

NAME	BUILDING, ROOM OR REFERENCE NO.	TAKE ACTION BELOW	INITIALS AND DATE
Mark Paese		1	MP 1/4/18
Cherish Johnson		1	CJ 12/12/18
DUS/O		1	1/16/18

**ACTION ITEMS**

- |                              |                                 |
|------------------------------|---------------------------------|
| 1. APPROVAL/SIGNATURE        | 9. YOUR INFORMATION             |
| 2. CLEARANCE/INITIALS        | 10. PER OUR CONVERSATION        |
| 3. RECOMMENDATION OR COMMENT | 11. AS REQUESTED                |
| 4. RETURN WITH MORE DETAILS  | 12. NECESSARY ACTION            |
| 5. INVESTIGATE AND REPORT    | 13. CIRCULATE AMONG STAFF       |
| 6. NOTE AND SEE ME           | 14. ANSWER DIRECTLY             |
| 7. NOTE AND RETURN           | 15. PREPARE REPLY FOR SIGNATURE |
| 8. NOTE AND FILE             |                                 |
- OF: \_\_\_\_\_

**COMMENTS**

For your approval and signature. GOES-S Launch group travel. Thank you.

*Continued on reverse*

FROM (Name)	BUILDING, ROOM OR REF. NO.	CODE AND EXTENSION
Colin Casey	8343	301-713-7179

Date Reviewed 1/16/18 Approved  Denied \_\_\_\_\_

## NOAA GROUP TRAVEL REQUEST

DUS/O approval is required for groups of fifteen (15) or more employees on domestic travel and eight (8) or more employees on foreign travel, including invitational travelers, traveling to the same location or event and regardless of whether or not NOAA is funding the travel or event. The standard for what travel can be approved is if the travel is essential, attendance must be limited to the minimum participants necessary to accomplish the mission, and less expensive alternatives must be considered (such as conference calls and delegating field personnel to accomplish the proposed mission). Approving officials must consider costs in selecting attendees and meeting locations, including travel to and from the site, ground transportation, lodging, meals and incidental costs, registration fees, meeting room rentals and other related costs including employees' time away from the official duty station. For additional guidance see: <http://www.corporateservices.noaa.gov/finance/GROUP.html>

**Instructions:** Thirty (30) days in advance of the travel, please fill out this form and submit as follows:

**Conference check:** Is this group travel request supporting a conference per the five criteria outlined on the Conferences and Group Travel Decision Flow Chart?  Yes  No

1. If yes, in addition to submitting this form (and for informational purposes only) please include conference materials including approval transmittal forms signed by LO DAA or SO Director.
2. If no, submit this form and any associated documentation through your LO or SO CoS (or equivalent POC).
3. Send all materials to the [conferences\\_grouptravel@noaa.gov](mailto:conferences_grouptravel@noaa.gov) email address.

**Name of Meeting:** Geostationary Operational Environmental Satellite – R Series (GOES-R)  
GOES-S Launch (second satellite in the series)

**Dates of Meeting:** February 27-March 3, 2018 – Launch Date March 1, 2018 (Second attempt March 2, 2018) @ 5:01 PM

**Location of Meeting:** Cocoa Beach, Florida – NASA Kennedy Space Center (KSC)

**Point of Contact:** Name: Todd Harding  
Phone: 301-713-0102/301-233-8469  
Email: [Todd.Harding@noaa.gov](mailto:Todd.Harding@noaa.gov)

**Travelers:** Total: 122  
NOAA FTEs: 104  
Invitational Travelers: 18