

**NATIONAL WEATHER SERVICE POLICY DIRECTIVE 90-1**  
**JUNE 29, 2004**

**Staffing and Organization**  
**STAFFING ADMINISTRATION**

---

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

---

**OPR:** CFO3 (N. Scheller)  
**Type of Issuance:** Routine

**Certified by:** CFO/CAO (I. T. David)

---

**SUMMARY OF REVISIONS:** This directive supersedes the National Weather Service Policy Directive (NWSPD) 90-1, *Staffing Administration*, dated August 29, 2002. Changes include: (1) References to directives were removed in the “Glossary of References and Supporting Information,” (2) The term “leads to” in section 1 was changed to “directly supports,” and (3) “Policy” was replaced with “policies” at the end of section 2.

1. Staffing is an essential component of the operations of the National Oceanic and Atmospheric Administration’s (NOAA) National Weather Service (NWS). Effective staffing policy directly supports effective operations. This directive provides a framework for the hiring and employment of NWS personnel.
2. Merit system principles, Federal personnel, labor management, and equal employment opportunity laws and regulations and Federal agency policy, including policy set by the Office of Personnel Management (OPM), Equal Employment Opportunity Commission (EEOC), Department of Commerce (DOC) and NOAA must be followed when establishing and implementing staffing policies and procedures. Any NWS policy or procedure in conflict with these will be considered invalid.
3. Discrimination against applicants for employment and employees based on race, color, national origin, religion, sex, age, disability, or sexual orientation is prohibited.
4. Staffing is not limited to the application and hiring process. It encompasses all personnel actions including pay, assignments, leave, details, transfers, training, and promotions.
5. NWS will issue staffing policies and procedures responding to the unique needs of the organization. These policies and procedures will not replicate existing DOC and NOAA policies and procedures.
6. This policy establishes the following authorities and responsibilities:
  - 6.1 Implementation of staffing policies and procedures is delegated to the Chief Financial Officer/Chief Administrative Officer (CFO/CAO). The CFO/CAO will:

**NWSPD 90-1 JUNE 29, 2004**

6.1.1 Act as the liaison between the Department/NOAA and NWS in communicating NWS staffing policies and procedures.

6.1.2. Review staffing procedures and requests from Financial Management Centers (e.g., collecting full-time equivalent [FTE] requests for special hiring programs).

6.1.3. Establish internal staffing procedures unique to the NWS.

6.2 As a general practice, NWS Headquarters, regional headquarters, national centers, and field offices are delegated authority to make staffing decisions within their jurisdiction. Under unique circumstances, NWS Headquarters, regional headquarters, national centers, and field offices will coordinate delegated staffing practices with the CFO/CAO (e.g., operating under hiring controls).

6.3 The authorities and responsibilities in this section are subject to temporary suspension or alteration if directed by NOAA or higher authorities.

Signed by John E. Jones, Jr. June 15, 2004  
Brigadier General David L. Johnson, USAF (Ret.)      Date  
Assistant Administrator for Weather Services

**Attachment 1**

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

*References*

Office of Personnel Management, Merit System Principles  
Equal Employment Opportunity Commission Regulations and Enforcement Guidance  
Federal Labor Relations Authority Regulations  
DAO 202-300, Employment (General)  
DAO 202-250, Delegation of Authority for Human Resources Management  
DAO 215-9, Filing Discrimination Complaints  
DAO 215-10, Reasonable Accommodation for Disabilities in Employment  
DAO 215-11, Complaint Process for Sexual Orientation Discrimination  
DAO 202-955, Allegations of Harassment Prohibited by Federal Law  
Executive Order 11478, as amended by Executive Order 13087, *Equal Employment in the  
Federal Government*  
NAO 215-1, NOAA's EEO/Civil Rights Program  
NAO 202-250, NOAA Management Review Process for Human Resources (HR)-Related  
Delegated Authorities