

NATIONAL WEATHER SERVICE POLICY DIRECTIVE 90-4
April 18, 2007

Staffing and Organization
HARDSHIP TRANSFER CONSIDERATION

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OPR: CFO3 (N. Leivers)

Certified by: CFO/CAO (R. Byrd)

Type of Issuance: Emergency

SUMMARY OF REVISIONS: This directive supersedes NWSPD 90-4 dated January 16, 2007. Changes include deleting the words “and notify” under section 3.2(a).

1. The National Weather Service (NWS) will follow standard procedures to ensure that the mission needs of determining whether a request for hardship transfer is appropriate and necessary. NWS will review requests for hardship transfer in a fair and expeditious manner, and as vacancies permit.

2. The purpose of this policy directive is to define the criteria for consideration of hardship transfers requested by NWS employees. This policy does not apply to emergency situations when immediate action is necessary to protect the health and welfare of the employee and/or their immediate family.

2.1 There are three areas of consideration for hardship transfers:

- a. The medical condition of the employee or the employee’s spouse or children residing in the employee’s household requires relocation to a geographical area deemed medically necessary to improve or maintain health or receive health services. (Satisfactory documentation from professional health care provider will be required.)
- b. When an employee or employee’s spouse is the primary caretaker of a dependent parent, and the medical condition of the parent requires the employee or employee’s spouse to relocate to another geographic area. (Satisfactory documentation from professional health care provider will be required.)
- c. In cases where a family is separated, where the transfer of an employee to another geographical area would allow the employee to maintain contact with his or her dependent children. Not all separations from children are considered a hardship.

3. This directive establishes the following authorities and responsibilities:
 - 3.1 The Chief Financial Officer/Chief Administrative Officer (CFO/CAO) is responsible for the implementation of the hardship transfer consideration policies and procedures. The CFO/CAO, or his or her designee, will:
 - a. Act as the liaison between NWS headquarters, NWS employees and NWS Employees Organization (NWSEO) in communicating the NWS hardship transfer consideration policies and procedures and
 - b. Be responsible for the review of applications requesting consideration of a hardship transfer and updating the hardship transfer candidate list. However, if the employee is in the bargaining unit, the CFO/CAO, or his or her designee, will consult with the NWSEO.
 - c. Be responsible for sending out a current hardship transfer candidate list (HTCL) monthly to FMC designees.
 - 3.2 The FMC designees will act as liaison between the CFO/CAO, or his or her designee, and selecting officials and ensure the following:
 - a. review the HTCL for hardship candidates eligible for vacancies transfer of vacancies in the duty location requested,
 - b. that selecting officials are aware of the HTCL list and receive a copy,
 - c. consider hardship as a factor when making a selection, and
 - d. not discriminate against hardship transfer candidates based on race, color, national origin, religion, sex, age, disability, or sexual orientation in all aspects of the employment process.
4. The authorities and responsibilities in the above section are subject to temporary suspension or alteration if directed by the National Oceanic and Atmospheric Administration. All labor obligations will be fulfilled.
5. NWS will pay travel and relocation expenses for an employee's permanent change of station in accordance with applicable law and regulation.

6. This policy is governed by applicable law, rule, regulation, government-wide, department and agency policy, as well as the NWS Employees Union Collective Bargaining Agreement. Provisions of this policy are excluded from the negotiated grievance procedure.

Signed by
Brigadier General David L. Johnson, USAF (Ret.)
NOAA Assistant Administrator for Weather Services and
Director, National Weather Service

April 4, 2007
Date

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

NWS Instruction 90-401, *Procedures for Consideration of Hardship Transfers*
Office of Personnel Management, Merit Systems Principles
Equal Employment Opportunity Commission Regulations and Enforcement Guidance
Federal Labor Relations Authority Regulations