

***NATIONAL WEATHER SERVICE POLICY DIRECTIVE 1-4
NOVEMBER 4, 2005***

Administration and Management

HUMAN CAPITAL

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OPR: CFO3 (J. Conyers)

Certified by: CFO/CAO (M. Jadacki)

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SUMMARY OF REVISIONS: This directive supersedes NWSPD 1-4, “Human Capital,” dated July 16, 2003. Major revisions were made to the agency’s human capital strategic goals, the Workforce/Human Capital Committee’s (WHCC) responsibilities; and the list of references.

1. This directive defines the authorities and responsibilities to manage and maintain human capital within the National Weather Service (NWS). Human capital strategic planning is a systematic method of determining an organization’s future workforce requirements, by assessing its current workforce, and developing strategies to close the identified gaps. The agency’s human capital goals are to:

- a. Attract and retain a workforce with the competence, creativity, commitment, diversity, and innovation essential to accomplish the NWS mission.
- b. Maintain a world-class workforce in a changing world by aligning the competencies of our workforce with changing mission needs, technology, and science, and instilling our core values in our employees.
- c. Help all employees advance to the highest and most satisfying position they can achieve.
- d. Organize the work we do, the way we do it, and the places where we work, to support our mission and contribute to the overall quality of life of our employees.
- e. Use pay systems, performance appraisals, awards, and other forms of recognition to contribute to mission performance and employee morale.

2. This directive assigns the following authorities and responsibilities:

2.1 The Assistant Administrator for Weather Services is responsible for policy, programs, and resource advocacy for human capital initiatives.

2.2 The WHCC is a decision making body responsible for:

- a. Establishing NWS human capital practices, policies, and procedures.

- b. Implementing the NWS Corporate Board decisions and actions.
 - c. Providing guidance and information to NWS management on human capital topics and issues.
 - d. Developing and revising the NWS's Human Capital Strategic Plan.
 - e. Executing and evaluating the Human Capital Strategic Plan with the support of the Chief Financial Officer/Chief Administrative Officer (CFO/CAO).
3. This policy directive is supported by the references and glossary of terms listed in Attachment 1.

Signed by David L. Johnson _____ 10/21/05
Brigadier General David L. Johnson, USAF, Ret. Date
Assistant Administrator for Weather Services

Attachment

Attachment 1

REFERENCES AND GLOSSARY OF TERMS

References

NWS Manual 1-401, Employee Recognition

NWS Instruction 1-404, Internal (Employee) Communications

NWS Instruction 1-405, Maintenance and Operation of the NWS Employee Resources and Best Practices Web Site

NWS Instruction 1-406, New Employee Orientation Program

NWS Instruction 1-407, NWS Gainsharing Travel Savings Program

Employee Resources & Best Practices, see <https://bestpractices.nws.noaa.gov/contents/index.php>

Human Capital Strategic Plan, June 2005, see <https://bestpractices.nws.noaa.gov/contents/index.php>

Terms

Workforce/Human Capital Committee was established on December 27, 2000, as a standing committee of the NWS Corporate Board; charged with providing oversight of workforce and human capital issues.

Human Capital Strategic Plan is the guiding document to safeguard the workforce for the next five years (2006-2010).