

**NATIONAL WEATHER SERVICE INSTRUCTION 1-206
APRIL 24, 2018**

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

DELEGATION OF AUTHORITY FOR HOURS OF OPERATION

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

OPR: W/CFO2 (K. Laskey)
Type of Issuance: Routine

Certified by: W/CFO2 (L. Love)

SUMMARY OF REVISIONS: This directive supersedes NWSI 1-206, *Delegation of Authority for Hours of Operation*, dated July 22, 2003. Changes made to reflect the NWS Headquarters reorganization effective April 1, 2015.

Signed

April 10, 2018

John E. Potts
Chief Financial Officer/ Chief
Administrative Officer

Date

Delegation of Authority for Hours of Operation

<u>Table of Contents</u>	<u>Page</u>
1. Introduction.....	2
2. Administrative Offices.....	2
3. Operating Offices.....	3
3.1 Determining Office Hours	3
3.2 Procedures for Delegation of Authority	3

1. Introduction. The purpose of this instruction is to outline the delegation of authority for the National Oceanic and Atmospheric Administration’s (NOAA) National Weather Service (NWS) offices’ hours of operation.

2. Administrative Offices. The office hours for administrative offices are set according to NOAA and Department of Commerce¹ (DOC) policy. Administrative Offices include:

- a. the National Weather Service’s Silver Spring, Maryland Headquarters;
- b. six regional offices (Eastern, Central, Southern, Western, Alaska, and Pacific);
- c. the NOAA Center for Weather and Climate Prediction located in College Park, Maryland, including the Environmental Modeling Center and Climate Prediction Center (those not operating on a 24 hour/7 days a week schedule);
- d. the Office of Chief Learning Officer offices located outside the Washington, D.C. Metropolitan area:
 - i. Forecast Decision Training Division in Boulder, Colorado;
 - ii. Warning Decision Training Division in Norman, Oklahoma;
- e. the Office of Water Prediction offices located outside the Washington, D.C. Metropolitan area:
 - i. National Water Center, Toulouse, Alabama
- f. The Office of Observation Offices located outside the Washington, D.C. Metropolitan area:
 - i. Radar Operations Center in Norman, Oklahoma
 - ii. National Reconditioning Center in Kansas City, Missouri
 - iii. National Logistics Support Center in Kansas City, Missouri

¹ “Leave: Hours of Duty and Basic Scheduling Considerations,” Department of Commerce Human Resources Management. (http://ohrm.os.doc.gov/Leave/DEV01_000052)

3. Operating Offices. Operating offices provide products and services across their area of responsibility and include:

- a. Weather Forecast Offices operating on a 24 hour/7 days a week schedule;
- b. River Forecast Centers operating on a 16 hour/7 days a week schedule²;
- c. Center Weather Service Units operating on a 16 hour/7 days a week schedule;
- d. Tsunami Warning Centers operating on a modified 24 hour/7 days a week schedule;
- e. Data Collection Offices operating on a 16 hour/7 days a week schedule;
- f. Weather Service Offices operating on various schedules; and
- g. Spaceflight Meteorology Group generally operating 8 hours/5 days a week
- h. National Centers for Environmental Prediction (NCEP Central Operations, Aviation Weather Center, Weather Prediction Center, Ocean Prediction Center, Storm Prediction Center, Tropical Prediction Center, Space Weather Prediction Center) operating on 24 hour/7 days a week schedule; and
- i. Radar Operations Center Hotline/Help Desk operating on 24 hour/7 days a week schedule.

3.1 Determining Office Hours. Responsibility for the establishment of hours of operation at the NWS are delegated by NOAA to the Assistant Administrator for Weather Services (AA). This responsibility is further delegated to Headquarters and Regional Office Directors to:

- a. adjust operating office hours of operation and schedules for changes to and from daylight savings time;
- b. adjust operating office hours of operation to meet service needs; and
- c. adjust operating office hours in emergency situations for up to 30 days.

3.2 Procedures for Delegation of Authority. Headquarters and Regional Office Directors are responsible for determining office hours of operation for offices under their purview, but can delegate or redelegate to subordinate officials responsibly and effectively. All delegated authority is designated in writing, usually as an internal memorandum.

² These hours are adjusted to meet hydrologic activity and user requirements. Twenty-four hour operations are routine when flooding is anticipated or occurring.