



UNITED STATES DEPARTMENT OF COMMERCE
Chief Financial Officer
Assistant Secretary for Administration
Washington, D.C. 20230

APR 04 2014

MEMORANDUM FOR: Edward C. Horton
Chief Administrative Officer
National Oceanic and Atmospheric Administration

FROM: *Sandra R. Manning*
Sandra R. Manning
Acting Deputy Director for Facilities and Environmental Quality

SUBJECT: Delegation of Certifying Officer Authority under DAO 201-17

I have reviewed your request and in accordance with DAO 201-17, I hereby revoke the delegation as Certifying Officer authority for the following National Oceanic Atmospheric Administration (NOAA) official:

Chief, Executive Affairs
National Weather Service
1335 East-West Highway
Silver Spring, Maryland 20910

Further, I hereby delegate the following NOAA official, without the power of further re-delegation, the authority to sign as Certifying Officer and to affix the seal of the Department of Commerce to copies of Department documents.

Chief of Staff
National Weather Service
1335 East-West Highway
Silver Spring, Maryland 20910

Pursuant to the above delegations of Certifying Officer authority, NOAA will:

- a. Provide embossing dies in accordance with DAO 201-17.
- b. Conduct an annual survey to ensure that all delegations of authority are still required.
- c. Take necessary steps to prevent the misuse, loss or theft of embossing dies.

I appreciate your support in ensuring effective oversight of the delegations of Certifying Officer authority granted to NOAA.

If you have any questions, please contact me at 202-482-1200.



UNITED STATES DEPARTMENT OF COMMERCE
National Oceanic and Atmospheric Administration
CHIEF ADMINISTRATIVE OFFICER

MEMORANDUM FOR: Sandra R. Manning
Acting Deputy Director for the Office of Facilities
and Environmental Quality

FROM: Edward C. Horton *Edward Horton* 3/27/14

SUBJECT: Delegation of Certifying Officer Authority

In accordance with paragraphs 3.02 and 3.03 of Department of Commerce Administrative Order (DAO) 201-17, The Seal of the Department of Commerce, the National Oceanic and Atmospheric Administration requests the following changes to an existing delegation of Certifying Officer authority for an official other than those specified in paragraph 3.01 of DAO 201-17.

Request Revocation of Delegation as Certifying Officer:

Chief, Executive Affairs
National Weather Service
Silver Spring, Maryland 20910

Request Delegation as Certifying Officer:

Chief of Staff
National Weather Service
Silver Spring, Maryland 20910

The embossing die currently assigned to the Chief, Executive Affairs, National Weather Service, will be transferred to the Chief of Staff, National Weather Service, upon formal delegation of Certifying Officer authority. There is no serial number associated with the assigned embossing die.



U.S. DEPARTMENT OF COMMERCE
National Oceanic and Atmospheric Administration
NATIONAL WEATHER SERVICE
1325 East-West Highway
Silver Spring, Maryland 20910-3283
THE DIRECTOR

MAR 25 2014

MEMORANDUM FOR: Edward Horton
Chief Administrative Officer
National Oceanic and Atmospheric Administration

FROM: 
Louis W. Uccellini

SUBJECT: Delegation of Certifying Officer Authority under DAO 201-17

In accordance with paragraphs 3.02 and 3.03 of Department of Commerce Administrative Order (DAO) 201-17, The Seal of the Department of Commerce, the National Weather Service requests the following changes to an existing delegation of Certifying Officer authority for an official other than those specified in paragraph 3.01 of DAO 201-17.

Request -- Delegation as Certifying Officer:

Chief of Staff
National Weather Service
National Oceanic and Atmospheric Administration
U.S. Department of Commerce
Silver Spring, Maryland 20910

Request -- Revocation of Delegation as Certifying Officer:

Chief, Executive Affairs
National Weather Service
National Oceanic and Atmospheric Administration
U.S. Department of Commerce
Silver Spring, Maryland 20910

These changes to the delegation are necessary to reflect a restructuring of the National Weather Service organization and to ensure that an incumbent in an existing National Weather Service position will be able to certify documents and affix the Department's seal.

Attachment



Subject: Re: NAO 201-17

From: Roxie Allison-Holman - NOAA Federal <roxie.allison-holman@noaa.gov>

Date: 3/20/2014 4:49 PM

To: Ephraim Cruz <ephraim.cruz@noaa.gov>

CC: _NWS HQ Executive Affairs <nws.executive.affairs@noaa.gov>, Hugh C Schratwieser <Hugh.C.Schratwieser@noaa.gov>

Any idea when NWS will either have a certifying officer or can have the NAO modified to delegate the authority to another NWS position? We really need to have this resolved. If you look at the NAO, OAR does not have a delegation. Perhaps NWS and OAR can work to get this resolved. It's important. We have to have documents certified to protect our staff from having to go to court. Relying on the CAO is not a good strategy. We have been told at times that we have to wait two weeks to get an appointment with the CAO to certify documents. That's just not OK.

On Thu, Mar 20, 2014 at 4:45 PM, Ephraim Cruz <ephraim.cruz@noaa.gov> wrote:
Roxie, at the moment NWS does not have a certifying officer. We have to rely on NOAA CAO to certify documents until the we can get a correct delegation of authority.

Ephraim (Bobby) Cruz
National Weather Service
National Oceanic and Atmospheric Administration
U.S. Department of Commerce
(301) 713-0675 x129
(301) 427-6947

On 3/20/2014 4:35 PM, Roxie Allison-Holman - NOAA Federal wrote:
Hi!

NOAA GCW has received a subpoena for a NWS record. This document must be certified in accordance with NAO 210-17 in order to find acceptance before the court. Who is your certifying officer? It use to be Tim Ross. This is an important matter and should be addressed quickly or we may have to send NWS to court.

Please advise.

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Confidentiality Notice: This e-mail message is intended only for the named recipients. It contains information that may be confidential, privileged, attorney work product, or otherwise exempt from disclosure under applicable law. If you have received this message in error, are not a named recipient, or are not the employee or agent responsible for

THE SEAL OF THE DEPARTMENT OF COMMERCE

Number: DAO 201-17

Effective Date: 2008-03-17

SECTION 1. PURPOSE.

.01 This Order describes the seal of the Department of Commerce (The Department) and delegates authority to affix the seal to certifications and documents of the Department for individuals or organizations both inside and outside the Department.

.02 This revision updates titles of officials; replaces hard copies of the exhibits to the Order with electronic links; and provides a general update of the Order.

SECTION 2. DESCRIPTION AND DESIGN.

.01 The Act of February 14, 1903 (32 Stat. 825, as amended) (15 U.S.C. 1501), which established the Department, provided that "The said Secretary shall cause a seal of office to be made for the said department of such device as the President shall approve, and judicial notice shall be taken of the said seal." On April 4, 1913, the President approved and declared the seal of the Department the device that he described as follows:

"Arms: Per fesse azure and or, a ship in full sail on waves of the sea, in chief proper; and in base a lighthouse illumined proper.

Crest: The American Eagle displayed.

Around the Arms, between two concentric circles, are the words:

'DEPARTMENT OF COMMERCE UNITED STATES OF AMERICA' "

.02 The approved seals are found at http://www.osec.doc.gov/oas/md/doc_seals.htm.

.03 The official symbolism of the seal shall be the following:

The ship is a symbol of commerce, the blue denotes uprightness and constancy; the lighthouse is a well known symbol representing guidance from the darkness which is translated to commercial enlightenment; and the gold denotes purity. The crest is the American bald eagle denoting the national scope of the Department's activities.

(The above is a modification of the original symbolism issued with the President's approval of the seal, made necessary by changes in the functions of the Department.)

SECTION 3. DELEGATION OF CERTIFYING OFFICER AUTHORITY.

.01 Pursuant to the authority vested in the Secretary of Commerce by law, the chief administrative official of each operating unit, and the Deputy Director, Office of Administrative Services (OAS), Office of the Secretary, are hereby authorized, without power of further re-delegation, to sign as Certifying Officers attesting to the official nature of copies of correspondence and records from the files, publications, and other documents of the Department; and to affix the seal of the Department to such certifications for all purposes, including the purpose authorized by 28 U.S.C. 1733(b).

.02 Requests for delegation of Certifying Officer authority to officials other than those specified in paragraph .01 above, shall be submitted in writing to the Deputy Director, OAS, who shall act for the Chief Financial Officer and Assistant Secretary for Administration (CFO/ASA) in ruling on such requests.

.03 The chief administrative official in each primary operating unit is responsible for monitoring all delegations of Certifying Officer authority granted for that operating unit, under paragraph .02, above. An annual survey shall be conducted to ensure that all delegations of authority are still required. The Deputy Director, OAS, shall be requested to revoke those no longer required.

.04 Each Certifying Officer is authorized to acquire one embossing die for impressing the Department's seal on copies of documents. The die shall be obtained through the primary operating unit's chief administrative official or the Deputy Director, OAS.

.05 Certifying Officers shall take necessary steps to prevent the misuse, loss or theft of embossing dies. Should such an event occur, it shall be reported immediately to the chief administrative official in the primary operating unit, who shall provide a written report to the Deputy Director, OAS. Unserviceable or unneeded embossing dies shall be sent to either the operating unit's chief administrative official or the Deputy Director, OAS, for disposal or reassignment.

.06 Nothing in this order shall affect the acquisition, use, or control by primary operating units of seals authorized by law, as covered in DAO 201-1, "Approval and Use of Seals, Emblems, Insignia and Logos."

SECTION 4. FORMS OF CERTIFICATION.

.01 Form CD-64, http://ocio.os.doc.gov/ITPolicyandPrograms/Electronic_Forms/index.htm, has been designed for use when the custodian of the records certifies material as a true copy of the record and the Certifying Officer certifies that the official named in the certification is in fact the custodian of the records.

.02 In instances when the Certifying Officer may certify material as a true copy of the record, the language shall be the same as the custodian's certification and, added thereto, the statement "For the

Secretary of Commerce," the signature and title "Certifying Officer," and the imprint of the seal of the Department. The certification may be made on a separate sheet of paper for attachment to the material to be certified or typed on the first page of the material to be certified.

SECTION 5. REQUESTS FOR SPECIAL USE OF THE DEPARTMENT OF COMMERCE SEAL BY OUTSIDERS OR DEPARTMENT OPERATING UNITS.

.01 A request from an individual or organization outside the Department to use the Department seal, or any request by an operating unit proposing to use the seal in a manner not covered by this Order, shall be approved by the Deputy Director, OAS, with the concurrence of the Assistant General Counsel for Administration.

.02 Requests to use the seal shall be directed to the Deputy Director, OAS, who will coordinate the necessary reviews and concurrence on behalf of the CFO/ASA. The review of the Deputy Director, OAS, shall ensure that any request for the use of a Department seal shall meet the following criteria:

- a. use of the seal by the outside party must satisfy some interest of the Department;
- b. the use may not result in embarrassment to the Department;
- c. there must be no conflict with trademark rights; and
- d. there can be no endorsement, favoritism, or other appearance of impropriety toward the entity using the seal.

.03 To support the need for complete and considered review, all requests to use the Department seal shall include the following information:

- a. a specific description of how the Department seal will be used, including its location, size and proximity to the seals, logos, emblems, or banners of other organizations, agencies, businesses or corporations. When available, the request shall be accompanied by a draft document (representing the final product), which clearly demonstrates where the Department seal will be placed;
- b. a specific description of the Departmental interest(s) that will be satisfied, supported, or fulfilled through the requested use of the seal;
- c. a description of the Department's relationship, if any, to the requesting party; and
- d. operating unit requests shall be accompanied by a brief statement explaining how the use of the seal in the given circumstance will not result in embarrassment to or a perception of favoritism or endorsement by the Department.

.04 The Deputy Director, OAS, will approve or disapprove the proposed use of the Department seal. The operating unit receiving a request from an outside party will notify that party of the Department's

determination. If the request is originated by an operating unit, OAS will notify the operating unit of the determination.

SECTION 6. EFFECT ON OTHER ORDERS.

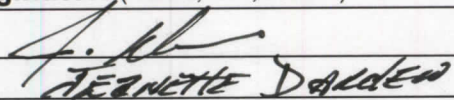
This Order supersedes Department Administrative Order 201-17, dated June 7, 2004.

Signed by: Secretary of Commerce

Office of Primary Interest:

Office of Administrative Operations,
Office of Administrative Services



OFFICE of FACILITIES and ENVIRONMENTAL QUALITY ROUTING/CLEARANCE SHEET		OFEQ Log #	Initials	Date
		6899	BC	4/2/14
To: (Name, Title, Room Number)				
1.	Name, Title, Room Number			
2.	Camille Fields, Chief, MMD, HCHB 2866		CF	4/2/14
3.	Mick Rusten, Associate Director, OSBM, OFEQ 1323 HCHB		mwr	4/3/14
4.	Rhonda M. Hackley, Sr. Mgmt. Advisor, OFEQ, 2865			
5.	Sandra R. Manning, Acting Deputy Director for the Office of Facilities and Environmental Quality		SRM	4/4/14
6.	Edward C. Horton, Chief Administrative Officer, NOAA			
7.				
8.				
9.				
	Action	For Your Information	X	Signature
X	Approval	Clearance		Other:
Subject: Delegation of Certifying Officer Authority				
Background:				
Discussion:				
Recommendation:				
Due Date:				
(Optional, as required) Approved: _____ Disapproved with the following comments: _____				
Originator: (Name, Title, & Date)			Originating Office: (Name, Org code)	
 JEANNETTE DARDEN				
Return to: (Name, Room Number)			Phone Number: (Extension)	
HCHB 2866			2-3805	

OFea #10899

FORM CD-15 (12-6-73)	U.S. DEPARTMENT OF COMMERCE	DATE ²⁸ 03/26/2014
PRESCR. BY DAO 214-2	TRANSMIT/ROUTE	

NAME	BUILDING, ROOM OR REFERENCE NO.	TAKE ACTION BELOW	INITIALS AND DATE
Ms. Jeremy Andrucyk	SSMC-4	2	MA 3/26/2014
Mr. Edward C. Horton	SSMC-4	1	EA 3-27-2014
Ms. Brandi Coleman	HCHB	2	
Ms. Sandra R Manning	HCHB	1	

MA 3/26/2014

ACTION ITEMS

- | | |
|--|--|
| <ul style="list-style-type: none"> 1. APPROVAL/SIGNATURE 2. CLEARANCE/INITIALS 3. RECOMMENDATION OR COMMENT 4. RETURN WITH MORE DETAILS 5. INVESTIGATE AND REPORT 6. NOTE AND SEE ME 7. NOTE AND RETURN 8. NOTE AND FILE | <ul style="list-style-type: none"> 9. YOUR INFORMATION 10. PER OUR CONVERSATION 11. AS REQUESTED 12. NECESSARY ACTION 13. CIRCULATE AMONG STAFF 14. ANSWER DIRECTLY 15. PREPARE REPLY FOR SIGNATURE |
|--|--|
- OF: Mr. Horton

COMMENTS

Sir: NWS request for revocation and reappointment of Certifying Official needing your signature and seal of approval.

Continued on reverse

FROM (Name)	BUILDING, ROOM OR REF. NO.	CODE AND EXTENSION
Lawanda Fisher		301-713-0836

*U.S. Government Printing Office: 1980-665-115/1024 Region No. 6

#2