



U.S. DEPARTMENT OF COMMERCE
National Oceanic and Atmospheric Administration
NATIONAL WEATHER SERVICE
1325 East-West Highway
Silver Spring, Maryland 20910-3283

MEMORANDUM FOR: All NOAA Cooperative Institutes

FROM: Sam Contorno, Acting Chair 
NOAA Research Council CI Committee

SUBJECT: CI Committee Memorandum #5: Use of Official NOAA Emblem

DATE: October 31, 2008

This memorandum is being issued by the NOAA Research Council Cooperative Institute (CI) Committee to clarify the policy of NOAA emblem use by NOAA CIs.

1) Background – For several years, the NOAA Financial Assistance Law Division reported to the OAR CI Program Manager that CIs had been using the NOAA emblem without permission from NOAA, as required in Department of Commerce Administrative Order 201-1 (DAO 201-1), *Approval and Use of Seals, Emblems, Insignia and Emblems*. The Chair of the NOAA Research Council requested that the CI Committee investigate this issue and report back to the Council upon completion of its work.

The Committee found that CIs make extensive use of the NOAA emblem, including posters, presentations, brochures, and websites. However, in most cases, CIs had not requested permission to use the NOAA emblem, as required by DAO 201-1. In addition, some CIs had included the emblem on webpages containing content in violation of the spirit, if not the letter, of specific sections of DAO 201-1 regarding embarrassment to the Department and endorsement or favoritism of the entity using the emblem.

2) Procedure – Attached is the no-cost special award condition (SAC) that will be added to amend all current financial assistance awards with NOAA CIs and included in all such future awards. In brief, the SAC restricts the placement of the emblem to scientific posters and written presentation materials, as well as small brochures, booklets and conference agendas. The NOAA CI Committee will work with the NOAA Grants Officer and NOAA Grants Management Division to implement this SAC for current awards.

Attachment: NO-COST SPECIAL AWARD CONDITION



NO-COST SPECIAL AWARD CONDITION

THE JOINT AND COOPERATIVE INSTITUTES MAY PLACE THE NOAA EMBLEM ON THE FOLLOWING ITEMS, IN A MANNER CONSISTENT WITH THE TERMS AND USES PRESCRIBED BELOW:

1. SCIENTIFIC POSTERS AND WRITTEN PRESENTATION MATERIALS (e.g., electronic presentations, overhead projections, handouts) conveying exclusively research findings from projects funded under a Joint or Cooperative Institute agreement, authored jointly by a NOAA scientist and a participating Institute scientist.
2. SMALL BROCHURES, BOOKLETS, AND CONFERENCE AGENDAS (fewer than 10 pages) published by a Joint or Cooperative Institute for public outreach efforts in support of one or more of NOAA's missions (e.g., information to protect the public or inform the public about ways to protect the oceans or atmosphere), and/or providing exclusively descriptive information about the establishment of the Institute and/or exclusively research findings, authored jointly by NOAA and Institute scientists, from projects funded under a Joint or Cooperative Institute agreement. Brochures and booklets are to be authored jointly by NOAA and the Institute. Conference agendas are to reflect the presentation of scientific research funded by a Joint or Cooperative Institute agreement.

USE OF THE NOAA EMBLEM MUST BE ACCOMPANIED BY THE FOLLOWING STATEMENT:

THE NOAA® EMBLEM IS A REGISTERED TRADEMARK OF THE U.S. DEPARTMENT OF COMMERCE, USED WITH PERMISSION.

WHERE USE OF THE NOAA EMBLEM IS NOT PERMITTED UNDER THIS SAC, THE JOINT AND COOPERATIVE INSTITUTES MAY USE THE FOLLOWING STATEMENT:

THIS ___[INSERT ITEM]___ IS SUPPORTED THROUGH FUNDING FROM THE NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION.