



U.S. DEPARTMENT OF COMMERCE
National Oceanic and Atmospheric Administration
NATIONAL WEATHER SERVICE
National Centers for Environmental Prediction
5830 University Research Court, Suite 4600
College Park, MD 20740

(Dated after Director, NCEP signs)

MEMORANDUM FOR: John D. Murphy
Chief Operating Officer, National Weather Service

THROUGH: William M. Lapenta
Director, National Centers for Environmental Prediction

FROM: APPROVER in E2
(Director or Deputy Director, XXXXXXXX)

SUBJECT: Foreign Travel for Mr./Ms./Dr. (name of traveler) to attend, present, etc. at the (name of conference/workshop, etc.) in (city, and country), Month XX-XX, 2018 (dates of entire trip as indicated on the travel authorization)

Mr./Ms./Dr. (name of traveler) will attend and present at the (name of conference/workshop, etc) in (city and country), (dates of conference/workshop/etc.). This conference is sponsored in part by the XXXX, and will bring together XXXXXX. The conference has two programs. The XXXX program will cover basic weather research that extends our knowledge of processes and systems as well as the applied research needed to put XXXX systems together and assess the impacts of XXXX events. The XXXX will consider the challenges and opportunities associated with communicating and utilizing weather information, science, and services for social and economic benefit. As part of the XXXX, Mr./Ms./Dr. (name of traveler) will present (“title of presentation.”)

The following goals will be addressed:

1. Interact and discuss XXXX approaches with participants from other international XXXXX centers in support of the National Weather Service Weather-Ready Nation;
2. Present the “XXXXX,” as part of international science outreach on behalf of NOAA; and
3. Identify improved XXXX approaches and XXXXX with a focus on XXXX.

Indicate the value and/or benefit of this trip to NOAA is (XXXXXXXXXXXXXXXXX.)

Other NOAA participants are or are not attending the same conference/meeting.

Mr./Ms./Dr. (name of traveler) does or does not plan to take personal leave.



Indicate how it's being funded and whether NOAA and/or the traveler will be reimbursed for any expenses.

This foreign travel package was submitted to W/IA within the required timeframe period (or this travel package is being submitted late, explain the circumstances as to why it's late).

Indicate whether travel is or isn't on the approved foreign travel plan.

Mr./Ms./Dr. (name of traveler) has an official passport and whether a visa is or is not required.

Simultaneously, these orders are being submitted for COO signature. All NTR have been met.

Attachments

