

NAO 217-107

EFF: 10/9/07; ISS: 10/17/07

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 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, or segments 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 groundbreaking ceremony for the facility.

.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 recommend approval or advance an alternative recommendation to the Under Secretary of Commerce for Oceans and Atmosphere. 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.

SECTION 5. EFFECT ON OTHER ISSUANCES.

None.

/Signed/

Under Secretary of Commerce for
Oceans and Atmosphere

Office of Primary Interest:
Office of the Chief Administrative Officer