**Letter of Authorization Instructions**

The DOS requires a completed and signed Letter of Authorization in order to process an official passport.  Applicants are required to complete the Letter of Authorization below and return it to the NOAA Travel Office (NTO) for signature.  Applicants must fill out all of the sections with red brackets.  In addition, applicants must:

* Use plain paper and DO NOT change letterhead
* Use the following information if a real trip does not exist:
	+ Indicate Canada for the Destination
	+ Indicate dates that are at least two months away; and
	+ Use the following Purpose of Travel: ‘To attend meeting on behalf of NOAA’.  This cannot be left blank.
* Provide an expedite justification under ‘Justification for Expedited Service and/or Second Passport’ and attach your itinerary from E2 to support the expedite request.
* Do not adjust any information on this Letter of Authorization except to eliminate ‘Justification for Expedited Service and/or Second Passport’ when expedite services are not required.

 Agency Code: DOC/NOAA

**MEMORANDUM FOR: Special Issuance Agency**

FROM: Department of Commerce (DOC)/ National Oceanic Atmospheric Administration (NOAA)

SUBJECT: Request Issuance of an Official Passport for the following direct-hire employee of this agency:   Jianping Huang

NOAA requests that a special issuance passport be issued for the following individual:

|  |  |
| --- | --- |
| Full Legal Name: | [Huang, Jianping] |
| Date of Birth: | [05/01/1968] |
| Federal Pay Grade:    | [G14] |
| Type of Appointment: | **Permanent** |
| Destination:  | [Copenhagen, Denmark] |
| Departure Date: | [10/12/2024] |
| Estimated Return Date:  | [10/19/2024] |

Purpose of Travel: [attending the 40th International Technical Meeting on Air Pollution Modeling and its Application.]

I have verified that the applicant is assigned to this Agency, that the applicant requires the passport for authorized official travel outside of the United States, and that the applicant is eligible for a special issuance passport because he/she is a direct-hire civil service employee of this department/agency [i.e., the applicant has been appointed to a federal government position in this department/agency under Title 5 or 38 of the U.S. code, has executed an appointment affidavit, and an SF-50 has been processed adding the applicant to the personnel roles of this department/agency].

Please contact Financial Management Specialist, Tiffany Gaymon (301) 444-2193, with any questions regarding this request.

 Tiffany Gaymon

 Financial Management Specialist

Enclosure(s):