching the course, you must make sure that you are accessing the course:

a) Using Internet Explorer
b) Your pop up blocker needs to be disabled
c) You need to be running a Java version 6, update 3 on your computer, and,
d) Your security settings must be set to a medium

To find a course the easy way:

1. Click on the Search button on the top right hand corner of the site to see the screen below, and scroll down.



2. Look to the middle towards the left of the screen with a space marked "Search for Courses, Classes, & instructor-led training (ILT) Sessions."
3. Type in the type of course you are looking for.
4. From the bottom of the same screen, there is a "Search Type," from a drop down list, select either "any words" for a list of course listing or "exact phrase" for the exact course title, and click "Go."
5. Scroll through and to select the course you wish to take.
6. To select a course, click on "click here to start this course." To get more details about a course, click on the "pointing finger" above the course title.
7. Once you launch the course, click on "play this course" and choose "play the standard version of this course" by clicking once on the link. You may receive a message indicating the website's certificate has not been verified and if you wish to continue. Please select "yes" to continue.

8. Wait for the course to load. Once the course is loaded, click on the "Course Overview" and proceed through all slides while answering any question along the way.
9. You must take any pre-test required in order to complete and earn a certificate for the course. To successfully pass a course, you must obtain a score of 70 percent or higher.
10. EXIT course by clicking on the "EXIT" button located at the upper right corner of the screen
11. To print a certificate: From the main page, click on "My Transcripts" to the left of the screen.
12. The My Transcript page will display. This screen shows all the courses, assessments and evaluations, and assignments that you have taken or have pending
13. To left of the course name, you will see a certificate icon. Click on that icon to get options for printing the certificate.
14. Transcripts: Please note that Administrators cannot alter transcripts
15. Administrator Assistance: Maria Krug (Maria.C.Krug@noaa.gov) can assist with most system matters relative to NOAA's E-Learning Center

THERE IS A 24/7 LIVE SUPPORT. You can access the support by going to the https://doc.learn.com/noaa without logging in. Click on Live Support above the log in information. You must use this service as the first line of defense in getting your inquiries answered for:

- Resolution of password problems
- User registration assistance
- ID approval assistance
- Training access
- WBT course launching
- ILT enrollments
- Accessing training history
- Support for accessing and retrieving completion certificates
- General user top navigation functionality
- Overall user site navigation

NOAA's E-Learning Policy

E-LEARNING@NOAA POLICY

I. BACKGROUND

It is our goal at the National Oceanic and Atmospheric Administration to train and develop our workforce and to support an organizational value of continuous learning. E-Learning@NOAA, or electronic learning, is about ensuring the organization provides training and information to students anytime, any place, at any pace. This web-based system is a shift from traditional training to a comprehensive, web-enabled, agency-wide employee development system/tool which provides information, and administers training from, E-Learning to instructor-led courses. The availability of this form of continuous learning will provide a means for NOAA employees to keep up with changes in mission, technology, and content of work, and serve to attract and retain employees for whom self-development is a priority.

E-Learning refers to education provided via the Internet or CD Rom. Conceptually, it goes beyond information dissemination, in that it has measurable objectives and expected outcomes. E-Learning formats vary widely with text only formats being the most basic. Combinations of graphics, quizzes, audio, and video components are common additions. E-Learning can be done anywhere a learner has an Internet connection and can address needs that occur any time. E-Learning is advantageous because it provides "just-in-time learning" (e.g., 20 minutes to access a specific learning objective to meet an immediate organizational/work assignment need) and is efficient, effective, and inexpensive.

The E-Learning@NOAA initiative allows for strategic development of human capital along with corporate knowledge management. While technology-based training is not intended to eliminate the need for instructor-led training, it does provide employees access to training, with supervisors' approval, when and where they choose. In addition, it provides a variety of performance support tools, such as job aids, search capability, individual development plans, self-assessment, and on-line mentoring.

Through E-Learning@NOAA, the agency will offer over 1,800 courses to NOAA employees.

II. RESPONSIBILITIES

Human Resources Management Office

The Human Resources Management Office (HRMO), in consultation and coordination with the NOAA CIO and Line/Staff Offices, will have overall responsibility for the implementation and evaluation of E-Learning@NOAA. HRMO will provide technical advice and assistance on the regulatory, policy and procedural requirements of the E-Learning@NOAA program. E-Learning materials and resources will be available in alternate formats for employees with disabilities.

Line/Staff Office Director

Line/Staff Office Directors will ensure that managers and supervisors understand the purpose and capabilities of E-Learning@NOAA courseware and how to utilize it in accordance with this policy. The Director will review learning and developmental assessments, and other relevant factors to determine overall training needs of their office/organization.

First Line Supervisor/Manager

In accordance with the training needs of their organization and staff, managers, and supervisors will work with staff to meaningfully participate in the E-Learning@NOAA courseware, allow adequate duty time for study, and ensure that employees adhere to this policy (see below) for training during duty hours. Managers and supervisors are responsible for using this learning and developmental tool to meet individual employee and office/organizational needs. Supervisors will identify the most appropriate e-learning solution for specific learning problems and one that meets the needs of the employee and organization. Managers and supervisors are responsible for approving in advance all E-Learning@NOAA courses taken while on duty, ensuring the appropriate balance between mission accomplishment and employee development. Supervisors and managers do not need to approve periodic just-in-time learning (e.g., one 20 minute access of a specific learning objective during the course of a week to meet an immediate organizational/work assignment need.) Supervisors should understand that to achieve success with E-Learning @NOAA, a joint commitment should be made by the supervisor and employee to successfully complete the training. Managers and supervisors will continue to be responsible for approving outside training if E-Learning@NOAA does not provide the necessary course work. Managers and supervisors are responsible for obtaining reports of usage through the system for their own purposes.

NOAA Employee

NOAA employees are responsible for adhering to the policy established for use of the E-Learning@NOAA courseware. Employees must obtain approval from their supervisor prior to take courses on E-Learning@NOAA during duty hours except for periodic just-in-time learning as noted in the first line supervisor/manager section above.

III. POLICY

Training Approval Process

Employees must obtain supervisory approval prior to taking an E-Learning@NOAA training course(s) during work hours with the exception of just-in-time learning (e.g., one 20 minute access of a specific learning objective during the course of a week to meet an immediate organizational/work assignment need.). This ensures training activities during work hours are based on individual and organizational needs, and that the training is documented and performed during a time that will not disrupt priority work assignments.

Access During Tour of Duty

When courses are approved by a supervisor, a reasonable threshold should be established by the supervisor for use of the E-Learning@NOAA training system during the regular tour of duty. Supervisors should determine an appropriate schedule which allows the employee to take a course (s) of study at the work site or another location within the office without interruption, and does not disrupt the normal functioning of the office. This policy is also applicable to employees who are telecommuting from an alternative work site.

Training During Non-Duty Hours

E-Learning@NOAA courseware is available for access via the Internet 24 hours per day, 7 days a week; therefore, employees of organizations participating in E-Learning@NOAA may use the courseware wherever they have a computer with access to the internet. Subject to supervisory approval, there are no restrictions on the use of the computer equipment at the employee's work station, telecommuting location or any specific E-Learning@NOAA training site that may be established by the organization for e-training purposes beyond the employee's tour of duty. There is no limitation on usage when employees are not in a duty status, however, employees may not be required to participate in E-Learning beyond their regular tour of duty.

Compensation for Training Beyond Tour of Duty

NOAA employees will not be compensated through compensatory time, overtime, or credit hours for participating in training beyond their regular tour of duty.

Required Training

One of the purposes of the Commerce Learn Center is to centralize *all* required training for NOAA employees. To make things as easy as possible, we have compiled a small list here.

2010 NOAA Information Technology Security Awareness course is available at: **http://noaa.learnsecuritywith.us**
In order to continue to use NOAA computing resources, the course needs to be completed by **May 10, 2010**. Questions about the course should be directed to the Line Office IT Security Officer or email itsec@noaa.gov. Course completions will be reported separately and will NOT appear in your CLC Transcripts until a later date.

2010 NOAA Environmental and Safety course is available at: **http://ns.learnsecuritywith.us**
This couse MUST be completed by **June 30, 2010**. Course completions will be reported separately and will NOT appear in your CLC Transcripts until a later date.

No FEAR Act (coming soon)
The No FEAR Act is required to be taken by all federal employees once every two years. The Department of Commerce required that this training be **completed by December 31, 2010**.

Foreign Travel Briefing
The Foreign Travel Briefing is required to be taken by all NOAA employees traveling abroad for work-related reasons.

Government Ethics
This course meets the training requirements under executive order 12674 and executive order 12731 outlining agency responsibilities on the principles of ethical conduct for government officers and employees.

Do you require your employees to take training that you don't see listed here? Let us know and we'll add it! CLC.NOAAHelp@Noaa.gov

Business Cards

The Logistics Division has approval to order business cards using appropriated funds. A contract has been established with the Government Printing Office (GPO) for this purpose.

You may place orders immediately by completing the NOAA Business Card Order Form and faxing it to (301) 713-2303 or mailing it to:

Logistics Management Branch
Room 3866, SOU57112, SSMC3
1315 East-West Highway
Silver Spring, MD 20910

This form allows you to choose either 250 or 500 cards from one of two formats (CARD A and CARD B) printed in 2-color ink.

If your office places multiple orders for business cards and uses the same appropriation number, and orders the same quantities for all orders placed, you can realize a substantial savings of $7.50 per individual order.

Orders will normally be completed within five (5) workdays after receipt by the printer. Allow additional time for shipping.

All forms submitted **MUST BE TYPED** and bear the signature of the Senior Executive Service (SES) Director, or designee within a NOAA Line, Staff or Program office. This individual will serve as approving official for those NOAA employees within his/her organization authorized to use this program. To qualify for this program, employees should have a real and frequent need for the use of a business card during the course of transacting business on the behalf of NOAA.

NOAA Policy and Procedures for Purchase of Business Cards

Authority:

The Justice Department has ruled that government agencies may use appropriated funds to purchase business (calling) cards. The Chief Financial Officer/Assistant Secretary for Administration, Department of Commerce, has issued supplemental guidelines which supports this change in policy.

NOAA Policy:

Appropriated funds may be used for the purchase of business cards (which must be used solely for conducting NOAA related business) under the following conditions:

- A Senior Executive Service (SES) Director; or designee, within a NOAA Line, Staff or Program office serves as approving official for those NOAA employees within his/her organization authorized to use this program (employees, during the course of transacting business on the behalf of NOAA, should have a real and frequent need for the use of a business card);
- Business cards will be procured solely through the Logistics Division, Logistics Management Branch, to ensure conformity with the required September 2004 Department of Commerce Publishing and Printing Management Manual, Chapter 4. 108 Business Cards and best pricing using organization/task numbers furnished by the ordering Line/Staff/Program Office; and
- For offices with bargaining unit employees, labor relations obligations must be fulfilled prior to implementation.

NOAA business cards are for government employees and not for contractors or fellows. According to NOAA personnel, contractors and fellows who are not on NOAA's rolls, have no conversion rights, nor have they taken an oath of office; therefore they are not considered NOAA employees and cannot use appropriated funds to order business cards. The contractor or fellow can have their business cards printed using their company or fellow funds. The NOAA and/or DOC logos can be used on the cards; the NOAA emblem color must be a PMS Reflex Blue and PMS Process Blue. In addition, it would be good business practice to have the company or fellow's logo printed on the cards as well so as not to mislead the public or government that the individual is a government employee. The contractor or fellow who are going to print their own cards need to follow NOAA's format for business cards and refrain from using government-furnished equipment to reproduce the cards. The format(s) can be found at their web address: http://www.corporateservices.noaa.gov/~noaaforms/eforms/NOAA Business Cardr4.pdf. You can contact Robert Whitted at Robert.Whitted@noaa.gov or (301) 713-2220, x183 for the print contractor's information.

Procedures:

All forms **MUST BE TYPED** and submitted to FSD, OFA721. FSD will require a completed NOAA Business Card Order Form. This form is available for download in Portable Document Format (PDF) and hard copies of the form are also available from FSD. The form will be initiated by an SES official (or designee) requesting business cards for employees in their organization and should contain the following information:

- Style (mandated formats -- Card A or B) to be used by NOAA Employees;
- Quantity (250 or 500) --Take into consideration potential moves, reorganizations, or other factors which may impact the number ordered;
- An area for the employee to indicate his/her name, title, phone and fax number, E-mail/Internet and street address as they are to appear on the printed cards; The maximum number of spaces allowed are also indicated for each line of information;
- The accounting (organization and task) numbers must be identified within each Line/Staff/Program office;
- Each form will contain a signature block for the approving official; and
- A "ship to" address.

Upon receipt of business cards, the requester should immediately review the cards for accuracy of format, correctness of information requested, and verify the correct quantity. Please report any problems or changes to your original requirements to Robert.Whitted@noaa.gov.

UPON SEPARATION FROM NOAA ALL BUSINESS CARDS *MUST* BE DESTROYED.

For further information, contact Robert Whitted at Robert.Whitted@noaa.gov or (301) 713-2220, x183.

NOTE!! THIS FORM WILL PRINT OUT CORRECTLY IF YOU USE YOUR BROWSER'S TOP BAR FOR PRINTING, NOT THE PDF PRINT ICON.

NOAA BUSINESS CARD ORDER FORM

INSTRUCTIONS: ALL REQUESTS MUST BE TYPED. Complete information that should appear on the business card. Be sure that all information is typographically and grammatically correct. The Logistics Management Branch (SOU57112) does not make corrections. Requests that are handwritten or do not have an accounting code and/or approval signature, will be returned to the requestor.
THE TOTAL ESTIMATED COST SHOULD BE LESS THAN $25.00 FOR EACH CARD ORDERED.

CARD A

JOHN B. DOE
NOAA Project Director

U.S. Department of Commerce
National Oceanic & Atmospheric Administration
1305 East West Highway (OFA53)
Silver Spring, Maryland 20910

OFF: (301) 713-3540
FAX: (301) 713-2303
E-mail: John.B.Doe@noaa.gov

CARD B

JOHN B. DOE
Director
Project Records Division

Projects and Facilities Services Office
Station 3103 (OFA53)
1305 East West Highway
Silver Spring, Maryland 20910

(301) 713-3540
FAX: (301) 713-2303
E-mail: John.B.Doe@noaa.gov

PLEASE INDICATE YOUR CHOICE:

STYLE (*Choose One*) ☐ Card A ☐ Card B

QUANTITY (*Choose One*) ☐ 250 cards ☐ 500 cards

PLEASE TYPE

1. ______________________ (nte 33 spaces)
2. ______________________ (nte 70 spaces)
3. ______________________ (nte 70 spaces)
4. ______________________ (nte 45 spaces)
5. ______________________ (nte 45 spaces)
6. ______________________ (nte 40 spaces)
7. ______________________ (nte 40 spaces)
8. ______________________ (nte 40 spaces)
9. Tel: (___)__________ X ______ (nte 22 spaces)
Fax: (___)______________ (nte 22 spaces)
(___)______________ (nte 22 spaces)
E-Mail/Internet: ______________________ (nte 30 spaces)

FIELDS TO COMPLETE: 1.-3. Name, Title and/or Organization or Division 4.-7. Department Components/Room No./Routing Code/Street Address 8. City, State and Zip Code 9. Telephone and electronic contact information

ACCOUNTING & APPROVAL OFFICIAL

Appropriation Code: ______________________.
Approving Official's Signature: ______________________.
Date: ______________________.
Print Name/Title: ______________________.
Telephone No.: ______________________.

SHIPPING LABEL

PLEASE TYPE

DOC/NOAA/Office of Finance and Administration
Logistics Management Branch
1315 East West Highway (SSMC3)
Suite 3866 (SOU57112)
Silver Spring, Maryland 20910

Ship To:

Name: ______________________.
Address: U.S. Department of Commerce, NOAA
______________________.
____
City/State/Zip: ______________________.

SEND/FAX COMPLETED FORM TO:

1315 East West Highway (SSMC3)
Suite 3866 (SOU57112)
Silver Spring, Maryland 20910
Telephone: (301) 713-2220
Fax: (301) 713-2303

Reset Form

Logistics Division

Logistics Division

The Logistics Division responsibilities include Policy Development and Guidance, Program Execution, Performance Management and Customer Relations as it relates to:

- Personal Property
- Logistics Division
- Vehicle Management
- Fleet Management
- Permanent Change of Station Moves
- Building Management
- Warehousing & Distribution Management

In Focus:

None at this time.

News and Events:

NOAA CELEBRATES

1807 - 2007

200 Years of Science, Service & Stewardship

During 2007, NOAA will host events and activities throughout the country to celebrate its 200th anniversary. We will look back and celebrate our past, take stock of where we are in the present, and consider the possibilities that lie in our future. The anniversary is also an opportunity for NOAA to share our story with the American people, linking our past, present, and future contributions to the health and vitality of our nation.

Throughout the year, you can participate in a variety of events and happenings and obtain outreach and educational materials, all to learn about how NOAA has impacted our everyday lives throughout its 200-year history.

For more information, click here

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Logistics Division Awards Ceremony

To view the photo gallery, click here.

Contact Support:

Call us: (301) 713.3551 OR

E-mail us: Logistics@noaa.gov

USA.gov

Please direct inquiries, questions, or suggestion about this website to:

Webmaster: Anne Michelle Marquez
E-mail: Anne.M.Marquez@noaa.gov

Our Mission and Goal:

The Logistics Division manages NOAA's national programs for personal property, and logistics services programs, as well as local delivery for facility administrative services specific operations centers. The Division has responsibility for policy development and guidance, program execution and performance management, and customer relations. The personal property program oversees the personal property databases and ensures compliance with financial auditing requirements for personal property nationwide.

Our Vision:

"To become the government model for exceptional administrative service delivery and customer service."

Browse Headquarters Branches:

please select one

Browse Building Management Branches-Regions:

please select one

Logistics Division
Real Property, Facilities, and Logistics Office (RPFLO)
Chief Administrative Office

Webmaster: Anne.M.Marquez.@noaa.gov

This page was last modified on: 05/21/2010 10:41:34

Metro Rail, Metro Bus and or Registered Vanpool

Smart Benefits *Application*

Smart Benefits is an "electronic"way to receive your Metrochek transit benefits. Your Metrochek benefits are electronically added each month to your METRO registered SmartTrip card. The SmarTrip card is a permanent plastic farecard that you register with METRO at the time of purchase with your name, address and password.

Rules of Smart Benefits Participation

1. Any Federal employee who is a Metro Rail, Metro Bus or a registered Smart Benefits vanpool rider and are enrolled in a participating TranServe agency may join this Smart Benefits program.
2. All Federal employees who participate in the SmartBenefits Program must authorize DOT to verify the accuracy of the name assigned to their SmarTrip Card.
3. SmartBenefits are available to participating riders on a monthly basis.
4. Vanpool benefits will be directly deposited into your specific vanpool operator's account monthly following the participant's one time on-line designated authorization at WMATA.com after this application is processed.
5. SmartBenefits for rail and bus riders are available to recipients on a monthly basis to be claimed at any time during the month by downloading the benefit to their SmarTrip card at METRO Passes/Fare cards machines. Existing balances will remain on your card. Benefits may not be claimed for past or future month.
6. Funds may not be removed from a SmarTrip card once they have added them to a SmarTrip account. If participants change agencies or leave Federal service it is their personal responsibility to financially complete their benefit obligations based on specific agency policies.
7. Federal employees must have a **METRO REGISTERED** SmartTrip card and provide the serial number of the card. If you have not registered your card or are unsure that it is registered, you may do so by calling METRO at 202-962-5719.
8. All participants must provide a **legible** photocopy of the **back** of their registered SmarTrip card with their completed application.
9. Applications must include all required information for program participation.
10. The Smartrip team will process applications, register Smartrip cards, and complete initial Vanpool participation registration through WMATA.com for all thoroughly completed applications.
11. **SmarTrip members MUST inform WMATA.com and the Smart Benefits team if they leave or change their registered vanpool before the end of the last month of riding. Riders are responsible for canceling vanpool participation**

If you don't currently have a SmarTrip card, you can purchase one via mail, online, or at Metro's sales offices and area transit stores. **Be sure to register it at time of purchase.**

Metro Rail, Metro Bus and or Registered Vanpool

Smart Benefits *Application*

Please answer the following questions:

- **What type of Mass Transportation do you use**

☐Metro Rail ☐Metro Bus ☐Registered Vanpool ☐MARC/VRE ☐Commuter Bus

- **Is this a split (use Vouchers & Metro): Yes ___ No ___**
- **If Yes fill in amounts: Vouchers $__________ Metro Rail/Metro Bus $__________**
- **What Federal agency are you employed by: NOAA/________________**

Van Pool Operator/Company____

Van Pool registration number with WMATA__________________________________

All information required below must be clearly legible to assure accurate data processing of program participation

(PLEASE PRINT)

Last Name: ____________________________ First Name: ___________________________

Work E-Mail Address: __________________________________

Address (must match Smartrip card registration address, including zip code)

____

4-Digit Pin #: _______________________ Work Phone: _______________________

Applicant Signature: ____

Monthly Transit Cost *NOT* including parking: $____

Registered Smartrip card # ____

Please attach a copy of the back of your SmarTrip card with the serial number showing clearly with this application. Send application to POC first with copy of the back of your SmarTrip card. Listing for POC can be found at: http://www.corporateservices.noaa.gov/~facmd/noaa/LogisticsDiv/logisticspvt.html

To be filled out by
Agency Transit Coordinator

Authorizing Signature____________________________ Admin Code________________________

Authorized Starting Month__________Authorized Smart Benefit Subsidy Amount___________

PRIVACY ACT STATEMENT: This information is solicited under authority of Public Law 101-509. Furnishing the information on this form is voluntary, but failure to do so may result in disapproval of your request for a public transit fare benefit. The purpose of this information is to facilitate timely processing of your request, to ensure your eligibility, and to prevent misuse of the funds involved. This information will be matched with lists at other Federal agencies of Government-assigned parking to ensure consistency with mode of transportation checked.

Individual Development Planning (IDP)

Prepared for Commerce Employees

U.S. Department of Commerce
Office of Human Resources Management

Table of Contents

INTRODUCTION

The Individual Development Plan (IDP) employs a concept that emphasizes discussion and joint decisions by the employee and the supervisor, with input from mentor(s), on the specific developmental experiences necessary to fulfill the mutual goals of individual career development and organizational enhancement. Each IDP is uniquely tailored to the needs of the individual and the organization.

The IDP is a personal action plan, jointly agreed to by you and your supervisor, that identifies your short and long-term career goals. An IDP also identifies the training and other developmental experiences needed to achieve those goals, for the benefit of the individual and organization, within a specified time frame.

THE BENEFITS OF CAREER PLANNING

Why should you be concerned about planning your career? It is your career. If you don't take responsibility for the success of your career, then who will? Besides, considering all the time and energy you spend at work, why not ensure you get maximum satisfaction from your work and career? Additionally, the Department of Commerce benefits from having a competent and motivated workforce, capable of "re-tooling" itself to meet the demands placed on it by constant organizational and technological changes.

The workplace has been affected by a number of significant changes and trends, which have definite ramifications for your career planning:

> **Less job security**
> The era of high job security is gone. In response to increased pressures to reduce costs, solutions like restructuring, down-sizing and automation will continue to eliminate some jobs and drastically alter others. Workers will need to be more mobile in finding the right job and employer.
>
> **Up is not the only way**
> With fewer management positions and flattened organizational structures, the traditional linear career patterns will be less available. Employees will need to be more flexible, adaptable and creative in identifying their next job, and may need to consider lateral moves or rotational assignments to broaden their experience or leverage their skills.
>
> **Technical knowledge and skills obsolescence**
> Rapid advancements in technology and state-of-the-art knowledge requires employees to upgrade their skills and "re-tool" themselves just to remain current with their job requirements.

It is definitely to your advantage to position yourself for long-term employability in the rapidly changing world of work. Begin preparing now for the future.

YOUR INDIVIDUAL DEVELOPMENT PLAN (IDP)

To the extent that any of your career goals involve acquiring some new skills or expertise, an IDP is very helpful. Follow the IDP process to begin drafting your IDP by incorporating your current an or future goals. To assist you in formulating your goals, complete the worksheets. You can incorporate the goals you will formulate on the "Goal Development Worksheet" and the relevant developmental activities from the "Method for Taking Action Worksheet." In selecting developmental activities, try to achieve a balance between formal training activities (e.g., courses, seminars) and other kinds of learning experiences (e.g., work assignments, reading books). Also, include realistic time frames for completing your actions.

Your Supervisor's Role

Your supervisor is in an excellent position to support your development by:

- Providing feedback on your performance in your current job and identifying your strengths and areas for improvement.
- Acting as a mentor and coach.
- Representing the organization's needs, goals and opportunities.
- Communicating what is happening around your organization and within DoC.
- Helping assess your advancement potential and your qualifications for other positions.
- Acting as a resource and referral for exploring your career development options.
- Supporting your training and development, providing training opportunities and funding if related to the Department's mission and funds are available.

THE IDP PROCESS

There are four steps to the IDP process. As with any major decision, you will need a certain amount of data upon which to make your career decisions. It pays to be as thorough as possible, so you may need to spend a significant amount of time at one or more steps.

Step 1 The following worksheets can be used as tools to assist you in gathering information to achieving a solid understanding of your current and future developmental goals.

1 - Current Career Issues
2 - Knowledge of Work Environment
3 - Knowledge of Self Assessment
4 - Integration of Knowledge of Self and Work Environment
5 - Goal Development
6 - Method for Taking Action

Step 2 Once you have completed the worksheets, you are ready to gather all your information and Prepare a **draft IDP** that states your developmental goals. Use the blank IDP found on the last page of this booklet. Your IDP plan will state how your developmental goals align with organizational goals. It will list competencies you wish to acquire or develop. It will include your proposed developmental activities, projected completion dates for each activity and resources you will need.

Step 3 Schedule an appointment to meet with your supervisor or manager and review your proposed IDP. After considering supervisory input, finalize and sign the IDP. Obtain your supervisor’s signature**.**

Step 4 Remember that your IDP is a living document. Review your IDP, especially at your mid-term performance review, and make any appropriate adjustments.

1. CURRENT CAREER ISSUES WORKSHEET

What are your career issues?

How much time and effort you need to spend at any one step in the process depends on your career issues. It is important to be clear about these career issues, so that you can develop an effective strategy for dealing with them. Career issues cover a broad spectrum, ranging from getting up to speed in a new job, to making a major career field change, or planning your retirement. The following is a list of statements that reflect the full range of career issues people face at one time or another. Which ones are relevant for you now? Place an "X" in front of the statements that are true for you at this time.

____ You are new in your job and must learn the basics to get up to speed and feel comfortable and productive.

____ You have been in your job for a while and are striving for increased competence, in general.

____ You need to improve your performance in certain areas of your current job.

____ You need to update your skills or expertise to keep up with the changing technologies or state-of-the-art knowledge in your line of work.

____ Your job duties have changed recently (or will change), requiring some new skills or expertise on your part.

____ Your job may be eliminated due to re-engineering or restructuring, and you want to begin "re-tooling" to be ready for future opportunities.

____ You want to prepare for a promotion or move to the next higher level of responsibility.

____ You want to broaden your skills or expertise to allow yourself more flexibility for future job moves.

____ You want to change jobs within your current job category, and...

____ stay at your Organization	____ stay in the Federal Government
____ stay within Commerce	____ leave the Federal Government

____ You want to change job categories, and…

____ stay at your Organization	____ stay in the Federal Government
____ stay within Commerce	____ leave the Federal Government

____ You don't see much of a future if you remain in your current job, but aren't sure of your options.

____ You want to plan your retirement.

____ Other

2. KNOWLEDGE OF WORK ENVIRONMENT WORKSHEET

Answer the following questions to identify what is currently going on around you and your organization. What changes do you expect to occur in the near future:

1. How is the mission of my organization (e.g., bureau, office or division) changing? What other changes are occurring regarding our customers, services, work processes, organizational structure, reporting relationships and personnel? Is this a change of which I want to be a part or is it time for me to consider a move?

2. What are the organization's changing needs regarding the workforce and what new expertise and skills will be required or desirable?

3. What opportunities are available for developing this new expertise and skills (work experiences, training, rotational assignments, professional conferences, mentoring, etc.)?

4. How might my role (job) change in my organization? How can I prepare for or develop new skills for these changes?

5. New expertise and skills my organization wants me to learn include...

6. What new missions or projects in my organization or within DoC appeal to me? What are the organization's future needs? What kinds of development activities would help position me for participation in another work project?

3. KNOWLEDGE OF SELF WORKSHEET

To gain a better understanding of your self, answer the following questions:

1. Of the new and recent developments in my organization or field, what interests me the most?

2. What are my current strengths for pursuing these interests? What do I need to do to reposition my career so that I can get involved in these new developments?

3. Is it time for me to consider working outside of my organization? If I am considering a complete career change, what experiences and learning would help reposition my career in the direction of my new interests?

4. Of all the things I have done in the last 5 years (work and non-work related), what specific activities and functions have energized me the most? What developmental activities—work experiences, learning, skill building--would help me grow in or increase these energizing functions?

5. Other things I would like to learn are...

6. What non-work related issues do I need to consider that will likely impact my career plans (e.g., health, family, financial, and social)?

4. INTEGRATION OF KNOWLEDGE OF SELF AND WORK ENVIRONMENT WORKSHEET

To address the match between you and your career goals and organizational needs, answer the following questions:

1. In what areas do my interests and personal plans overlap with the changing needs of my organization? Any areas of overlap represent “first choice” development targets?

2. What knowledge, skills or abilities are important for increasing or maintaining the quality of my performance in my present assignments?

3. What knowledge, skills or abilities would help prepare me for opportunities or roles I might have in the future?

4. Compared to the development needs suggested by these factors, other interests for development that are important to me include...

5. GOAL DEVELOPMENT WORKSHEET

A development goal is a statement of a desired outcome or accomplishment that is specific, observable and realistic. Based on the data you have generated about yourself on the previous worksheets <u>and</u> your specific career issues, write some career goals for the next 1, 2 and 3 years and answer the following questions. You can use the list of competencies on page 10 to assist you. Definitions for each listed competency can be found on pages 11 through 14.

1. What I want to accomplish and the competencies (knowledge/skills) I want to acquire or improve by this time next year are…

2. What I want to accomplish and the competencies (knowledge/skills) I want to acquire or improve by the end of the second year are...

3. What I want to accomplish and the competencies (knowledge/skills) I want to acquire or accomplish by the end of the third year are...

4. What barriers or obstacles might prevent me from accomplishing my goals on time (e.g., time, money, and other commitments)?

5. What can I do to overcome these barriers or obstacles? What resources are available to help me?

6. METHOD FOR TAKING ACTION WORKSHEET

To achieve your career developmental goals, identify the actions you plan to take by placing an "X" in front of all applicable actions. In planning your career moves, consider all of the following possibilities. Remember that "Up" is not the only way:

_____ **Lateral Move:** Change in position within or outside an organization, but not necessarily a change in status or pay.

_____ **Job Enrichment:** Expand or change my job in order to provide growth experiences for myself.

_____ **Exploration:** Identify other jobs that require skills I have and also tap my interests and values. Job rotation is an example.

_____ **Downshifting:** Take an assignment or job at a lower level of responsibility, rank, and/or salary in order to reposition my career for something new and interesting to me, or to achieve a better balance between work and personal life.

_____ **Change Work Setting:** No significant change to my job duties, but have a different boss, organization or employer.

_____ **No Change:** Do nothing, but only after careful consideration.

1. There are a wide range of potential actions for me to consider in order to achieve my goals. Put an "x" next to the actions that you might consider.

    -- New assignments in my current job
    -- Rotation to a different project/job
    -- Seek a mentor(s)
    -- Volunteer for a task force or process action/re-engineering team
    -- Obtain on-the-job guidance from someone who is more expert in a specific area
    -- Attend seminars/conferences (on-site and off-site)
    -- Enroll in university courses
    -- Attend commercial/contracted courses
    -- Experience self-paced learning (books, videos, computer-based instruction, etc.)
    -- Pursue an academic degree or certification program
    -- Conduct informational interviews
    -- Move to a new job within my organization
    -- Move to a new job within DoC or the Federal Government
    -- Move to a new job outside of the Federal Government
    -- Plan retirement
    -- Other actions:

SAMPLE COMPETENCY LIST

G **Vision**

G **External Awareness**

G **Creativity and Innovation**

G **Strategic Thinking**

G **Continual Learning**

G **Resilience**

G **Flexibility**

G **Service Motivation**

G **Conflict Management**

G **Cultural Awareness**

G **Team Building**

G **Integrity / Honesty**

G **Accountability**

G **Problem Solving**

G **Decisiveness**

G **Customer Service**

G **Entrepreneurship**

G **Technical Credibility**

G **Financial Management**

G **Technology Management**

G **Oral Communication**

G **Written Communication**

G **Influencing / Negotiating**

G **Partnering**

G **Political Savvy**

G Interpersonal Skills

COMPETENCY LIST DEFINITIONS

Vision

Takes a long-term view and acts as a catalyst for organizational change; builds a shared vision with others. Influences others to translate vision into action.

External Awareness

Identifies and keeps up to date on key national and international policies and economic, political, and social trends that affect the organization. Understands near-term and long-range plans and determines how best to be positioned to achieve a competitive business advantage in a global economy.

Creativity and Innovation

Develop new insights into situations and applies innovative solutions to make organizational improvements; creates a work environment that encourages creative thinking and innovation; designs and implements new or cutting-edge programs/processes.

Strategic Thinking

Formulates effective strategies consistent with the business and competitive strategy of the organization in a global economy. Examines policy issues and strategic planning with a long-term perspective. Determines objectives and sets priorities; anticipates potential threats or opportunities.

Continual Learning

Grasps the essence of new information; masters new technical and business knowledge; recognizes own strengths and weaknesses; pursues self-development; seeks feedback from others and opportunities to master new knowledge.

Resilience

Deals effectively with pressure; maintains focus and intensity and remains optimistic and persistent, even under adversity. Recovers quickly from setbacks. Effectively balances personal and work life.

Flexibility

Is open to change and new information; adapts behavior and work methods in response to new information, changing conditions, or unexpected obstacles. Adjusts rapidly to new situations warranting attention and resolution.

Service Motivation

Creates and sustains an organizational culture which encourages others to provide the quality of service essential to high performance. Enables others to acquire the tools and support they need to perform well. Shows a commitment to public served and meaningful contributions to mission accomplishment.

Conflict Management

Identifies and takes steps to prevent potential situations that could result in unpleasant confrontations. Manages and resolves conflicts and disagreements in a positive and constructive manner to minimize negative impact.

Cultural Awareness

Initiates and manages cultural change within the organization to impact organizational effectiveness. Values cultural diversity and other individual differences in the workforce. Ensures that the organization builds on these differences and that employees are treated in a fair and equitable manner.

Team Building

Inspires, motivates, and guides others toward goal accomplishments. Consistently develops and sustains cooperative working relationships. Encourages and facilitates cooperation with the organization and with customer groups; fosters commitment, team spirit, pride, and trust. Develops leadership in others through coaching, mentoring, rewarding, and guiding employees.

Integrity / Honesty

Instills mutual trust and confidence; creates a culture that fosters high standards of ethics; behaves in a fair and ethical manner toward others, and demonstrates a sense of corporate responsibility and commitment to public service.

Accountability

Assures that effective controls are developed and maintained to ensure the integrity of the organization. Holds self and others accountable for rules and responsibilities. Can be relied upon to ensure that projects within areas of specific responsibility are completed in a timely manner and within budget. Monitors and evaluates plans; focuses on results and measuring attainment of outcomes.

Problem Solving

Identifies and analyzes problems; distinguishes between relevant and irrelevant information to make logical decisions; provides solutions to individual and organizational problems.

Decisiveness

Exercises good judgment by making sound and well-informed decisions; perceives the impact and implications of decisions; makes effective and timely decisions, even when data is limited or solutions produce unpleasant consequences; is proactive and achievement oriented.

Customer Service

Balancing interests of a variety of clients; readily readjusts priorities to respond to pressing and changing client demands. Anticipates and meets the needs of clients; achieves quality end-products; is committed to continuous improvement of services.

Entrepreneurship

Identifies opportunities to develop and market new products and services within or outside of the organization. Is willing to take risks; initiates actions that involve a deliberate risk to achieve a recognized benefit or advantage.

Technical Credibility

Understands and appropriately applies procedures, requirements, regulations and policies related to specialized expertise. Is able to make sound hiring and capital resource decisions and to address training and development needs. Understands linkages between administrative competencies and mission needs.

Financial Management

Demonstrates broad understanding of principles of financial management and marketing expertise necessary to ensure appropriate funding levels. Prepares, justifies, and/or administers the budget for the program area; uses cost benefit thinking to set priorities; monitors expenditures in support of programs and policies. Identifies cost-effective approaches. Manages procurement and contracting.

Human Resources Management

Assesses current and future staffing needs based on organizational goals and budget realities. Using merit principles, ensures staff are appropriately selected, developed, utilized, appraised and rewarded; takes corrective action.

Technology Management

Uses efficient and cost-effective approaches to integrate technology into the work place and improve program effectiveness. Develops strategies using new technology to enhance decision making. Understands the impact of technological changes on the organization.

Oral Communication

makes clear and convincing oral presentations to individuals or groups; listens effectively and clarifies information as needed; facilitates an open exchange of ideas and fosters an atmosphere of open communication.

Written Communication

Expresses facts and ideas in writing in a clear, convincing and organized manner.

Influencing / Negotiating

Persuades others; builds consensus through give and take; gains cooperation from others to obtain information and accomplish goals; facilitates "win-win" situations.

Partnering

Develops networks and builds alliances, engages in cross-functional activities; collaborates across boundaries, and finds common ground with a widening range of stakeholders. Utilizes contacts to build and strengthen internal support bases.

Political Savvy

Identifies the internal and external politics that impact the work of the organization. Approaches each problem situation with a clear perception of organizational reality; recognizes the impact of alternative courses of action.

Interpersonal Skills

Considers and responds appropriately to the needs, feelings, and capabilities of different people in different situations; is tactful, compassionate and sensitive, and treats others with respect

Individual Development Plan (IDP)

Name ____________________________________ Time Period Covered ___FY__________

DEVELOPMENTAL GOALS	RELATIONSHIP OF GOALS TO OFFICE MISSION	SKILLS DEVELOPED	DEVELOPMENTAL ACTIVITIES	DEADLINE	RESOURCES	ACHIEVEMENT REVIEW	DATE COMPLETED
Personal Goals for the next year:	My goals have organizational and personal relevance because:	My goals involve developing the following competencies:	Developmental activities I will pursue:	Target dates for goal completion:	Resources I will need:	This is how I will measure my progress:	This is the date I achieved my goal:
Goal 1							
Goal 2							
Goal 3							

Signature (Employee) Date

Signature (Supervisor) Date

US Department of Commerce - CFO/ASA - 2001

Educational Partnership Program
with
Minority Serving Institutions

Graduate Scientists
Helpful Hints

Getting Started

Expect to spend "catch- up" time getting familiar with the office and the issues and perspectives of your new office. Find someone you can ally with to help you get through the first few days/weeks.

Office Policy: As soon as you start work, review your office's pertinent documents. It will be important for you to understand the "official policy" of your office, as you are now a representative and will be working towards those objectives. In some offices, this may be more important than others. You should also be familiar with any legislation that guides your office or projects.

Dress Code: Individual offices have different dress codes. Generally, business casual is acceptable. Even jeans are acceptable for some offices, unless you are meeting with someone. For women, there is more flexibility in what is considered business attire- you will get a feeling of for that once you are here- but khaki dress slacks (or skirt) are appropriate and often the easiest option. Sandals are OK in some offices. Some offices will have more strict dress codes, so adapt as needed. Ask if you need more guidance.

Working Hours: Some offices offer flextime or flex-hours. Each office policy will vary. The standard, work hours are 5 eight- hour days. Check with your office to find out what their core hours are and schedule your time appropriately. Usually work schedules are from 8:00 a.m. to 4:30 p.m., or 8:30 a.m. to 5:00 p.m., or 9:00 a.m. to 5:30 p.m.

Days Off: Ask what your office/supervisor will allow. Make sure you let your office supervisor and the Graduate Science Program Manager know in advance if you are planning to take time off. You must complete a Leave Request in the Web T&A system in advance of taking time off.

Sick Days: If you get sick while at work let your supervisor know immediately. If you get sick prior to reporting in to work or an emergency arises, call your supervisor before 9:00 a.m. to request sick or annual leave or leave without pay. Also contact the Graduate Science Program Manager to let him/her know you will be out of the office that day.

Security: You will be required to wear a security badge. Be prepared to have a full background check completed. Security is located in SSMC1, 1335 East-West Highway, Room 100, Silver Spring, MD.

Educational Partnership Program
with
Minority Serving Institutions

<u>Other Things to Know-</u>

Mail: All government mail is now being irradiated, so it may take a little longer to get to you and vice versa, to Silver Spring if you are mailing something to EPP.

Business Cards: While you are here, network, network, network! Remember to take a stack of cards with you everywhere you go. You are eligible to order business cards if you need them.

Receptions: Keep aware of evening receptions offered by agencies and special interest groups, as they provide great networking opportunities with free food and drinks. Each year NOAA holds an Annual Fish Fry at the Main Commerce Building in June, this is a perfect time to network and meet NOAA staff and Hill staffers. They provide great seafood!

Good Associations to Become Familiar With:

1. WOMEN'S AQUATIC NETWORK (WAN) http://www.womensaquatic.net/
2. Toastmasters (good practice for delivering presentations)
3. American Meteorological Society http://www.ametsoc.org/
4. Attend the Brown Bag Seminars presented by the NOAA Library

Common "Federal" Power Verbs

Analyzed assessed assisted consulted conducted coordinated created delivered, designed developed evaluated facilitated implemented improved increased negotiated reduced maintained managed wrote

Other Power Verbs

Accelerated acclimated accompanied accomplished achieved acquired acted activated actuated adapted added addressed adhered adjusted administered admitted adopted advanced advertised advised advocated aided aired affected allocated altered amended amplified analyzed answered anticipated appointed appraised approached approved arbitrated arranged ascertained asked assembled assigned assumed assessed assisted attained attracted audited augmented authored authorized automated awarded avail **B**alanced bargained borrowed bought broadened budgeted built

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5 C.F.R. PART 2635 - STANDARDS OF ETHICAL CONDUCT FOR EMPLOYEES OF THE EXECUTIVE BRANCH

SUMMARY OF ETHICS RULES 2010

DEPARTMENT OF COMMERCE - BEA - BIS - CENSUS - EDA - ESA - ITA - MBDA - NIST - NOAA - NTIA - **NTIS** - OFFICE O F THE SECRETARY - USPTO - DOC - BE A - CENSUS - ESA - MBDA - NOAA -NTI S - USPTO - BIS - **EDA** - ITA - NIST - NTI A - OFFICE OF THE SECRETARY - DEP ARTMENT OF COMMERCE - BIS - ESA - NIST - NTIS - **BEA** - EDA - MBDA - NTIA - USPTO - CENSUS - ITA - NOAA - OFFI CE OF THE SECRETARY - DOC - **USPTO** - OFFICE OF THE SECRETARY - NTIS - NTIA - NOAA - NIST - **MBDA** - ITA - ESA - EDA - CENSUS - BIS - BEA - DEPARTM ENT OF COMMERCE - BEA - BIS - CENS US - EDA - ESA - **ITA** - MBDA - NIST - **NOAA** - NTIA - NTIS - OFFICE OF THE S ECRETARY - USPTO - DOC - BEA - CEN SUS - ESA - MBDA - NOAA - NTIS - USP TO - **BIS** - EDA - ITA - NIST - NTIA - OF FICE OF THE SECRETARY - DEPARTM ENT OF COMMERCE - BIS - ESA - NIST - NTIS - BEA - EDA - MBDA - NTIA - US PTO - **CENSUS** - ITA - NOAA - OFFICE O F THE SECRETARY - USPTO - DOC - US PTO - **OFFICE OF THE SECRETARY** - N TIS - NTIA - NOAA - **NIST** - MBDA - ITA - **ESA** - EDA - CENSUS - BIS - BEA - DEP ARTMENT OF COMMERCE - BEA - CEN SUS - ESA - MBDA - NOAA - NTIS - USP TO - BIS - EDA - ITA - NIST - **NTIA** - OF FICE OF THE SECRETARY - DOC - BIS -

ETHICS LAW AND PROGRAMS DIVISION
OFFICE OF THE ASSISTANT GENERAL COUNSEL FOR ADMINISTRATION
UNITED STATES DEPARTMENT OF COMMERCE
202-482-5384
ethicsdivision@doc.gov
www.ogc.doc.gov/ethics.html

PUBLIC SERVICE IS A PUBLIC TRUST

As a Department of Commerce employee, you have been placed in a position of trust and are held to a high standard of ethical conduct. This handout contains a summary of the rules set forth in conflict of interest statutes, the *Standards of Ethical Conduct for Employees of the Executive Branch*, and other ethics laws. You should retain this handout for use as a reference source.

Office of the Assistant General Counsel for Administration

To obtain legal advice regarding ethics issues, contact the:

- **Ethics Law and Programs Division at 202-482-5384 (or ethicsdivision@doc.gov) for advice regarding conflict of interest laws and rules of conduct.**

To obtain legal advice regarding other administrative law issues, call the following offices:

- Employment and Labor Law Division at 202-482-5017 – for advice regarding employment law and labor law issues
- General Law Division at 202-482-5391 – for advice regarding appropriations laws, joint projects, preservation and release of documents, and general administrative law issues.

Designated Agency Ethics Official:
Cameron F. Kerry, General Counsel

Alternate Designated Agency Ethics Official:
Barbara S. Fredericks, Assistant General Counsel for Administration

Office of Inspector General – The Ethics Law and Programs Division provides advice but does not investigate allegations of violations of law. To report fraud, waste, abuse, or other violations of law, or to request an investigation, call the Office of Inspector General Hotline at 800-424-5197 or 202-482-2495 or e-mail hotline@oig.doc.gov.

GENERAL ETHICAL PRINCIPLES

1. *Public service is a public trust, requiring employees to place loyalty to the Constitution, the laws and ethical principles above private gain.*
2. *Employees shall not hold financial interests that conflict with the conscientious performance of duty.*
3. *Employees shall not engage in financial transactions using nonpublic Government information or allow the improper use of such information to further any private interest.*
4. *An employee shall not, except as permitted in ethics regulations, solicit or accept any gift or other item of monetary value from any person or entity seeking official action from, doing business with, or conducting activities regulated by the employee's agency, or whose interests may be substantially affected by the performance or non-performance of the employee's duties.*
5. *Employees shall put forth honest effort in the performance of their duties.*
6. *Employees shall not knowingly make unauthorized commitments or promises of any kind purporting to bind the Government.*
7. *Employees shall not use public office for private gain.*
8. *Employees shall act impartially and not give preferential treatment to any private organization or individual.*
9. *Employees shall protect and conserve Federal property and shall not use it for other than authorized activities.*
10. *Employees shall not engage in outside employment or activities, including seeking or negotiating for employment, that conflict with official Government duties and responsibilities.*
11. *Employees shall disclose waste, fraud, abuse, and corruption to appropriate authorities.*
12. *Employees shall satisfy in good faith their obligations as citizens, including all just financial obligations, especially those–such as Federal, State, or local taxes–that are imposed by law.*
13. *Employees shall adhere to all laws and regulations that provide equal opportunity for all Americans regardless of race, color, religion, sex, national origin, age, or handicap.*
14. *Employees shall endeavor to avoid any actions creating the appearance that they are violating the law or the ethical standards set forth in ethics regulations. Whether particular situations create an appearance that the law or these standards have been violated shall be determined from the perspective of a reasonable person with knowledge of the relevant facts.*

FINANCIAL CONFLICTS OF INTEREST

Basic Principle: No Self-Dealing

One of the most basic of the conflict of interest rules concerns self-dealing. To ensure public confidence in the integrity of the Government and its employees, a conflict of interest statute provides that you may not be placed in a position where you will be called upon to act on a matter in which your personal financial interests (or the interests of those close to you) may differ from the goals and interests of the Government, thereby creating a "conflict of interest." Such a conflict is resolved by having you disqualify (or "recuse") yourself from participating in any matter creating a conflict of interest (unless an exemption applies allowing your participation).

General Rule. You may not participate as a Government official in a matter that will have a direct and predictable effect on your financial interests; on the financial interests of your spouse, minor children, household members, general partners, outside employers, or prospective employers; or on the financial interests of an organization in which you serve as a trustee, officer, or board member. This includes a matter that affects a company in which you own stock.

***Exemptions* from the General Rule.** Exemptions permit you to participate in matters affecting a financial interest if the financial interest is:

- a holding in a diversified mutual fund;
- a holding in an industry sector-specific mutual fund or geographic sector-specific mutual fund of $50,000 or less (if interests in all such funds are $50,000 or less);
- a publicly-traded stock or bond holding of $15,000 or less in a company;
- a publicly-traded stock or bond holding of $25,000 or less in a company regarding a matter in which it is not a party (and, for broad policy matters, if total holdings in the affected industry or group are $50,000 or less); or
- not substantial and for which you have received a conflict of interest waiver through the Ethics Law and Programs Division. (Such waivers are generally available only for employees serving overseas under current Department policy.)

Special Rule for U.S. Patent and Trademark Office Employees. USPTO employees are barred from applying for a patent or acquiring, directly or indirectly, except by inheritance or bequest, any right or interest in a patent issued by USPTO.

APPEARANCES OF BIAS
(NON-FINANCIAL CONFLICTS OF INTEREST)

Basic Principle: No Special Favors

Because the public must have confidence in the Government and its employees, it is not enough only to avoid situations that create a conflict of interest between your official duties and your financial interests; you must also avoid situations that give rise to an appearance of a conflict of interest based on personal relationships. There may be a matter on which you are asked to work that presents no actual financial conflict of interest, but that may, because the matter involves persons with whom you have close ties, create an appearance of impropriety or loss of objectivity.

General Rule. You may not participate in matters in which certain persons with whom you have close ties ("covered relationships") are parties or are representing parties if your participation would cause an appearance of loss of impartiality. Persons with whom you have a "covered relationship" include:

- persons with whom you have or are seeking business or financial relationships;
- household members;
- close relatives;
- employers and clients of your parents, dependent children, and spouse (and their prospective employers and clients);
- recent former non-Federal employers and clients, including anyone who was a former employer or client within the past year and, if you are a political appointee, anyone (other than a state or local government) that was an employer or client within the two years prior to your appointment (in which case the restriction will last for two years after your appointment); and
- organizations (other than political parties) in which you are an active participant.

Exception **to the General Rule.** You may be able to work on a matter in which someone with whom you have a covered relationship is a party or represents a party if the Government's need for your participation outweighs an appearance concern. Contact the Ethics Law and Programs Division at 202-482-5384.

Special Rule for Political Appointees Who Were Lobbyists. If you are a political appointee and had served as a lobbyist registered under the Lobbying Disclosure Act within the two-year period before your Federal appointment, you may not, for two years after appointment: (1) work as a Federal employee on any matter on which you provided lobbying services (services under the Lobbying Disclosure Act) during the two years before appointment or (2) work as a Federal employee on matters within the specific issue area of the matters on which you lobbied during the two years before appointment.

GIFTS, BRIBES AND SALARY SUPPLEMENTATION

Basic Principle: Avoid Undue Influence

The United States Government, like all governments, recognizes that the acceptance of bribes is the most basic form of corruption. Similarly, acceptance of gifts or payments may create an appearance of undue influence on Government workers.

Rules concerning Bribes and Salary Supplementation. You may not receive anything of value from a non-Government source for taking action or failing to take action in your Government position. You also may not accept payment for performing your Federal duties from a source other than the United States Government.

General Rule concerning Personal Gifts from Non-Federal Sources. Generally you may not accept a personal gift from anyone who has or is seeking business with the Department, is regulated by the Department, is seeking action by the Department, or has interests that may be affected by performance of your Federal duties. You also may not accept gifts given to you because of your public office. In addition, if you are a political appointee, you generally may not accept a gift from a lobbyist or lobbying organization (as noted below). Gifts to your spouse or minor children are considered gifts to you in most circumstances.

***Exceptions* to the General Rule concerning Personal Gifts from non-Federal sources.**
You may accept:

- items of little intrinsic value (greeting cards, plaques, trophies);
- gifts from relatives or friends (if based on a personal relationship);
- discounts available to a broad range of persons;
- meals, lodging, transportation, and similar benefits offered due to your spouse's business or employment activities;
- meals, lodging, transportation, and similar benefits provided by a prospective employer in connection with employment discussions; and
- gifts from a foreign government of $335 or less–a gift of over $335 may be accepted, but becomes property of the United States Government.

In addition, you may accept the following if you are *not* a political appointee or if the gift is from a 501(c)(3) organization or from a media company:

- gifts of $20 or less (other than cash) (up to $50 per year from the same donor);
- invitations to widely-attended events (if from the host (generally) and if your supervisor approves attendance as being in the Department's interest);
- awards and honorary degrees (in specified circumstances);
- meals, lodging, and travel if based on an outside business relationship;
- business meals overseas, if a foreign national or representative of a foreign entity is

present (up to the *per diem* for the city).

General Rule concerning Gifts between Employees. You may not offer a gift to a supervisor or accept a gift from a subordinate.

***Exceptions* to the General Rule concerning Gifts between Employees.** You may offer to a supervisor and accept from a subordinate:

- a gift on a special, infrequent occasion (such as the birth or adoption of a child, recovery from a serious illness, retirement, or a wedding);
- items worth $10 or less, given occasionally;
- food shared in the office; and
- personal hospitality at one's home; and
- a gift to a host or hostess.

General Rule concerning Gifts to the Government. You may, on behalf of the Department and with the approval of a senior agency official, accept gifts to support agency activities. However, in most cases you may not accept such a gift from a donor that is an agency contractor or grantee or is a member of an industry regulated by your agency. You also may not accept a gift if the circumstances would create an appearance of loss of impartiality by you or your agency. Contact the Ethics Laws and Programs Division for advice on procedures for accepting and soliciting gifts for an agency.

Gifts for Official Travel. Although you may accept payment for official travel from a non-Federal source if the standards described above for acceptance of an agency gift are met, you may <u>not</u> solicit such a gift. However, you may not accept first-class airline tickets. You also may not accept an honorarium or speaking fees in connection with an official speech or appearance.

NON-FEDERAL EMPLOYMENT AND OUTSIDE ACTIVITIES

Basic Principle: Avoid Divided Loyalties

General Rule on Outside Activities. You may not engage in outside employment or any other outside activity that conflicts with your Government position, including employment that requires disqualification from significant duties and activities that create an appearance of using your public office for private gain. (Disqualification is required from matters affecting private employers.) Regulations establish special rules when working overseas. Also note that for political appointees, there are restrictions on the amount of outside earned income that may be received and restrictions on affiliating with some professional firms. Contact the Ethics Law and Programs Division at 202-482-5384 for more specific advice on the rules on outside activities.

Working for a Foreign Government. The Emoluments Clause of the U.S. Constitution prohibits you from accepting any compensation, including salary or travel expenses, from any foreign government, except as authorized by statute. National Institute of Standards and Technology employees are authorized by statute to accept fellowships or similar positions to perform scientific activities and to accept compensation related to such work from foreign governments.

Outside Practice of Law. There are special rules for engaging in the practice of law. Most *pro bono* activities are allowed as long as the individual or organization seeking *pro bono* services does not have business before your agency and the activity does not include representation before a Federal agency or Federal court. Other situations will need to be determined on a case-by-case basis. If you are an attorney, you should consult your applicable bar rules as well as Federal ethics rules.

Teaching, Speaking, and Writing. You may generally teach courses at accredited colleges, universities, and other educational institutions if such activity will not interfere with the performance of your Government duties. However, there may be restrictions on receiving payments for other types of teaching, speaking, or writing that relate to official duties and there is a prior approval requirement for political appointees in the SES. Call the Ethics Law and Programs Division for specific advice.

CONTACTING THE GOVERNMENT ON BEHALF OF OTHERS

Basic Principle: Avoid Divided Loyalties

General Rule on Contacting the Government and Receiving Payments for Communications by Others. You may not, in general, act as an agent or attorney or, if paid, otherwise represent anyone before any Federal agency or Federal court in your personal capacity. Representation includes any contact made on behalf of someone else with the intent to influence Government action. In addition, you are barred from receiving any payment that is based on the representational activities of someone else, such as a partner, before a Federal agency or Federal court during a period in which you served as a Federal employee.

Exceptions **to the Rule on Contacting the Government.** You may represent other Federal employees in some personnel disputes if you do not receive compensation and you may represent your parents, spouse, or children, or an estate or trust, if you receive prior approval. You also may represent, without compensation, professional, recreational, and similar groups before the Government if the majority of the organization's members are Federal employees or their spouses or dependents, and if the matter does not involve claims against the Government, proceedings in which the organization is a party, or Government financial benefits to the organization. Contact the Ethics Law and Programs Division (202-482-5834) if you need to obtain prior approval or advice.

POLITICAL ACTIVITIES

Basic Principle: Keep Government and Political Activities Separate

General Restrictions concerning Political Activities. Activities as a Federal employee must be kept separate from personal activities concerning a partisan political campaign, meaning an election in which candidates are identified by political party. You <u>may not</u>:

- engage in partisan political activities while on Government premises;
- engage in partisan political activities while on official duty;
- use the authority of your Government position to support or oppose a candidate in a partisan political campaign or to support or oppose a political party;
- use Government resources for partisan political activities, including agency equipment or services, your Government title, or access to e-mail or the Internet;
- accept or receive a political contribution;
- ask for political contributions from others (except as noted below), invite others to a political fund-raiser, or host a political fund-raiser;
- run as a candidate in a partisan election (except as an independent candidate in local elections in the Washington, D.C. suburbs and other designated areas); or
- solicit or accept volunteer services from a subordinate.

(An exception to the rule against political fund-raising allows a union member to ask other members of the same union who are not subordinates for contributions to a multi-candidate political committee of the union.)

Permissible Activities. Except as indicated in the above restrictions, you may actively engage in political campaign activities during non-duty hours (unless you are a career member of the SES or a NOAA Corps officer). Permissible activities include:

- assisting in the management of a campaign;
- serving as an officer in a political organization;
- soliciting votes (but not funds) for a candidate;
- making telephone calls or stuffing envelopes for a campaign; and
- speaking at a fund-raising event (if you do not ask for funds and are not a host).

Special Rules for Career SES Members and NOAA Corps Officers. If you are a career member of the Senior Executive Service, you <u>may not</u> actively assist in the conduct of a partisan campaign or serve as an officer in a political organization, even during non-duty hours. However, you may vote, make contributions, sign nominating petitions, and engage in similar activities. You may also actively participate in nonpartisan elections and referenda. Similar restrictions apply to NOAA Corps officers.

For more information, contact the Ethics Law and Programs Division for advice or to obtain a handout further explaining the rules regarding engaging in political activities.

MISUSE OF GOVERNMENT POSITION AND RESOURCES

Basic Principle: Do Not Steal

Appropriated funds, agency gift funds, and other Commerce resources are provided to support Government activities and may be used only for authorized purposes.

General Rules. You may only use Government resources, including Government equipment, supplies, services, and duty time, for authorized purposes. You may not use your official title in connection with your personal activities. Furthermore, nonpublic information you learn through your Federal job may not be used for personal purposes, including nonpublic trade data, economic analyses, census data, private personnel information, and other nonpublic information, unless the information is readily available the public. You also may not use your Government authority, including business contacts obtained through Federal employment, for personal non-official activities.

Exceptions **to the General Rules regarding Use of Your Title and Frequent Flier Benefits.** You may use your Government title for personal activities as part of general biographical data if it is given no more prominence than other significant biographical details. You may use frequent flier miles and other benefits obtained from Government travel for personal purposes, including personal travel or upgrades on official travel.

Rule on the Use of the Internet and E-mail. You may use office access to e-mail and the Internet for personal activities if your used does not interfere with office business, is not prohibited by your agency, and you <u>do not</u> use such access for:

- private commercial business activities or profit-making ventures;
- partisan political activities;
- prohibited lobbying activities;
- uses that result in additional charges to the Government;
- engaging in prohibited discriminatory conduct;
- obtaining or viewing sexually explicit material;
- any activity that would bring discredit on the Department; or
- any violation of a statute or regulation.

You may use office printers for personal Internet and e-mail uses if it does not consume excessive resources.

SEEKING EMPLOYMENT AND POST-EMPLOYMENT ACTIVITIES

Basic Principle: Avoid Divided Loyalties

Seeking Employment. Once you begin a job search, you must disqualify yourself from working on any matter affecting a prospective employer until either you or the possible employer notifies the other of the end of discussions (or until two months have passed with no response after submitting a résumé). If you are participating in a procurement over $100,000, you must give written notice to your supervisor and the Ethics Law and Programs Division of employment contacts with or from a competing contractor.

Post-Employment Restrictions. After you leave Federal service, you <u>may not</u>:

- contact a Federal agency or court concerning a specific-party matter (a matter with identified and named parties, such as a contract or grant) on which you worked;
- for two years, contact a Federal agency or court on a specific-party matter on which a subordinate of yours worked or which was otherwise under your responsibility during your last year of Federal service;
- for one year if you are a senior career employee (have a base pay of $155,440 or more) or two years if you are a senior political appointee, contact your agency (or the Department, if you are Presidential appointee), on behalf of someone else;
- for one year, if you are a senior employee, advise (or represent before the U.S. Government) a foreign government or foreign political party;
- disclose or use protected nonpublic Federal information, such as treaty negotiation information, private personnel information, trade secrets or proprietary business information, and national security information; or
- for one year, accept compensation from the contractor of a $10,000,000 or more procurement, if you served as a procurement official or program manager; or
- if you are a political appointee, for the remainder of the President's Administration, lobby any political appointee in the Executive Branch.

***Exceptions* and Special Post-Employment Rules.** There are some exceptions to these rules, such as for providing testimony in some cases and for representing state and local governments, international organizations, and educational and medical institutions, in some cases. Additional restrictions apply to attorneys, and to former employees who received buyouts. If you are a political appointee and serve as a registered lobbyist after leaving Federal service or accept employment with a lobbying organization, you will be barred for two years from seeking employment with a Federal agency that you lobbied.

Contact the Ethics Law and Programs Division for advice or for a handout explaining these rules in greater detail.

FINANCIAL DISCLOSURE

Basic Principle: Tell the Whole Truth

Basic Guidelines. Presidential Appointees, members of the Senior Executive Service, employees in non-career policy-making positions, procurement officials, and other employees whose performance of Federal duties could have a significant impact on the interests of members of the public are required to file financial disclosure reports. These are collected upon entry into a position for which such reports are required and annually thereafter (in March or May, depending on the employee's position).

If you are designated as required to file such a report, please keep in mind that the information you disclose is used to provide advice to you to help ensure that you do not inadvertently engage in prohibited activities. To provide this advice (and to certify that the report includes all necessary information), it is important that the information you provide be as complete as possible. Specifically, please be sure to include:

- the full name of any mutual fund (not just the generic name of the company managing the fund);
- specific holdings in any IRA, 401(k) account, trust, or investment account (other than broadly-diversified mutual funds, if you file a confidential report (OGE Form 450));
- a short description of the activities or industry sector of any privately-held company or limited partnership; and
- assets and sources of income of your spouse (and dependant children).

If you have a question, or need assistance in filling out your report, contact the Ethics Law and Programs Division at 202-482-5384.

For more information about any of these rules and guidance on their application to a specific situation, contact the Ethics Law and Programs Division at 202-482-5384 or ethicsdivision@doc.gov.

EXAMPLES

NO PROBLEM

1. An employee works on a contract with a company in which she holds $8,000 worth of publicly-traded stock.

2. An analyst works on a grant application from a company for which he worked 3 years ago.

3. An employee does outside work for a contractor with no work before her office.

4. A career employee accepts a $15 lunch from an agency grantee.

5. An employee gives a pen valued at $35 to his supervisor as a retirement gift.

6. A career employee accepts an invitation from a trade association to a widely-attended reception with her supervisor's approval.

7. An employee uses her agency computer to send a personal e-mail.

8. A financial disclosure report filer reports his interests in a 401(k) account as: "Morgan Stanley IRA: Apple stock, Microsoft stock."

PROBLEM

1. An employee works on a contract with a company in which she holds $18,000 worth of public-traded stock.

2. An analyst works on a grant application from a company for which he worked 3 months ago.

3. An employee does outside work for a contractor with work before her office.

4. A non career (political) employee accepts a $15 lunch from an agency grantee.

5. An employee gives a pen valued at $35 to his supervisor as a birthday gift.

6. A career employee accepts an invitation from a trade association to a widely-attended concert with her supervisor's approval.

7. An employee uses her agency stationery to send a personal letter.

8. A financial disclosure report filer reports his interests in a 401(k) account as: "Morgan Stanley IRA."

CITATIONS TO APPLICABLE LAW

Financial Conflicts of Interest

18 United States Code (U.S.C.) § 208; 35 U.S.C. § 4
5 Code of Federal Regulations (C.F.R.) §§ 2635.401–2635.403, 2635.502, 2640.201–2640.202
3 Foreign Affairs Manual (FAM) Part 4120

Appearances of Bias based on Outside Relationships

5 C.F.R. §§ 2635.501-2635.503
Ethics Pledge, Executive Order No. 13490, 74 Fed. Reg. 4673 (January 21, 2009)

Gifts, Bribes, and Salary Supplementation

5 U.S.C. §§ 7342, 7351, and 7353; 15 U.S.C. § 1522; 18 U.S.C. §§ 201 and 209
5 C.F.R. §§ 2635.201–2635.205, 2635.301–2635-304; 41 C.F.R. Part 304-1
Ethics Pledge, Executive Order No. 13490, 74 Fed. Reg. 4673 (January 21, 2009)

Outside Activities (including Lobbying the Government)

5 U.S.C. §§ 7321–7326; 18 U.S.C. §§ 203, 205, and 208
5 C.F.R. §§ 734.201–734.702, 2635.801–2635.809
3 FAM Part 4120

Misuse of Government Position and Resources

18 U.S.C. § 641
5 C.F.R. §§ 2635.701–2635.705
Department of Commerce Internet Use Policy

Seeking Employment and Post-Employment Activities

18 U.S.C. §§ 207 and 208; 41 U.S.C. § 423
5 C.F.R. Parts 2635, 2637, and 2641; 15 C.F.R. §§ 15.11–15.18
Ethics Pledge, Executive Order No. 13490, 74 Fed. Reg. 4673 (January 21, 2009)