

***NATIONAL WEATHER SERVICE EASTERN REGION SUPPLEMENT 03-2007
APPLICABLE TO NWSI 1-201
MAY 9, 2007***

***Administrative and Management
Delegation of Authority, NWSPD 1-2
Directives System – Delegation of Authority for Hiring, NWSI 1-201
DELGATION OF AUTHORITY OF PERSONNEL ACTIONS IN ER***

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

OPR: W/ERx1 (M. Brown)

Certified by: W/ER (D. Gulezian)

Type of Issuance: Initial

SUMMARY OF REVISIONS: This supplement supersedes ER ROML E-7-99, DELEGATION OF AUTHORITY FOR PERSONNEL ACTIONS IN ER (filed with J-82), dated October 12, 1999.

<signed Mickey J. Brown> for April 11, 2007

Dean P. Gulezian
Director, NWS Eastern Region

Date

Table of Contents:

Page

1. Purpose.....	3
2. Policy.....	3

Purpose

The purpose of this supplement is to designate the appropriate management official for requesting personnel actions, and to delegate selection authority within the region.

Policy

All Requests for Personnel Action (SF-52) (http://www.wfm.noaa.gov/pdfs/noaatosf_52sk1.pdf) will be initiated by the supervisor of the employee or position affected and forwarded, through intermediate supervisors as necessary, to the Deputy Director (W/ERxl) for review. SF-52's should be sent to the Eastern Region Director's Secretary. The Regional Director has authority to approve SF-52s and has delegated this authority to the Deputy Director. The Deputy Director's name shall appear in block 6 of the SF-52. Questions regarding position information requested on this form should be referred to the appropriate Work Force Management Advisor in NOAA's Work Force Management Client Services office in Norfolk, VA.

Requests for Personnel Action should be prepared in advance of the expected action. It is critical to allow sufficient time for review and approval to insure receipt of the SF-52 prior to the effective date of the action. Personnel actions cannot normally be effected retroactively. As a guideline, allow 4 to 6 weeks for career promotion and 8 to 12 weeks for recruitment of vacancies.

The Regional Director has selection authority for all positions in the Eastern Region, with discretionary authority to delegate to lower supervisory levels. Selection authority is delegated as follows:

1. **Weather Forecast Office (WFO) Meteorologist-In-Charge** - for non-supervisory, non-management positions within the WFO and appropriate CWSU.
2. **Hydrologist-in-Charge** - for non-supervisory, non-management positions within the River Forecast Center.
3. **Division Chiefs** - for non-supervisory, non-management positions within the division.

Any selection made under this delegation of authority requires prior consultation with the Regional or Deputy Director to ensure compliance and consistency with agency goals and programs.

The Regional Director retains selection authority for all supervisory and management positions within the Region.