

OCTOBER 3, 1980

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SUBJECT: Delegation of Authority to, and Responsibilities of, the Assistant Administrator for Management and Budget

TO: All NOAA Elements

1. Purpose - This circular is issued to document the responsibilities and authorities delegated to the Assistant Administrator for Management and Budget, to identify subject areas in which the Assistant Administrator may issue policy, procedural instructions and requests for assistance and input; and to reference certain of the NOAA-wide services provided by the Office of Management and Budget.

2. Background - Various legislative enactments, Reorganization Plan No. 4 of 1970, Department of Commerce Organization Orders 25A and 25B, and NOAA Reorganization Circular 77-94 (filed with NDM 05-01) authorized the organizational and functional structure of NOAA. Amendment 4 to Department Organization Order 25-5B changed the title of the Assistant Administrator for Administration to Assistant Administrator for Management and Budget and transferred the Office of Program Evaluation and Budget from the immediate office of the Administrator to the Assistant Administrator for Management and Budget. The Administrator's memorandum dated January 8, 1980, redefined some of the authorities and responsibilities of the Assistant Administrator for Management and Budget.

3. Delegation of Authority to Assistant Administrator for Management and Budget - Pursuant to the authority vested in the Administrator of NOAA and subject to the reservations in paragraph 6 of this circular and such policies and directions as the Administrator may subsequently prescribe, the Assistant Administrator for Management and Budget is delegated the authority of the Administrator for administrative management of NOAA, including budget, program evaluation, personnel, computing and information services, facilities and supply, procurement, grants administration, audits, financial management and accounting. This authority may be redelegated with the approval of the Administrator to the extent permitted by Department of Commerce and NOAA policies and by law.

4. Responsibilities and Duties - The Assistant Administrator for Management and Budget has overall responsibility for NOAA's administrative management and support services, including providing senior management with program evaluations, guidance on the utilization of NOAA resources, and the means of management control. The Assistant Administrator provides management and support services for all components of NOAA except in cases where specific components have been directed to provide such services for themselves. In these latter cases the Assistant Administrator for Management and Budget shall exercise functional supervision. This Assistant Administrator, as the

principal management and budget representative of NOAA, serves as the focal point for identification of NOAA-wide management problems and day to day liaison with the Department of Commerce, the Department of the Treasury, the President's Office of Management and Budget (OMB), the Office of Personnel Management (OPM), the General Accounting Office (GAO), and the General Services Administration (GSA).

The Assistant Administrator for Management and Budget shall also:

a. Management Policy & Resources Allocations - Identify and assess NOAA-wide management policies and/or resources allocation issues; prepare position papers and secure the views of affected Assistant Administrators regarding such issues; and prepare memorandums for action, as appropriate, by the Administrator, the Deputy Administrator, or the Associate Administrator.

b. Budgeting, Resource Management, and Program Evaluation - Establish and operate a means of developing program plans and estimates and of controlling operations against budget, including preparation and administration of the budget, administration of personnel ceilings, travel ceilings, and other controls. Conduct Management Reviews. Provide for periodic in-depth evaluation of NOAA programs pursuant to decisions of the Administrator through program planning, budgeting, and budget execution.

c. Management Information and Communication - Provide a central stem for collecting, analyzing, presenting, and disseminating information on status and performance of programs. Provide a system which permits NOAA management to communicate policy, organization, and operating instructions to the public through the Federal Register and the Code of Federal Regulations, and to NOAA-wide or selected offices through the NOAA Directives System. Issue directives, circulars, and specialized handbooks, and generally facilitate NOAA-wide use of the NOAA Directives System.

d. Financial Management - Provide an integrated NOAA-wide financial system which includes accounting policies, financial techniques, voucher and document review procedures, and processing and recording procedures. Certify and manage NOAA's appropriation and fund accounts, payroll, accounts payable, and accounts receivable. Prepare and maintain general ledger and real and personal property accounts. Prepare reports necessary to produce timely and accurate information on status of fund accounts, obligations, costs, and program and administrative expenditures. Establish cost principles for NOAA enterprise activities and for reimbursable agreements. Approve acceptance of reimbursable agreements and waive certain reimbursable overhead costs in appropriate instances.

e. Personnel Management - Provide a NOAA-wide personnel management program including recruitment, employment, classification, compensation, employee services and assistance (including health services), labor relations activities, staff awards, training and development programs, and, in coordination with NOAA's Office for Civil Rights, equal employment opportunity and

affirmative action programs. Act for the Administrator in effecting and coordinating NOAA appointments of experts and consultants, personal service contracts and implementation of the Civil Service Reform Act. Approve proposed reductions and relocations of personnel, informing the Administrator of reductions and relocations which may prove to be controversial. In coordination with the General Counsel, administers Government ethics and conflict of interest programs. (Revision of Chapter 02 of the Personnel Handbook is required and will be initiated after this circular is approved.)

f. Facilities Management - Provide a NOAA-wide facilities management program, including recommendation to the Office of the Administrator regarding space assignments and facility plans; documentation of all space and facility assignments, leases, transfers, deeds, and blue prints; preparation of layouts; processing of alterations orders and development of parking, energy conservation, security, safety, and equal access programs.

g. ADP and Telecommunications Management - Provide functional oversight for NOAA-wide automatic data processing (ADP) and telecommunications activities. Develop and distribute NOAA-wide policy and standards and act as a focal point for intra- and inter-agency ADP and telecommunications matters. Provide data base management, policy, and guidance. Audit ADP installations for security, efficiency, and effectiveness as required by DAO 212-1. (NDM 47-10 revision is in process.)

h. Radio Frequencies Management - Procure, assign, and protect from harmful interference all radio frequencies employed by the Department of Commerce, and maintain the master radio frequency records of the Department. Establish, monitor and enforce operating procedures, technical standards, and national and international regulations for the Department's use of the radio spectrum. Represent NOAA and the Department of Commerce on national and international committees dealing with radio frequency policy and related technical matters.

i. Management Support - Provide NOAA management at all levels with management staff studies and analyses, including analyses requested by MLC/MPE directors and office and division heads, to develop and improve organization, staffing, or other management systems, to improve productivity, and to enhance the work environment. Coordinate reports management and NOAA's representation on advisory and working committees.

j. Regional Services - Through the Northwest Administrative Service Office (NASO) at Seattle, Washington, provide financial, personnel, procurement, administrative and facility management services for NOAA components located in the NASO service area.

k. Computer Services - Operate the NOAA central computer facility at Suitland, MD and such other services and facilities needed to meet multiple-user needs. Consult with users to develop facility development and operating plans.

1. Property, Supply, and Other Services - Provide NOAA-wide programs of property and supply management, including warehousing of stock items; forms, correspondence, records and files management; travel and transportation management; graphics and printing services; and mail, messenger, and related office services.

m. Procurement, Grants, and Cooperative Agreements - Establish and operate NOAA-wide programs for acquisition of property and services, including real property, major new facilities, and printing. Provide for the processing, final approval, and administration of grants and cooperative agreements. Develop and distribute policy relating to the use of authorities for procurement, grants, and cooperative agreements, and, pursuant to OMB Circular A-76, for the performance of functions inhouse or through the private sector.

n. Information Act and Privacy Act Services - Coordinate NOAA's compliance with the Freedom of Information Act (Public Law 93-503) and the Privacy Act (Public Law 93-579).

o. Administrative Law Services - Support an Administrative Law unit composed of judges qualified to hear cases (under the Administrative Procedures Act, 5 U.S.C. 551) referred to them by the NOAA General Counsel.

p. Common Services - Administer the common services account to meet NOAA-wide costs of telephone service, postage, and other items as determined by the Administrator.

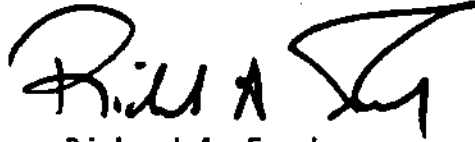
q. Audit Planning and Response - Act for the Administrator in coordinating audit transactions, such as planning the scope of an audit, identifying NOAA contacts, and coordinating preparation of NOAA comments on audit reports, informing the Administrator, Deputy Administrator, and the Associate Administrator of issues or developing problems. Forward for the Administrator's signature all final audit reports, and agency statements. (NOAA circular 78-65, filed as NDM 05-87, will be revised.)

5. Procedures - All memorandums on these subjects should be addressed to the Assistant Administrator for Management and Budget for action or for referral to the Administrator, Deputy Administrator, or the Associate Administrator as appropriate. It is understood that MB and other Assistant Administrators will have access to the Administrator, the Deputy, or the Associate Administrator in sensitive or unresolved situations.

6. Reservation of Authority by the Administrator - The Administrator reserves the authority to:

- a. Approve all redelegations of the authority specified herein;
- b. Approve the NOAA budget;

- awards;
- c. Approve new SES appointments, promotions, bonus and rank
 - d. Approve organization orders;
 - e. Respond to GAO and departmental audits; and
 - f. Provide general policy guidance to, and consult with, the Assistant Administrator to the extent permitted by law concerning the Assistant Administrator's functions.



Richard A. Frank
Administrator