

***NATIONAL WEATHER SERVICE POLICY DIRECTIVE 1-2
AUGUST 20, 2002***

Administration and Management

DELEGATION OF AUTHORITY

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OPR: CFO3 (N. Scheller)

Certified by: CFO/CAO (I. T. David)

Type of Issuance: Initial

SUMMARY OF REVISIONS: This directive supercedes Weather Service Operations Manual (WSOM) Chapter J-82, “Delegation of Authority for Personnel Actions,” Issuance 89-3, dated May 22, 1989, and Operations Manual Letter (OML) J-82, “Delegation of Authority for Personnel Actions,” Issuance 2-99, dated June 7, 1999.

1. Appropriate delegation of authority allows the National Weather Service (NWS) to maintain optimum operations.
2. This directive establishes policy for effective and appropriate delegation of higher level responsibilities to lower level officials.
3. Delegated or redelegated authority must be exercised and effectuated in conformance with all relevant laws, regulations, and Department of Commerce and National Oceanic and Atmospheric Administration policies and procedures.
4. Delegated authority may be exercised for, among other things, actions involving procurement, hiring, awards, travel and property.
5. Department of Commerce Organization Order (DOO) 25-5, “prescribes the organization, management structure, and assignment of functions within the National Oceanic and Atmospheric Administration (NOAA). The scope of authority and functions of NOAA are set forth in DOO 10-15.” DOO 25-5, Section 8, describes the role of the Assistant Administrator (AA) for Weather Services. It states that “The Assistant Administrator for Weather Services shall be responsible for an integrated weather services program and direct the National Weather Service (NWS).” Other responsibilities of the AA also are spelled out in DOO 25-5, Section 8.
6. This directive establishes the following authorities and responsibilities:
 - 6.1 The AA for Weather Services has primary responsibility for implementation of this policy on delegation of authority, and for identifying the scope and functions of such delegated authority, to subordinate officials.

6.2 Headquarters and Regional Office Directors exercise authority delegated to them by the Assistant Administrator, and delegate or redelegate such authority to subordinate officials responsibly and effectively. They will:

6.2.1 Ensure subordinate officials are made aware of and held accountable for the authorities and responsibilities delegated to them.

6.2.2 Ensure subordinate officials have the required resources to execute their delegated authorities and responsibilities.

6.3 Delegating individuals may place limitations or conditions upon the authorities, responsibilities, and length of time being delegated to subordinate officials.

6.3.1 Delegating officials may withdraw or modify delegations of authority, or the limitations, or conditions placed thereon when deemed necessary.

7. Any authority to redelegate must be documented appropriately and clearly by the delegating official.

<u>Signed</u>	<u>August 20, 2002</u>
John J. Kelly, Jr. Assistant Administrator for Weather Services	Date

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

- NWS Instruction 1-201, *Delegation of Authority for Hiring*
- NWS Instruction 1-202, *Delegation of Authority for Procurement*
- NWS Instruction 1-203, *Delegation of Authority for Awards*
- NWS Instruction 1-204, *Delegation of Authority for Travel*
- NWS Instruction 1-205, *Delegation of Authority for Property*
- DAO 201-44, Administrative Support Centers' Delegation of Authority
- DAO 202-250, Delegation of Authority for Human Resources Management
- Department Organization Order (DOO) 25-5, National Oceanic and Atmospheric Administration, issued April 22, 2002, effective April 19, 2002.
- DOO 10-15, Under Secretary for Oceans and Atmosphere and Administrator of the National Oceanic and Atmospheric Administration, issued January 30, 1996, effective January 26, 1996
- Amendment 1 to DOO 10-15, Under Secretary for Oceans and Atmosphere and Administrator National Oceanic and Atmospheric Administration, Issued January 21, 1997, effective January 21, 1997