

NATIONAL WEATHER SERVICE POLICY DIRECTIVE 30-41

November 22, 2011

Facilities Engineering

FACILITIES MANAGEMENT

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

OPR: OPS1 (D. Jones)

Certified by: OPS (M. Paese)

Type of Issuance: Routine.

SUMMARY OF REVISIONS: This directive supersedes National Weather Service Policy Directive (NWSPD) 30-41 Facilities Management, dated September 9, 2002. Paragraph 1 added energy/sustainability requirements; paragraph 3.2 added National Oceanic and Atmospheric Administration (NOAA)'s Integrated Facilities Inspection Program (IFIP), and Attachment 1, Reference was updated to include NOAA's Administrative Order 217-104, Facility Capital Planning and Project Management Policy; Executive Order (EO) 13327, Federal Real Property Asset Management; EO 13423, Strengthening Federal Environmental, Energy and Transportation Management; EO 13514, Federal Leadership in Environmental, Energy, and Economic Performance; Energy Policy Act of 2005; Energy Independence and Security Act of 2007; and Department of Commerce (DOC) Strategic Sustainability Performance Plan.

1. NOAA's National Weather Service (NWS), in accordance with NOAA Administrative Order (NAO) 217-104, Facility Capital Planning and Project Management Policy, will provide, operate, maintain, and protect facilities and infrastructure required for effective mission support nationwide at their lowest life-cycle cost; provide and retain the minimum number of facilities necessary to effectively support NWS missions and staff at the lowest life-cycle cost; deactivate or dispose of facilities in excess of its requirements; conduct facility activities according to applicable laws, regulations, Federal policies, and interagency agreements; and employ a life-cycle process for managing facilities. The NOAA Chief Administrative Officer is responsible for maintaining the NOAA Facility Master Plan. It includes major investments approved by the Facility Investment Management Board. Major and minor investments in facility construction and renovation, renovation and leases are reviewed under NOAA's integrated capital investment planning process. This process takes facilities from initial requirements identification through business case analysis, capital investment review, scoping, planning and design, construction and occupancy, operation and maintenance, deactivation, and disposal. The NWS will determine levels of investment for facilities based on the following general priorities: (a) statutory and regulatory compliance, (b) enhanced mission capability, (c) expand opportunities to co-locate NWS facilities with key partners, as well as sustain existing facilities through "green" improvements, (d) safety, (e) improved living and working conditions (quality of life), (f) industry standards, and (g) energy and sustainability requirements.

2. The objective of the NWS Facilities Management program is to have high quality facilities to effectively and efficiently perform its missions and support its people. NWS facilities should be

functional, economical, sustainable and compatible with the environment.

3. This directive establishes the following authorities and responsibilities:

3.1 The Assistant Administrator (AA) for Weather Services is responsible for ensuring implementation of facilities engineering policy and procedures.

3.2 The NWS Facilities Management Branch Chief (OPS15), the principal advisor to the AA on facilities capital planning and project management issues, is responsible for development, implementation, and administration of the Facilities Management program. This includes establishing procedures and directives specifying requirements, guidelines; and personnel responsibilities for the facilities program to ensure statutory and regulatory compliance into appropriate procedures and instructions. In addition, OPS15 will assess the impact of the facilities conditions on mission readiness through implementation of NOAA's Integrated Facilities Inspection Program (IFIP) and develop capital investment and real property maintenance projects, and coordinate with the NOAA's Real Property Management Division (RPMD), as required.

3.3 NWS regional headquarters and national centers are responsible for operating, maintaining, and controlling the use of NWS facilities in compliance with all applicable Federal, State, Local, DOC, NOAA, and NWS policies and procedures; maintaining an accurate inventory of all NWS controlled real property with descriptions of current physical condition, capacity, size, age, and uses; reporting on facilities maintenance work performed; coordinating Facility Condition Assessment Reports annually for each assigned field office; compiling reports, developing priorities and corresponding budget, and forwarding an annual report to NWS headquarters; implementing methods to achieve the greatest life-cycle value from operations and maintenance resources; analyzing and recommending changes in facility use to improve the value of existing facilities; increasing energy efficiency/sustainability of buildings and operations; and coordinating acquisition and disposal of real property through RPMD.

3.4 Field offices are responsible for operating, maintaining, protecting and reporting on the facilities infrastructure, and environmental concerns; assisting with day-to-day implementation of Facilities Management operations and maintenance programs, providing necessary data for preparation of the annual Facility Condition Assessment; and maintaining an accurate record of NWS controlled real property with descriptions of current physical condition, capacity, size, age, and use.

4. This policy directive is supported by the references listed in Attachment 1.

<u>Signed</u>	<u>November 8, 2011</u>
John L. Hayes	Date
Assistant Administrator for	
Weather Services	

Attachment 1

REFERENCES

Executive Order (EO) 13327, Federal Real Property Asset Management

NOAA Administrative Order 217-104, Facility Capital Planning and Project Management Policy.

EO 13423, Strengthening Federal Environmental, Energy and Transportation Management.

EO 13221, Energy Efficient Standby Power Devices.

EO 13514, Federal Leadership in Environmental, Energy, and Economic Performance.

Energy Policy Act of 2005.

Energy Independence and Security Act of 2007.

Department of Commerce Strategic Sustainability Performance Plan.

Office of Management and Budget Circular A-11, Preparation and Submission of Budget Estimates.

Federal Property and Administrative Services Act of 1949.

Title 40 U.S.C., Chapter 10 - Management and Disposal of Government Property.