

NATIONAL WEATHER SERVICE INSTRUCTION 1-201

APRIL 24, 2018

Administration and Management

Delegation of Authority NWSPD 1-2

DELEGATION OF AUTHORITY FOR HIRING

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

OPR: W/CFO2 (D. Hamilton)

Certified by: W/CFO2 (L. Love)

Type of Issuance: Routine

SUMMARY OF REVISIONS: This directive supersedes NWSI 1-201, “*Delegation of Authority for Hiring*,” dated December 10, 2012. Changes were made to reflect the NWS Headquarters reorganization effective April 1, 2015.

Updates made as follows:

- 1) 3.1b expounded on approval process
- 2) 3.1c was removed

Signed _____

April 10, 2018 _____

John E. Potts
Chief Financial Officer/Chief
Administrative Officer

Date

Delegation of Authority for Hiring

1 Introduction. The purpose of this instruction is to define the delegation of authority for the National Oceanic and Atmospheric Administration's (NOAA) National Weather Service (NWS) hiring authority for Non-Senior Executive Level Positions and provide general procedures for recruitment of Senior Executive Level Positions.

2 General. Human Resources Management authority (i.e., hiring controls) is set through the Department of Commerce (DOC) under Department Administrative Order 202-250, "Delegation of Authority for Human Resources Management," to heads of operating units by virtue of their responsibilities to lower organizational levels.

3 NWS Hiring Authority. The NOAA Under Secretary delegated full hiring authority to the Assistant Administrator (AA) of each NOAA Line Office in a memorandum dated February 6, 2002, with discretion for the AA to delegate the authority-in full or in part [see Appendix A].

3.1 The NWS AA delegates hiring authority to the NWS Deputy Assistant Administrator (DAA), Chief Financial Officer/Chief Administrative Officer, Assistant Chief Information Officer, Staff Office Directors, Office Directors, Regional Directors, Office of Water Prediction, and National Centers for Environmental Prediction Center Director with some restrictions:

- a. Directors hire within their existing budget and FTE allocations.
- b. Recruitment and hiring actions require a Position Funding Approval Request (PFAR) to be reviewed and approved by the DAA, CFO and Management and Organization Division (CFO2) Director, before forwarding to the Workforce Management for approval. *See NWSPD 90-1 Hiring Controls, dated July 9, 2015. <http://www.nws.noaa.gov/directives/sym/pd09001002curr.pdf>*

3.2 Hiring authority is delegated to lower levels, as appropriate, in accordance with NWS Policy Directive 1-2, Delegation of Authority.

4 General Procedures for Recruitment of NWS Senior Executive Level Positions.

Senior Level Executive positions include: Senior Executive Service (SES); Scientific and Professional (ST); and Senior Level (SL) positions. SES positions require an authorized space allocation from the Office of Personnel Management (OPM). The NOAA Executive Resources website serves as a source of information for recruitment, staffing, position management, and policy recommendations for these positions. The website is located at:

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

4.1 Requesting Allocation/Establishment and Recruitment of Proposed NWS SES Position.

- a. When a SES Career Reserved vacancy occurs and is determined to be a straight backfill, an email justification memorandum is forwarded by the NWS Deputy Assistant Administrator (DAA) to NOAA Executive Resources for Department approval to recruit for the position. In addition, a recruitment strategy must be included with the appropriate strategies and diverse sources for advertisement. An SF-52, Request for Personnel Action, CD-516, Classification and Performance Management Record cover sheet with signatures and dates, Position Description, Rating and Evaluation Plan and organization chart should then be forwarded to NOAA Executive Resources to effect the action.
- b. When a NWS SES vacancy occurs and is General designation or is determined to have substantive changes to the Position Description, Series, etc., the following documents (recruitment package) are required by NOAA/DOC/OPM to request allocation of the SES slot and fill the vacancy: 1) SF-52; Request for Personnel Action; 2) CD-516, Classification and Performance Management Record cover sheet with signatures and dates; 3) Position Description; 4) Position Justification Memorandum from the Under Secretary for Oceans and Atmosphere to the Departmental Executive Resources Board; 5) Executive Summary for the Proposed Position; 6) Rating and Evaluation Plan for the Position; 7) Functional Statements; and 8) Organization Chart.

4.2 NWS Clearance of Proposed SES Recruitment Package. The email justification or recruitment package is cleared by requesting office, W/CFO3 – Management and Organization Division SES Liaison, Chief Financial Officer/Chief Administrative Officer, DAA, and AA then forwarded by W/CFO3 SES Liaison to NOAA Executive Resources. NOAA Executive Resources reviews and forwards the package for clearance/approval through NOAA Senior Management for Department clearance. http://www.wfm.noaa.gov/ses/ses_hiring_cycle.html

4.3 OPM Approval of NWS SES Position. Once OPM approves the recruitment of a position, the vacancy announcement will be posted at <http://www.usajobs.opm.gov>

APPENDIX A - NOAA Hiring Authority Memorandum



UNITED STATES DEPARTMENT OF COMMERCE
The Under Secretary for
Oceans and Atmosphere
Washington, D.C. 20230

FEB -6 2002

MEMORANDUM FOR: Distribution

FROM: Conrad C. Lautenbacher, Jr. *CC*
Vice Admiral, U.S. Navy (Ret.)

SUBJECT: Hiring Authority

I hereby delegate full hiring authority to your respective NOAA Line/Staff office. Please ensure that, in making human resources decisions, your decisions are consistent with your current resource levels, as well as the policy and program priorities laid out in the President's and NOAA's FY 2002 budget. I want to reiterate, do not exceed your office FTE count.

As you deem appropriate, you have the discretion to redelegate hiring authority - in full or in part - with the understanding that you are accountable at your level for your organization's adherence to the above guidelines.

Any changes to these directions must be approved by me.

Distribution:
Assistant Administrators
Office of Marine and Aviation Operations
Chief Financial Officer/Chief Administrative Officer
Deputy Under Secretary