

National Oceanic and Atmospheric Administration	NOAA Administrative Order 217-107A	
NOAA ADMINISTRATIVE ORDER SERIES	DATE OF ISSUANCE 10/10/2019	EFFECTIVE DATE 10/10/2019
SUBJECT Policy For Naming NOAA Facilities		

SECTION 1. PURPOSE.

This Order establishes policy for naming National Oceanic and Atmospheric Administration (NOAA) facilities.

SECTION 2. SCOPE.

This Order covers all NOAA facilities, owned and leased, including those facilities transferred to NOAA from other organizations.

SECTION 3. POLICY.

.01 NOAA facilities shall generally be named to reflect the missions supported at the facility; for example, the NOAA Coastal Services Center.

.02 Line and Staff Offices may propose to augment the name of a NOAA facility otherwise named under paragraph 3.01 above, to honor an individual who has made significant and sustained contributions to NOAA's programs and missions, or those of its predecessor agencies. Such instances should be unusual and only when there is compelling justification provided.

.03 The naming of specific segments of facilities, such as an auditorium, is discouraged.

.04 NOAA-owned streets and roads will be named in accordance with local post office direction, and must be coordinated with the U.S. Postal Service. Any request to name such streets or roads after a specific person must be approved in accordance with procedures set forth under Section 3 of this Order.

.05 Facilities are only to be renamed in extenuating circumstances (if named after individuals), or if the missions supported and personnel at a facility significantly change. Policy for renaming a facility shall follow all guidance of Sections 3.01 - 3.04. Approval for renaming a facility must be in accordance with the procedures set forth under Section 4 of this Order.

SECTION 4. RESPONSIBILITIES.

.01 NOAA Line and Staff Offices. NOAA Line and Staff Offices, through their Assistant Administrator, Director, or Deputy, shall prepare nominations for naming of facilities, and submit the proposal to the NOAA Chief Administrative Officer (CAO). The nomination

packages must contain appropriate supporting documentation and be submitted in accordance with timeframes established by the CAO, generally at least twelve (12) months in advance of any anticipated new facility construction or the renaming of an existing facility either previously owned by NOAA or obtained from another organization.

.02 NOAA Chief Administrative Officer (CAO). The CAO shall coordinate review and submission of the proposed name for a NOAA facility through the NOAA Executive Panel (NEP) to the Under Secretary of Commerce for Oceans and Atmosphere. The recommendation submitted by the CAO must contain appropriate supporting documentation. The CAO shall also promulgate implementing procedures, as required, including guidance on supporting documentation. Line and Staff Offices must provide with their nominations.

.03 NOAA Executive Panel (NEP). The NEP shall review the recommendation proposed by the CAO and either endorse the recommendation or suggest an alternative to the sponsoring Line or Staff Office for consideration. If the Line or Staff Office concurs with the NEP's alternative, the NEP will advance the endorsed name to the Under Secretary of Commerce for Oceans and Atmosphere for final approval. If an alternative recommendation is advanced by the NEP, it must be accompanied by appropriate supporting documentation.

.04 Under Secretary of Commerce for Oceans and Atmosphere. The Under Secretary, or his or her designee, shall be the final approving authority within NOAA for facility names. The Under Secretary shall communicate his or her decision directly with the CAO.

SECTION 5. EFFECT ON OTHER ISSUANCES.

.01 The Assistant Secretary of Commerce for Environmental Observation and Prediction Performing the duties of Under Secretary of Commerce for Oceans and Atmosphere signs because there is no delegation of authority for this NAO.

.02 An electronic copy of this Order will be posted on the NOAA Office of the Chief Administrative Officer website under the Administrative Programs' NOAA Administrative Issuances section via <http://www.corporateservices.noaa.gov/~ocao/index.html>



Assistant Secretary of Commerce for
Environmental Observation and Prediction
Performing the Duties of
Under Secretary of Commerce
for Oceans and Atmosphere

Offices of Primary Interest:
Office of the Chief Administrative Officer (OCAO)