

NATIONAL WEATHER SERVICE POLICY DIRECTIVE 1-9

MAY 09, 2016

Administration and Management

FOREIGN TRAVEL POLICY

NOTICE: This publication is available at: <http://www.nws.noaa.gov/directives/>.

OPR: W/CFO1 (P. Nield)

Certified by: W/CFO/CAO (J. Potts)

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SUMMARY OF REVISIONS: This directive supersedes NWSPD 1-9, “*Foreign Travel Policy*,” dated March 12, 2004. Changes made to reflect the NWS Headquarters reorganization effective April 1, 2015. No Content Changes were made.

Specifically the Foreign Travel Reporting (FOTOS II) System was changed to the Management Analysts Reporting System (MARS) referenced in 3, and 4e.

1. This directive establishes the policy governing National Weather Service (NWS) foreign travel, authorization and documentation, including reporting requirements.
2. Foreign Travel is conducted in accordance with the National Oceanic and Atmospheric Administration (NOAA) Travel Handbook and all relevant laws, regulations, Department of Commerce (DOC) and NOAA policies and procedures.
3. NWS implemented a Management Analysis Reporting System (MARS) to facilitate the efficient and appropriate utilization of resources in support of the NWS mission, oversight of legal requirements and the maintenance of appropriate and adequate reporting of foreign travel and related expenditures. MARS provides Financial Management Centers (FMCs) with information to assist in managing foreign travel budgets as well as document approved foreign travel.
4. This directive establishes the following authorities and responsibilities:
 - a. DOC, NOAA, the NWS Office of the Chief Financial Officer/ Chief Administrative Officer (CFO/CAO) and the Office of International Activities (IA) establish policy and procedures for foreign travel, including related NWS budgeting, planning, execution and documentation requirements.
 - b. The NWS Office of the Assistant Administrator (AA) authorizes individual foreign travel trips and conducts periodic reviews of the foreign travel budget, plan and expenditures.

- c. The Office of the CFO, Comptroller Division (CFO1), plans and coordinates reporting requirements. CFO1 will update related directives and procedures as required.
- d. IA establishes foreign travel policies and directives in accordance with applicable guidelines and coordinates the approval of the NWS Foreign Travel Plan. IA also performs administrative duties relating to foreign travel.
- e. FMCs are responsible for keeping expenditures within foreign travel budget caps established by the AA. FMCs are also required to create and maintain their foreign travel plans in (MARS) and to prepare any required documentation in accordance with procedures established by CFO1.
- f. Individual travelers will be responsible for performing foreign travel in accordance with Federal rules and regulations and for providing the proper documentation prior to and subsequent to each trip.

5. This policy directive is supported by the references and glossary of terms listed in Attachment I.

signed

Dr. Louis W. Uccellini
Assistant Administrator for Weather Services

April 25, 2016

Date