

**NATIONAL WEATHER SERVICE POLICY DIRECTIVE 1-7**  
**AUGUST 01, 2016**

**Administration and Management**  
**ADMINISTRATIVE CONTROLS**

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**NOTICE:** This publication is available at: <http://www.nws.noaa.gov/directives/>.

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**OPR:** W/CFO2 (L. Love)

**Certified by:** W/CFO/CAO (J. Potts)

**Type of Issuance:** Routine

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**SUMMARY OF REVISIONS:** This directive supersedes NWSPD 1-7, “Administrative Controls”, dated July 5, 2004. Changes made to reflect the NWS Headquarters reorganization effective April 1, 2015. No Content Changes were made

1. The National Oceanic and Atmospheric Administration’s (NOAA) National Weather Service uses administrative controls (are changes in work procedures such as written safety policies, rules, supervision, schedules, and training with the goal of reducing the duration, frequency, and severity of exposure to hazardous chemicals or situations.) to ensure resources are utilized efficiently, effectively, and in compliance with applicable law. This directive provides the framework for establishing and issuing administrative controls within the organization.
2. Federal personnel, labor management, and equal employment opportunity laws and regulations and Federal agency policy, including policy set by the Office of Personnel Management (OPM), Equal Employment Opportunity Commission (EEOC), Department of Commerce (DOC), and NOAA must be followed when exercising administrative requirements.
3. This policy directive establishes the following authorities and responsibilities:
  - 3.1 The Chief Financial Officer/Chief Administrative Officer (CFO/CAO) is responsible for ensuring that Headquarters, Regional, and Staff Office Directors (NWS Directors) are provided with and held accountable for established administrative controls. The CFO/CAO approves the level at which administrative controls are implemented. Through the NWS Directives System the CFO/CAO issues NWS-wide administrative control procedures and maintains a record of administrative controls at all levels.
  - 3.2 NWS Directors will implement administrative controls delegated to them by the CFO/CAO or established within their organizations. Directors may redelegate their authority in full or in part to subordinate officials as appropriate.
4. Redlegation levels are assigned under each program procedure.

5. This policy directive is supported by the references and glossary of terms listed in Attachment 1.

Signed \_\_\_\_\_

Louis W. Uccellini  
Assistant Administrator for Weather Services

July 18, 2016

Date

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

Procedural Directives:

NWSI 1-701 - NWS Telework Program  
NWSI 1-702 - NWS Alternative Work Schedules Program  
NWSI 1-704 - NWS Travel Card Program  
NWSI 1-705 - NWS Time and Attendance Program  
NWSI 1-706 - SSMC2 Facilities Management

Supporting Information:

Office of Personnel Management, Merit System Principles  
Equal Employment Opportunity Commission Regulations and Enforcement Guidance  
Federal Labor Relations Authority Regulations  
Department of Commerce and NOAA Standards of Conduct  
Public Law 106-346, Section 359 (Telework)  
DOC Telework Program  
NOAA Telework Policy  
NWS Telework Implementation Procedures (Addendum to the NOAA Telework Policy)  
DOC Leave Handbook  
DOC and NOAA Travel Regulations