

**NATIONAL WEATHER SERVICE INSTRUCTION 1-202**

**May 7, 2009**

**Administration and Management**

**Delegation of Authority NWSPD 1-2**

**DELEGATION OF AUTHORITY FOR PROCUREMENT REQUISITIONS**

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

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**Certified by:** W/CFO/CAO (R. Byrd)

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**SUMMARY OF REVISIONS:** This instruction supersedes the National Weather Service Instruction (NWSI) 1-202, Delegation of Authority for Procurement Requisitions, dated December 30, 2004. The changes were as follows: (1) A page break was inserted after Table of Contents (2) Section 1, Introduction inserted the source, [NWS Policy Directive 1-2, Delegation of Authority](#) (3) Section 3, Delegations inserted the source, [OMB Circular A-11, Part 4](#) (4) reformatted Table 1 by deleting reference column and editing approval level definitions (5) edited Section 4, Authority to Redelegate by inserting approval level definitions (6) Inserted Section 5, References.

Signed by \_\_\_\_\_ 4/22/09 \_\_\_\_\_  
Robert J. Byrd Date  
Chief Financial Officer/Chief  
Administrative Officer

**Delegations of Authority for Procurement Requisitions**

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**1. Introduction**

The purpose of this directive is to establish and define delegated authority for the approval of procurement requisitions defined in [NWS Policy Directive 1-2, Delegation of Authority](#).

**2. Definition**

Authority to approve procurement requisitions means the approver has the authority to certify the availability of funds. The approver certifies that funds are available within his/her budget to cover the amount approved and that the items are necessary for use in the public service. This is not to be confused with a delegation of procurement authority given to Contracting Officers or purchase card holders.

**3. Delegations**

Delegated Authority for Procurement Requisitions for all services (including special services) management of contract services and equipment is established pursuant to Table 1 per [OMB Circular A-11, Part 4](#).

**Table 1**

<b>AREA OF DELEGATION</b>	<b>APPROVAL LEVEL</b>
Less than or equal to \$5M	Deputy Assistant Administrator for Weather Services Chief Financial Officer/Chief Administrative Officer (CFO/CAO)
Less than or equal to \$2.5M	Director, Office of Operational Systems Deputy Chief Financial Officer
Less than or equal to \$1M	Regional Directors, Headquarters Office Directors, Chief Information Officer (CIO), National Center for Environmental Prediction (NCEP) Director
Less than or equal to \$500K	Division Chiefs/Directors in the Office of the AA
Less than or equal to \$250K	Deputy Directors of Regional Headquarters, NCEP Executive Officer, Director NCEP Central Operations
Less than or equal to \$100K	All other Division/Branch Chiefs and Supervisors designated in writing by name annually
Less than or equal to \$50K	Meteorologist in Charge, Weather Forecast Office Hydrologist in Charge, River Forecast Center NCEP Center Directors (only as redelegated in writing by Regional or NCEP Director)

**4. Authority to Redelegate**

Headquarters Office Directors, CIO, Deputy CFO, NCEP Director, and Regional Directors have the authority to further delegate by letter to specific employees by name not covered in this standardized delegation.

**5. References**

**[NWS Policy Directive 1-2, Delegation of Authority](#)**

**[OMB Circular A-11, Part 4](#)**