

NATIONAL WEATHER SERVICE INSTRUCTION 1-201

MARCH 31, 2023

***Administration and Management
Delegation of Authority NWSPD 1-2***

DELEGATION OF AUTHORITY FOR HIRING

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

OPR: W/CFO2 (D. Hamilton)

Certified by: W/CFO2 (L. Love)

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SUMMARY OF REVISIONS: This directive supersedes NWSI 1-201, “*Delegation of Authority for Hiring,*” dated April 24, 2018.

Updates were made as follows:

- 1) Section 3.1b: Expounded on the approval process and removed the date of the referenced policy directive.
- 2) Section 3.2: Removed the date of the referenced policy directive.
- 3) Section 4: Removed (SES Recruitment Process).

Elisabeth Lamb
Chief Financial Officer/
Chief Administrative Officer

Date

Delegation of Authority for Hiring

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1 Introduction

This instruction defines 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.

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 under 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 whole or in part [see Appendix A].

3.1 The NWS AA delegates hiring authority to the NWS Deputy Assistant Administrator (DAA), Staff Office Directors, Office Directors, Regional Directors, and the National Centers for Environmental Prediction 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 hiring official, Portfolio Manager, Financial Management Center (FMC) Director, and Management and Organization Division (CFO2) before initiating a recruitment action. *See NWSPD 90-1, Hiring Controls.*
<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 (NWSPD) 1-2, Delegation of Authority.*
<https://www.nws.noaa.gov/directives/sym/pd00102curr.pdf>


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. 
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