

***NATIONAL WEATHER SERVICE POLICY DIRECTIVE 1-2
OCTOBER 20, 2022***

Administration and Management

DELEGATION OF AUTHORITY

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SUMMARY OF REVISIONS: This directive supersedes *NWSPD 1-2 “Delegation of Authority”*, dated April 17, 2017. Update made to remove outdated reference to Department of Commerce Organization Order (DOO) 25-5, which does not identify NWS chain of command.

1. Appropriate delegation of authority allows the National Oceanic and Atmospheric Administration’s (NOAA) National Weather Service (NWS) to maintain optimum operations.
2. This directive establishes policy for effective and appropriate delegation of higher level responsibilities to lower level officials.
3. Delegated or re-delegated authority must be exercised and effectuated in conformance with all relevant laws, regulations, and Department of Commerce and NOAA policies and procedures.
4. Delegated authority may be exercised for, among other things, actions involving procurement, hiring, awards, travel and property.
5. This directive establishes the following authorities and responsibilities:
 - 5.1 The Assistant Administrator (AA) for Weather Services has primary responsibility for implementation of this policy on delegation of authority and for identifying the scope and functions of such delegated authority, to subordinate officials.
 - 5.2 The Deputy Assistant Administrator for Weather Services, Headquarters Office Directors, National Center Directors, and Regional Office Directors exercise authority delegated to them by the AA, and delegate or re-delegate such authority to subordinate officials responsibly and effectively. They will:
 - 5.2.1 Ensure subordinate officials are made aware of and held accountable for the authorities and responsibilities delegated to them. This will be done in writing with a specific delineation of responsibilities delegated or by exception as appropriate.

5.2.2 Ensure subordinate officials have the required resources to execute their delegated authorities and responsibilities.

5.3 Delegating individuals may place limitations or conditions upon the authorities, responsibilities, and length of time being delegated to subordinate officials.

5.3.1 Delegating officials may withdraw or modify delegations of authority, or the limitations, or conditions placed thereon when deemed necessary.

6. Any authority to re-delegate must be documented appropriately and clearly by the delegating official.

7. This policy directive is supported by the references and glossary of terms listed in Appendix 1.

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Appendix 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References:

- NWS Instruction 1-201, *Delegation of Authority for Hiring*
- NWS Instruction 1-203, *Delegation of Authority for Awards*
- NWS Instruction 1-204, *Delegation of Authority for Travel*
- NWS Instruction 1-205, *Delegation of Authority for Property*
- NWS Instruction 1-206, *Delegation of Authority for Hours of Operation*
- NWS Instruction 1-208, *Delegation of Authority for Food/Lodging Expenditures*
- NWS Instruction 70-212, *NWS Procurement Controls*
- DAO 201-44, Administrative Support Centers' Delegation of Authority
- DAO 202-250, Delegation of Authority for Human Resources Management
- Department Organization Order (DOO) 10-15, Under Secretary of Commerce for Oceans and Atmosphere and Administrator of the National Oceanic and Atmospheric Administration, effective May 28, 2004