

***NATIONAL WEATHER SERVICE POLICY DIRECTIVE 1-7
JANUARY 12, 2023***

***Administration and Management
ADMINISTRATIVE CONTROLS***

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

OPR: W/CFO2 (L. Love)

Certified by: W/CFO/CAO (T. Greten)

Type of Issuance: Routine

SUMMARY OF REVISIONS: This directive supersedes NWSPD 1-7, “*Administrative Controls*,” dated August 1, 2016. This quadrennial routine update was made to keep the document current in the NWS Directives System. No content changes were made. Language adjustments were made to paragraphs 1 and 3.1 to improve clarity and readability.

1. The National Oceanic and Atmospheric Administration’s (NOAA) National Weather Service (NWS) uses administrative controls (changes in telework, alternative work schedules, travel cards, time and attendance, personal property, and government purchase cards) to ensure resources are utilized efficiently, effectively, and in compliance with applicable law. This directive provides the framework for establishing and issuing administrative controls within the organization.
2. Federal personnel, labor management, and equal employment opportunity laws and regulations and Federal agency policy, including policy set by the Office of Personnel Management (OPM), Equal Employment Opportunity Commission (EEOC), Department of Commerce (DOC), and NOAA must be followed when exercising administrative requirements.
3. This policy directive establishes the following authorities and responsibilities:
 - 3.1 The Chief Financial Officer/Chief Administrative Officer (CFO/CAO) ensures that Headquarters, Regional, and Staff Office Directors (NWS Directors) are provided with and held accountable for established administrative controls. The CFO/CAO approves the level at which administrative controls are implemented. Through the NWS Directives System, the CFO/CAO issues NWS-wide administrative control procedures and maintains a record of administrative controls at all levels.
 - 3.2 NWS Directors will implement administrative controls delegated to them by the CFO/CAO or established within their organizations. Directors may redelegate their authority in full or in part to subordinate officials as appropriate.

4. Redelegation levels are assigned under each program procedure.
5. This policy directive is supported by the references and glossary of terms listed in Appendix 1.

Kenneth E. Graham
Assistant Administrator
for Weather Services

Date

Appendix 1

GLOSSARY OF REFERENCES AND SUPPORTING
INFORMATION

References

Procedural Directives:

- NWSI 1-701 - NWS Telework Program
<https://www.nws.noaa.gov/directives/sym/pd00107001curr.pdf>
- NWSI 1-702 - NWS Alternative Work Schedules Program
<https://www.nws.noaa.gov/directives/sym/pd00107002curr.pdf>
- NWSI 1-704 - NWS Travel Card Program
<https://www.nws.noaa.gov/directives/sym/pd00107004curr.pdf>
- NWSI 1-705 - NWS Time and Attendance Program
<https://www.nws.noaa.gov/directives/sym/pd00107005curr.pdf>
- NWSI 1-707 - NWS Web Time and Attendance Program
<https://www.nws.noaa.gov/directives/sym/pd0010007cur.pdf>
- NWS Personnel Management Property Program
<https://www.nws.noaa.gov/directives/sym/pd00107008curr.pdf>
- NWSI 1-705 Government Purchase Card
<https://www.nws.noaa.gov/directives/sym/pd00107009curr.pdf>

Supporting Information:

- Office of Personnel Management, Merit System Principles
- Equal Employment Opportunity Commission Regulations and Enforcement
Guidance Federal Labor Relations Authority Regulations
- Department of Commerce and NOAA Standards of Conduct Public Law 106-346,
Section 359 (Telework)
- DOC Telework Program NOAA Telework Policy
- NWS Telework Implementation Procedures (Addendum to the NOAA Telework
Policy) DOC Leave Handbook
- DOC and NOAA Travel Regulations