

NATIONAL WEATHER SERVICE INSTRUCTION 1-205

February 4, 2011

**Administrative and Management
Delegation of Authority, NWSPD 1-2**

DELEGATION OF AUTHORITY FOR PROPERTY

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

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SUMMARY OF REVISIONS: This instruction supersedes the National Weather Service Instruction (NWSI) 1-205, Delegation of Authority for Property, Dated October 14, 2003.

Changes are:

- (1) Section 3, Procedures for Delegation of Authority, updated paragraph 1, submit forms to the NWS Property Manager
- (2) Section 3 paragraphs 2 & 3, to include grade level determinations
- (3) Section 3, paragraph 4 added training
- (4) Section 3, paragraph 5 added including property responsibilities to performance plans
- (5) Section 3, paragraphs 6 & 7 changes to wording for appointees
- (6) Section 3, eliminated property pass use (more appropriately applicable to procedures not delegated authority),
- (7) Section 3, paragraph 8 restated to emphasize that office property contacts no longer hold an official role in the Property Management System, yet may continue to provide assistance to custodians with day-to-day property tasks
- (8) added Section 4, References.

Signed _____

January 21, 2011 _____

Robert J. Byrd

Date

Chief Financial Officer/Chief
Administrative Officer

Delegation of Authority for Property

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1. Introduction: The purpose of this instruction is to outline the delegation of authority for National Weather Service (NWS) Property.

2. Levels of Authority. NOAA lists and defines authorized positions as:

Property Accountability Officer (PAO) is an individual responsible for the effective administration and maintenance of the property control and accountability system within the accountability area for which he/she has been assigned.

Property Custodian (PC) is an individual who has the authority and responsibility for the immediate physical custody of all personal property under their control and within their custodial area.

3. Procedures for Delegation of Authority. Any employee delegated with these responsibilities signs a certification form that corresponds to the responsibility and submits the PAO and/or PC certification form to the NWS Property Manager.

Grade level determinations for either the PAO or PC can be found in the Department of Commerce Personal Property Management Manual, Chapter 1.104 sections a. and b.

<http://www.pps.noaa.gov/Training/FactSheet.htm>, as follows:

The grade level determination of these positions should be established based on the responsibility level that an employee holds and the complexity and value of the personal property in which they are assigned. It is recommended that PAOs are GS-13/14 and PCs are GS-9/12, or equivalent pay band.

Training requirements are mandatory annually for both the Sunflower for Custodians Course <https://doc.learn.com> and the General Counsel's Government Ethics Course for Property Managers <http://www.ogc.doc.gov/ethics.html>.

Property management responsibilities are to be included in PAO and PC performance plans.

Headquarters and regional office directors appoint the PAO by submitting the PAO Certification Form to the NWS Property Manager. The form can be found at <http://www.pps.noaa.gov/PAOCERT.pdf>. The PAO role is held by an individual in upper management due to the high level of responsibility. The PAO may not re-delegate their role. Those in “Acting” positions that inherit the PAO responsibilities will not be able to perform tasks in the property management system unless a PAO certification form is submitted.

The PAO appoints one or more PCs per branch within the office by submitting the PC Certification Form to the NWS Property Manager. The form can be found at <http://www.pps.noaa.gov/PROPERTY%20CUSTODIAN%20CERTIFICATION-editable.pdf>. The PC may not re-delegate their role. Those in “Acting” positions that inherit the PC responsibilities will not be able to perform tasks in the property management system unless a PC certification form is submitted.

The former role of the Office Property Contact in the Property Management System has been abolished. Each PC may request staff to assist with the “hands on work” such as entering request actions in the Personal Property Management System, assisting the custodian with annual inventories and property record keeping.

Further definitions and responsibilities may be found at:
<http://www.pps.noaa.gov/PoliciesMenu.html>

4. References

NOAA Personal Property Website:

<http://www.pps.noaa.gov>

NOAA Property Policy

<http://www.pps.noaa.gov/PoliciesMenu.html>.

PAO Roles and Responsibilities:

http://www.pps.noaa.gov/New_menu/pao.htm

PAO Designation/Certification Form:

<http://www.pps.noaa.gov/PAOCERT.pdf>

PC Roles and Responsibilities:

http://www.pps.noaa.gov/New_menu/propcust.htm

PC Designation/Certification Form:

Form:<http://www.pps.noaa.gov/PROPERTY%20CUSTODIAN%20CERTIFICATION-editable.pdf>

Grade Level Determination for PAOs/PCs:

<http://www.pps.noaa.gov/Training/FactSheet.htm>

Training:

<http://www.pps.noaa.gov/Training.htm>

<https://doc.learn.com/>

<http://www.ogc.doc.gov/ethics.html>