

Lake Survey Reorganized

Various functions and facilities of the National Ocean Survey's Lake Survey Center in Detroit, Mich., have been reorganized as a result of the transfer of functions to the Environmental Research Laboratories in Ann Arbor, Mich., the Washington, D.C., area, and the National Weather Service's Central Region. The reorganization includes the transfer of operations involving the compilation, reproduction and distribution of Great Lakes nautical charts to the Washington, D.C., area, where the bulk of NOAA's 54 million nautical and aeronautical charts are produced, printed and distributed.

The Facilities Division (renamed the Engineering Division) has been moved to Ann Arbor, Mich., where a NOAA line base has been developed to handle ship and logistic work for the three vessels which conduct hydrographic and research activities for the LSC and the Great Lakes Environmental Research Laboratory in Ann Arbor. In addition, part of the Lake Survey's Computer Services Division and a portion of the Lake Survey Library have been transferred to GLERL, which will form part of a projected NOAA Great Lakes Regional Center.

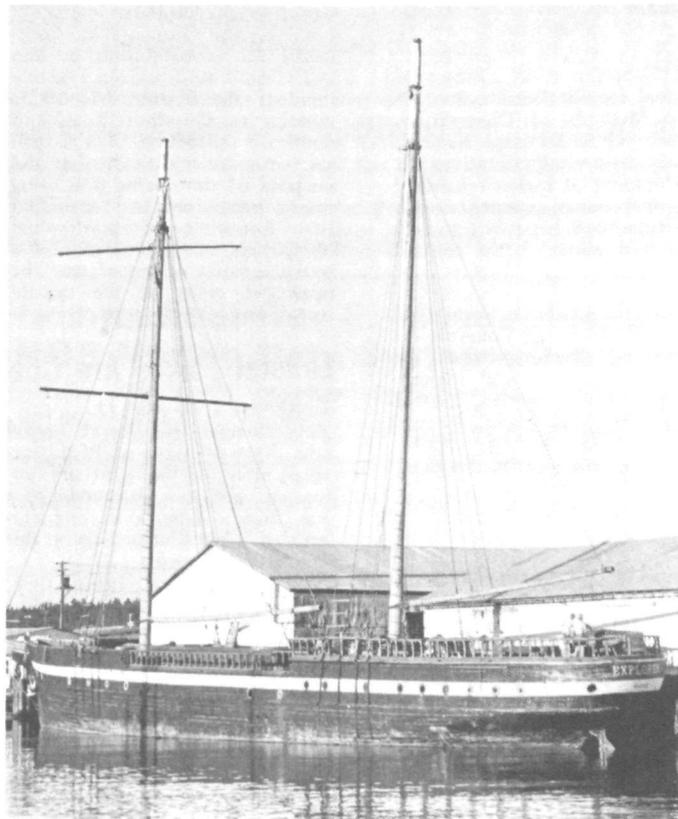
Remaining in Detroit are the Lake Survey's Marine Mapping and Charting Service (renamed the Charting Operations Division), whose primary task is the continuation of hydrographic surveying and a determination of water levels.

Over-the-counter sales of Great Lakes navigational charts and related publications are also being continued at the Lake Survey offices at 630 Federal Building.

Obster Farms Are Sea Grant Team Goal

That cantankerous delicacy, the American lobster, is on his way to being "domesticated" for aquaculture purposes by a Sea Grant research team at the University of California's Bodega Bay Laboratory.

The interdisciplinary group headed by Dr. Robert A. Shleser is working to develop a commercially feasible system to farm lobsters and other marine animals. Within recent months they



USC&GS Explorer Being Revitalized To Participate in Bicentennial

The *USC&GS Explorer*, whose keel was laid in 1904, is coming back to life, some 30 years after she was ignominiously beached on a mud flat.

The 165-foot schooner, now berthed in Olympia, Wash., is being restored by a non-profit organization, the Sandecanon Corp., which acquired the hulk of the old ship in 1963. Prime mover behind the restoration is C.H. Janecky, its president.

After she was commissioned

for the Coast and Geodetic Survey, predecessor of the National Ocean Survey, the *Explorer* conducted hydrographic surveys in Alaskan waters until 1939 and then served in World War II. Since her C&GS service, she has had various names, including the *USS Juventus*, the *USS Atkins* and the *Birtie M. Hanlon*. Now she's the *Explorer* again. Plans are to have her participate in the bicentennial celebration.

have reported success in:

- Obtaining 80 percent survival of lobsters through the larval period;

- Reducing cannibalism, a recurring and significant problem in lobster aquaculture;

- Developing a more cost-effective feed;

- Achieving successful matings, egg extrusion, and hatching on the West Coast for the first time.

NOAA has mounted a sub-

stantial effort to develop commercially feasible aquaculture, both to add jobs to the economy and to provide additional sources of protein for the Nation's food supply.

Using the sophisticated tools of genetics, biochemistry, and systems engineering, the Sea Grant team devised a larval rearing system that now achieves up to 80 percent survival of lob-

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NMFS Acts To Save Porpoises

The National Marine Fisheries Service has proposed two new measures designed to reduce further porpoise mortality or serious injury during commercial tuna fishing operations:

- To require training sessions for all commercial fishermen holding Certificates of Inclusion who use purse seines for catching yellowfin tuna. These sessions will ensure that the fishermen are personally aware of the provisions of the Marine Mammal Protection Act of 1972, regulations based on the Act, and methods they must use for protection of marine mammals.

- To require these fishermen to use an additional porpoise rescue technique to free all animals that may have become entangled in the net. The additional porpoise rescue operation that will be required provides that during and after the backing-down operation, two men are to be stationed in a small boat at the corkline in order to extricate all entangled porpoises and release them over the corkline.

The measures will take effect on or about January 1, 1975.

The proposals were announced during an informal public hearing held by NOAA to receive and consider possible amendments to existing incidental take regulations governing commercial yellowfin purse seine fishing. The hearing was attended by representatives of the fishing industry and of various conservation groups.

Regulations issued under the Marine Mammal Protection Act of 1972 require fishermen who incidentally take marine mammals during their normal fishing operations to obtain Certificates of Inclusion under a General Permit from NMFS. To meet the requirements of these certificates, U.S. commercial yellowfin tuna purse seine fishermen must take special measures and use special gear to avoid seriously injuring or killing marine mammals in their fishing operations.

NMFS plans to institute training sessions for affected fishermen in the near future. All fishermen who hold the certificates will be required to complete the training by the end of 1975.

calendar of events

February 10-13, 1975 Third Symposium on Meteorological Observations and Instrumentation, sponsored by the American Meteorological Society, Washington, D.C.

with cooperation of the World Meteorological Organization, the American Geophysical Union, NOAA, and the Department of Defense. Theme: "Observations and Instruments for Mesoscale Phenomena." James Giraytys, Program Chairman, National Weather Service, W141, 8060 13th St., Silver Spring, Md. 20910 (301-427-7767). An instrument show and exhibit will be held during the Symposium. Prospective exhibitors should contact David George, Exhibit Director, NWS, W142x1, 8060 13th St., Silver Spring, Md. 20910 (301-427-7792).

February 14-19, 1975 WMO Technical Conference on Automated Systems. Sponsored by the Commission for Instruments and Methods of Observation, Washington, D.C.

WMO, in conjunction with the American Meteorological Society. Topics will include automatic and semiautomatic weather stations for land, marine, and aerodrome usage; development of higher reliability sensor for use with automated systems; operational experience with automated systems; and automated systems used for satellite data acquisition. Mr. Giraytys (see address in item above) is the contact for this conference.

March 9-14, 1975 Annual Convention of American Society of Photogrammetry and American Congress on Surveying and Mapping. Meeting theme: "In Search of a New Independence." Technical Program will include remote sensing and interpretation, photogrammetric surveys, control surveys, land surveys, photography, cartography. (Franklin S. Baxter, Publicity Chairman, 4630 N. 21st St., Arlington, Va. 22207. 703-860-6751.) Exhibits will include latest developments in mapping, surveying, and instrumentation. (Roy A. Smith, Deputy Director for Exhibits, 5402 Southampton Dr., Springfield, Va. 22151. (202-227-2768 or 703-978-8169)

March 24-25, 1975 Zmuda Memorial Conference on Colorado Springs, Colo. Geomagnetic Field Models, sponsored by the American Geophysical Union, National Aeronautics and Space Administration, Society of Exploration Geophysicists, and U.S. Geological Survey. In September 1975 a new revision to the International Geomagnetic Reference Field (IGRF) is planned by the International Association of Geomagnetism and Aeronomy during meetings of International Union of Geodesy and Geophysics to be held in Grenoble, France. This conference is planned to discuss the generation and use of field models and prepare inputs for the IGRF session in Grenoble. (Cynthia Beadling, AGU, 1707 L St. N.W., Washington, D.C. 20036. 202-293-1144.)

May 12-16, 1975 First International Symposium on Acid Precipitation and the Forest Ecosystem. Sponsored by U.S. Forest Service and Atmospheric Sciences Program, Ohio State University. Discussions will include atmospheric transport and chemistry, forest vegetation, soil environment, and water resources and hydrology. (Dr. Leon S. Dochinger, U.S. Forest Service Laboratories, P.O. Box 365, Delaware, Ohio 43015.)

June 26-28, 1975 National Symposium on Precipitation Analysis for Hydrologic Modeling, Sponsored by Precipitation Committee of the AGU, Davis, Calif.

Section of Hydrology. Papers invited in following areas: Collection and automatic processing; Urban (networks and modeling); Analysis of major storms (meso and macroscales); and Modeling for mountainous areas. Proposed abstracts and preliminary registration forms due at AGU by January 1, 1975; complete papers, by April 1, 1975. (Dr. Eugene L. Peck, Chairman, AGU Committee on Precipitation, Hydrologic Research Laboratory (W23), NOAA, National Weather Service, Silver Spring, Md. 20910. 301-427-7619.)

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next week's best fish buys

According to the NMFS National Consumer Educational Services Office in Chicago, the best fish buys for the next week or so are likely to be pollock filets and small shrimp along the Northeast Seaboard; fluke filets and whole gray sea trout in the Middle Atlantic States, including

the D.C. area; Spanish mackerel and shrimp in the Southeast and along the Gulf Coast; fish sticks in the Midwest; turbot filets and dressed whiting in the Northwest; and butterfish and Pacific Ocean perch filets in the Southwest.

International Ocean Investment Conditions Working Group Meets

A public meeting of the Working Group on International Ocean Investment Conditions—a part of the Marine Petroleum and Minerals Advisory Committee—was held yesterday at the Commerce Department in Washington, D.C.

The purpose of the Working Group was to draft recommendations to the Secretary of Commerce for consideration by the full Committee as an agenda item at the March 4-5, 1975, meeting on the international and domestic protection of U.S. private investments made for the purpose of developing non-living marine resources and including the honoring of contractual obligations, the settlement of disputes, security of tenure, and the respective roles of the private sector and the Federal Govern-

ment.

Written statements relevant to the Working Groups' areas of interest may be mailed within five days after the meeting to Executive Secretary, Marine Petroleum and Minerals Advisory Committee, National Oceanic and Atmospheric Administration (MR3), Rockville, Md. 20852.

The Marine Petroleum and Minerals Advisory Committee advises the Secretary of Commerce on matters concerning the Department's responsibilities related to marine petroleum and marine minerals resources, on means to facilitate cooperation between the private sectors and government in these matters, and on related law-of-the-sea affairs. The Committee reports to the Secretary through the NOAA Administrator.

Lobster Farms Are Goal of Sea Grant Team

(Continued from page 1)

sters through the larval period (the first 30 days of life). Survival rates in the wild are unknown, but it is estimated that less than one-tenth of one percent of lobster larvae survive this critical first month.

The genetics laboratory, located at Bodega Bay, Calif., has identified a rare genetic trait that can be detected chemically with the tissue from one of the small legs of the lobster. The group is now engaged in producing a stock of these lobsters for release in areas where lobsters are heavily fished, to monitor the population for survival. The results will be used to evaluate the potential for restocking areas where natural populations have been depleted.

The goal of the project is to develop the technology required so that lobsters can be grown to marketable size and harvested profitably. "To grow these animals successfully, we must control every aspect of their life cycle and environment—just as modern chicken growers control the lives of their broods," said Dr. Shleser. To accomplish this, he has put together a team of specialists in water quality, nutrition, engineering, physiology, genetics and economics.

"Only with a group such as this," he said, "can we hope to understand and ultimately control every variable that goes into lobster farming. Then we can develop the specifications and cost estimates for a lobster farm to be located at a specific place, and tell whether or not it is likely to pay off."

Manipulation of egg development by temperature control has been routinely achieved, based on successful work first carried out by the Massachusetts State hatchery on Martha's Vineyard. The Sea Grant group controls

and predicts hatching. By planning in advance, it is possible to hatch lobsters at any time of the year. Lobsters have been hatched in most months since 1972.

Working cooperatively with this project has been another group at San Diego State University, headed by Dr. Richard F. Ford. Dr. Ford and his associate, Jon Van Olst, are investigating the use of power plant thermal effluent as a means of reducing cost of heat for culture of lobsters and other species. This work is also part of the Sea Grant aquaculture effort. In addition, work by state fish hatcheries in Maine and Massachusetts, and by the National Marine Fisheries Service, has been drawn on by Dr. Shleser's team.

NOVAC HAS ANNOUNCED THAT IT CANNOT TAKE ANY MORE PAPER FOR RECYCLING UNTIL FURTHER NOTICE.

noaa week

Published weekly at Rockville, Md., by the Office of Public Affairs for the Department's National Oceanic and Atmospheric Administration.

Articles to be considered for publication should be submitted at least a week in advance to NOAA Week, Room 221, WSC-5, Office of Public Affairs, National Oceanic and Atmospheric Administration, Rockville, Md. 20852.

NOAA Week reserves the right to make corrections, changes or deletions in submitted copy in conformity with policies of the paper or the Administration.

Catherine S. Cawley, Editor
Anna V. Felter, Art Director

Coastal Zone Grant Awarded Virgin Islands

NOAA has awarded a grant totaling \$90,000 to help the Virgin Islands begin preparation of a management program for its coastal zone. The Virgin Islands, under requirement of the Coastal Zone Management Act of 1972, is providing an additional \$45,000.

The grant will assist the Virgin Islands in creating a program to achieve wise use of coastal land and water resources and reconcile demands upon its shores. Industry, business, recreation, conservation, and other interests all compete for the relatively limited and extremely fragile strip of shoreland.

Governor Melvin H. Evans has selected the Virgin Islands Planning Office to administer the grant, according to the proposal submitted to the Office of Coastal Zone Management. The Planning Office will allocate a portion of the grant to the Department of Conservation and Cultural Affairs to assist in carrying out the first year program.

The program will be developed in cooperation with citizens groups and various governmental agencies whose activities directly affect the Virgin Island coastal zone. The Planning Office intends to solicit public comments on the program through a series of public hearings and informal meetings.

OCZM Director Robert W. Knecht said that under terms of the grant the Virgin Islands initially will inventory its shoreline to identify major coastal zone uses. According to a NOAA survey, the Virgin Islands has a total of 175 miles of coastline. The grant will also be used to identify marine resources which are vital to the Virgin Islands culture and economy.

Ionogram Handbook Now in 5 Languages

A revised English edition of *U.R.S.I. Handbook of Ionogram Interpretation and Reduction* (November 1972), published by the Environmental Data Service's World Data Center A for Solar-Terrestrial Physics in Boulder, Colo., was recently translated into Finnish, French, Japanese, Russian, and Spanish. The handbook is considered the "Bible" for the interpretation of ionospheric soundings. The first edition was prepared in 1961 by the World Wide Sounding Committee of the International Union of Radio Science (URSI) to standardize routine procedures at the 150 or more ionospheric stations forming the worldwide network.



THIS PHOTO WAS TAKEN WHEN TWELVE ICELANDIC STATE FISH INSPECTION OFFICIALS met with Dr. Robert M. White, NOAA Administrator, during their recent visit to the United States. From left above are Jim Brooker, National Marine Fisheries Service; Jon J. Olafsson; Jon Bjornsson; Sturlaugur Dacason; Ari Jonsson; Jon Th. Olafsson; Tom Billy, NMFS; Dr. White; Karl Frioriksson; Halldor Gislason; Jens Hjorleifsson; Friorik Karlsson; Jon Akason; Kolbeinn Gunnarsson; Jon Helgason; and Jack Gehringer, Deputy Director, NMFS.

The visitors also were briefed by the staff of the NMFS Fisheries Products Inspection and Safety Division, visited several retail supermarket outlets, and toured two large processing firms which receive, process, and market Icelandic fishery products throughout the United States.

U.S., Japan Discuss Aquaculture Diseases

William N. Shaw, Assistant Program Manager of the NOAA Marine Advisory Service in the Office of Sea Grant, headed a nine-man U.S. team which met in Tokyo with its Japanese counterpart to hold a two-day symposium on Aquaculture Diseases. Fourteen papers were presented at the Symposium, which was held in conjunction with the Third Joint Meeting of U.S.-Japanese Natural Resources Program Aquaculture Panel.

Following the Symposium, U.S. panel members and guest speakers toured aquaculture centers from Hokkaido to the Inland Sea of Japan.

In addition to Robert D. Wildman, Director of Sea Grant Project Support Programs; Dr. Carl Sindermann, Director of the National Marine Fisheries Service Middle Atlantic Coastal Fisheries Center in Highlands, N.J.; and John B. Glude, Deputy Director of the NMFS Northwest Region in Seattle, Wash., the U.S. team included representatives from the Food and Drug Administration, U.S. Fish and Wildlife Service, Oregon State University, and East Carolina University. Also, a paper by Dr. Donald V. Lightner, Fishery Biologist (Research) at the NMFS Gulf Coastal Fisheries Center's Laboratory in Galveston, Tex., was presented by Mr. Shaw.

Peter Kupchella Dies

Peter Kupchella, Jr., former Weather Service Specialist at the National Weather Service Office in Norfolk, Va., died on December 1. He had retired in 1973 after serving at WSO Norfolk since 1946 and with a total of 27 years' Federal service. He is survived by his sister, Mrs. Rudolph Beltz, 500 Tatnall Avenue, Glenoden, Philadelphia, Pa. 19036.

Commander Ray E. Moses Heads NOS Marine Data Systems Project

Commander Ray E. Moses is the new manager of the Marine Data Systems Project which is engaged in a ten-year \$25 million program to develop automated nautical charts. The program is slated to become fully operational by 1980.

Commander Moses succeeded Captain Clinton D. Upham at the Marine Technology unit in the National Ocean Survey. Captain Upham has been assigned as Commanding Officer of the re-activated NOAA Ship *Discoverer*.

A commissioned officer since 1958, Commander Moses was Operations Officer on the *Pioneer* Indian Ocean Expedition in 1965; Project Officer on the 1965-66 Gulf Stream Project; Commanding Officer of the *Davidson* in 1969-71; and, most



Commander Ray E. Moses

recently, Tsunami Specialist with the National Weather Service in Honolulu.



PARTICIPANTS IN THE TWENTIETH WEATHER RADAR CLASS, held at the National Weather Service Technical Training Center in Kansas City, Mo., from October 22-November 14, were (front row, from left) Michael L. Joseph, WSMO Chatham, Mass.; Gerald D. Goodwin, WSO Wichita, Kans.; Patrick Dugan, WSMO Pittsburgh, Pa.; Alan P. Blackburn, WSFO Buffalo, N.Y.; Gary A. Beeler, WSMO Nashville, Tenn.; Roger H. Kawasaki, WSO Kahului, Hawaii; (back row, from left) Joel Wertman, Instructor; Antonio A. Dreumont, WSO Brownsville, Tex.; Lawrence C. Lee, NSSFC Kansas City, Mo.; Stephen W. Fortenberry, SRH, Fort Worth, Tex.; Roger W. Mason, WSO Palmdale, Calif.; David P. Kjar, WSO Key West, Fla.; Ronald G. Baldwin, NCC, Asheville, N.C.; and Ralph Tice, Instructor.

personnel perspective

Policy on Annual Leave Forfeiture and Restoration

Last year's changes in Federal regulations governing leave administration make it necessary for all employees to thoroughly understand the concept of leave forfeiture and subsequent restoration. Following is a discussion of NOAA's policies in this area which are binding on all NOAA employees.

The general policy for restoring annual leave is that the leave must have been forfeited because of the exigency of the service, administrative error, or illness. The guiding principle is that the forfeited leave must have been requested, scheduled, and approved for use on specific dates. In cases of administrative error, however, the scheduling of leave may not be a factor.

Exigency of the Service. This means that the scheduled leave, which was requested, approved and cancelled in writing, could not be used through no fault of the employee. The approved leave must have been cancelled because some unforeseen work situation arose which precluded leave usage. The decision to cancel the leave must have been made by two supervisory officials who are required to certify as to the nature of the exigency, its beginning and ending dates, and explain why the forfeited leave could not have been rescheduled. Acceptable reasons for restoration will include such things as natural disasters, sudden public attention to a particular program, specific projects that run past the established completion date, a need for an employee's unusual or critical skills, unforeseen public business occurring toward the end of the year such as jury duty, or a call to military duty to preserve public order. Requests for restoration of forfeited leave must be submitted, through channels, to the appropriate personnel officer for review prior to approval. The Assistant Administrator for Administration approves these requests for employees serviced by the Headquarters personnel office and NASO; the Director, ERL; Regional Directors, NWS and NMFS; Marine Center Directors; and Directors, NCC, approve these requests for employees under their jurisdiction.

Illness. When annual leave that was scheduled (or rescheduled) and approved is forfeited because of illness occurring or lasting so late in the leave year that the scheduled leave could not be used, it may be restored except when the absence on sick leave could have been foreseen (planned surgery, normal maternity); annual leave was not rescheduled during the leave year; or annual leave was not used because of work requirements arising from the use of sick leave. Requests for restoration of leave based on illness must be submitted through the immediate supervisor to the appropriate Division Chief, equivalent, or higher, for approval and submission to the appropriate personnel officer for review.

Administrative Error. If, by correcting an administrative error, an employee's adjusted leave balance exceeds his or her ceiling, the error must be explained in detail. Such errors may result from such things as an incorrect determination of previous service creditable for leave purposes; a mistake in the date of moving into a higher leave-earning category; failure to maintain a proper leave ceiling for an overseas employee; or a mistaken separation during reduction in force. Requests for restoration due to this type of forfeiture will be approved the same as for cases of illness.

Disability Retirements. If an employee who is on sick leave pending disability retirement which will become effective during the 1975 leave year has excess annual leave, it will be handled in one of two ways. If, prior to being placed on sick leave, the employee has requested, been granted, and was scheduled for excess annual leave, he or she may continue to use the sick leave and have the annual leave restored after forfeiture. If the employee has not requested, been granted, and scheduled for annual leave, he or she must be given the opportunity to use the excess annual leave in lieu of sick leave and then continue on sick leave. This, of course, extends the date of separation for disability. If the employee does not make this substitution, the excess annual leave will be forfeited and will not be restored.

Availability of Restored Leave for Use. Restored leave must be used within two years of restoration. Failure to use the leave within this period will result in permanent forfeiture. Restored annual leave is placed in a separate leave account and does not change an employee's normal leave ceiling.

Frequency of Restoration. It is not anticipated that approval for leave restoration will be made for the same employees in successive years. This is because of the difficulty of having to use restored annual leave along with regular accrued leave.

Determination of Scheduled Leave. Leave is determined to be

Current Vacancies in NOAA

To insure that NOAA employees are aware of job possibilities throughout the agency, a list of current NOAA-wide vacancies is published below. Employees interested in any of the listed vacancies should contact their servicing personnel office for information on where to apply.

Announcement No.	Position Title	Grade	MLC	Location	Issue Date	Closing Date
315-75	Hydrologist	GS-11	NWS	Detroit, Mich.	12/2/74	12/15/74
316-75	Meteorological Tech.	GS-9	NWS	Cheyenne, Wyo.	12/2/74	12/15/74
317-75	Supv. Meteorologist	GS-13	NWS	Milwaukee, Wis.	12/2/74	12/15/74
309-75	Fishery Biologist	GS-12	NMFS	La Jolla, Calif.	11/29/74	12/19/74
319-75	Research Food Technologist	GS-13	NMFS	Pascagoula, Miss.	12/5/74	12/19/74
320-75	Mechanical Engineer	GS-11	NOS	Rockville, Md.	12/5/74	12/19/74
322-75	Meteorological Tech.	GS-10	NWS	Fargo, N.Dak.	12/5/74	12/19/74
323-75	Admin. Officer	GS-11	NMFS	Auke Bay, Alaska	12/5/74	12/19/74
313-75	Operations Research Analyst	GS-12	NMFS	La Jolla, Calif.	12/2/74	12/22/74
318-75	Planning & Resources Manager	GS-14	NOS	Rockville, Md.	12/2/74	12/22/74
324-75	Computer Specialist	GS-13	NWS	Suitland, Md.	12/9/74	12/23/74
326-75	Supv. Physicist	GS-13	NOS	Rockville, Md.	12/10/74	12/24/74
327-75	Gen. Engineer	GS-11	NOS	Rockville, Md.	12/10/74	12/24/74
328-75	Gen. Engineer	GS-11	NOS	Miami, Fla.	12/10/74	12/24/74
329-75	Computer Systems Analyst	GS-12	NOS	Rockville, Md.	12/10/74	12/24/74
321-75	Supv. Meteorologist	GS-14	NWS	Louisville, Ky.	12/5/74	12/27/74
325-75	Electronics Engineer	GS-9	NWS	Silver Spring, Md.	12/9/74	12/31/74
299-75	Physical Science Administrator	GS-14/15	ERL	St. Louis, Mo.	12/10/74	1/2/75
310-75	Fishery Administrator	GS-14/15	NMFS	Washington, D.C.	12/10/74	1/2/75
314-75	Electronics Tech.	GS-7-11	NOS	Norfolk, Virginia	12/2/74	6/2/75

Holiday Activities

As the holiday season approaches, the Department of Commerce has asked that we bring to the attention of our employees the following policies which affect holiday season activities:

1. **Holiday decorations**--Since the need to conserve energy continues, offices should:

- not use decorative or seasonal lighting;
- not use energy-consuming devices in displays;
- use traditional decorations and displays which require neither the use of energy nor energy-expensive materials in their fabrication.

2. **Leave**--Supervisors should, upon request, grant annual leave (and if necessary, leave without pay) on a liberal basis to employees who request leave and whose services can be spared.

3. **Holiday Parties**--Up to one hour of work time may be utilized before December 25 for celebrating the holiday season. This hour may be combined with the regular lunch period. No employee may be granted excused absence during this period. No activities may be carried out on Department premises after hours, except as specifically authorized by the head of the operating unit or his or her designee.

4. **Conduct**--All supervisors are requested to see to it personally that employees conduct themselves in such a manner that no reasonable criticism can be directed to the Department.

5. **Gifts**--The spirit of the holiday season brings to many the desire to express, in some tangible way, feelings of friendship and goodwill toward associates and official and business contacts. However, government employees are considered as occupying a special position of trust and are forbidden, by law and regulations, to give presents to official supervisors or accept them from employees receiving lower salaries than themselves. In addition, government employees are forbidden to accept any favors or gifts the acceptance of which might be construed as contrary to the public interest.

scheduled for the purpose of leave restoration when it is approved for use on specific dates. "Plans" to use leave during a certain period, without mention of and approval of specific dates is not considered to be scheduled leave.

How to Request Restoration. Requests for restoration of annual leave must be made (after the leave is forfeited) on NOAA Form 55-8, "Request for Annual Leave Restoration," and submitted through channels to the appropriate personnel officer for review. Personnel Officers will submit approved requests to the NOAA Finance Division. Disapproved requests will be returned to the originator.



National Oceanic and Atmospheric Administration

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