

NATIONAL WEATHER SERVICE POLICY DIRECTIVE 90-1

FEBRUARY 27, 2023

Staffing and Organization

STAFFING ADMINISTRATION

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

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SUMMARY OF REVISIONS: This directive supersedes National Weather Service Policy Directive (NWSPD) 90-1, *Staffing Administration*, dated September 12, 2018. Changes are updating documents listed in Appendix 1, as follows: Remove Department of Commerce Administrative Order (DAO) 215-11, *Complaint Process for Sexual Orientation Discrimination* (rescinded); Change amending Executive Order to Executive Order 13672; and add NOAA Administrative Order (NAO) 202-1109, *NOAA Merit Assignment Plan*, DAO 215-5, *Discrimination Complaint Processing*, DAO 215-4, *Affirmative Action Program Plans*, and DAO 215-5, *Discrimination Complaint Processing*. Combined elements of staffing areas from section 4 into section 1, and deleted section 4.

1. Staffing is an essential component of the operations of the National Oceanic and Atmospheric Administration's (NOAA) National Weather Service (NWS), and is not limited to the application and hiring process. It encompasses all personnel actions including pay, assignments, leave, details, transfers, training, and promotions. Effective staffing policy directly supports effective operations. This directive provides a framework for an effective staffing process of NWS personnel.
2. Merit system principles, 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 establishing and implementing staffing policies and procedures. Any NWS policy or procedure in conflict with these will be considered invalid.
3. Discrimination against applicants for employment and employees based on race, color, national origin, religion, sex, age, disability, or sexual orientation is prohibited.
4. NWS will issue staffing policies and procedures responding to the unique needs of the organization. These policies and procedures will not replicate existing DOC and NOAA policies and procedures.
5. This policy establishes the following authorities and responsibilities:

5.1 Implementation of staffing policies and procedures is delegated to the Chief Financial Officer/Chief Administrative Officer (CFO/CAO). The CFO/CAO will:

5.1.1 Act as the liaison between the Department/NOAA and NWS in communicating NWS staffing policies and procedures.

5.1.2 Review staffing procedures and requests from Financial Management Centers (e.g., collecting full-time equivalent [FTE] requests for special hiring programs).

5.1.3 Establish internal staffing procedures unique to the NWS.

5.2 As a general practice, NWS Headquarters offices, regional headquarters, national centers, and field offices are delegated authority to make staffing decisions within their jurisdiction. NWS Portfolios will be included in the approval of staffing changes for positions within their financial responsibility. Under unique circumstances, NWS Headquarters portfolios and offices, regional headquarters, national centers, and field offices will coordinate delegated staffing practices with the CFO/CAO (e.g., operating under hiring controls).

5.3 The authorities and responsibilities in this section are subject to temporary suspension or alteration if directed by NOAA or higher authorities.

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Appendix 1

**GLOSSARY OF REFERENCES AND SUPPORTING
INFORMATION**

References

- Office of Personnel Management, Merit System Principles
- Equal Employment Opportunity Commission Regulations and Enforcement Guidance
Federal Labor Relations Authority Regulations
- DAO 202-300, *Employment (General)*
- DAO 202-250, *Delegation of Authority for Human Resources Management*
- DAO 202-335, *Merit Assignment Program*
- DAO 215-5, *Discrimination Complaint Processing*
- DAO 215-4, *Affirmative Action Program Plans*
- DAO 215-5, *Discrimination Complaint Processing*
- DAO 215-7, *Collection and Management of Racial and National Origin and Medical
Disability Data*
- DAO 215-9, *Processing Complaints of Discrimination*
- DAO 215-10, *Reasonable Accommodation for Applicants with Disabilities*
- DAO 202-955, *Allegations of Harassment Prohibited by Federal Law*
- Executive Order 11478, as amended by Executive Order 13672, *Equal Employment in
the Federal Government*
- NAO 215-1, *NOAA's EEO/Civil Rights Program*
- NAO 202-250, *NOAA Management Review Process for Human Resources (HR)-Related
Delegated Authorities*
- NAO 202-1109, *NOAA Merit Assignment Plan*