

NATIONAL WEATHER SERVICE INSTRUCTION 100-501

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External Affairs

NWS EMERITUS PROGRAM, NWSPD 100-5

PROCEDURES FOR NWS EMERITUS PROGRAM

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Signed _____

April 10, 2018

John E. Potts

Date

Chief Financial Officer/

Chief Administrative Officer

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1 Introduction

The Scientist Emeritus volunteer program allows retired NOAA scientists to contribute their time and wisdom to both enhance NOAA Science, Services and Operational Research programs and serve the public.

1.1 Program Goals

The purpose of the Scientist Emeritus Program is to utilize—on a volunteer basis—the expertise, intellect, and creativity of scientists retired from the National Weather Service (NWS) to enhance programmatic activities.

1.2 Program Authorization

The program is authorized under 16 U.S.C., Section 742 f(c) - Powers of Secretaries of the Interior and Commerce, Volunteer services; incidental expenses; Federal employee status; authorization of appropriations, which states:

(1) “The Secretary of the Interior and the Secretary of Commerce may each recruit, train, and accept, without regard to the provisions of Title 5, the services of individuals without compensation as volunteers for, or in aid of programs conducted by either Secretary through the U.S. Fish and Wildlife Service or the National Oceanic and Atmospheric Administration.

(2) The Secretary of the Interior and the Secretary of Commerce are each authorized to provide for incidental expenses such as transportation, uniforms, lodging, awards (including nominal

cash awards) and recognition, and subsistence of such volunteers without regard to their places of residence.

(3) Except as otherwise provided in this subsection, a volunteer shall not be deemed a Federal employee and shall not be subject to the provisions of law relating to Federal employment, including those relative to hours of work, rates of compensation, leave, unemployment compensation, and Federal employee benefits.

(4) For the purpose of the tort claim provisions of Title 28, a volunteer under this subsection shall be considered a Federal employee.

(5) For the purposes of subchapter I of chapter 81 of Title 5, relating to compensation to Federal employees for work injuries, volunteers under this subsection shall be deemed employees of the United States within the meaning of the term "employees" as defined in section 8101 of title 5, and the provisions of that subchapter shall apply."

1.3 Program Restrictions:

The Emeriti may not perform functions that overlap or duplicate activities that could be performed by current Federal employees.

1. The Emeriti cannot engage in any activities that involve the exercise of Government decision-making authority.
2. Although Emeriti are prohibited from returning to complete projects they initiated while they were Federal employees, they may serve as experts or consultants to NOAA Science, Services and Operational Research; i.e., advise NOAA officials on the officials' projects.
3. NOAA management should ensure there is a clear understanding among Federal employees and the public that the Emeriti are not Government employees. For example, they may not (1) sign any documents or memoranda on behalf of NOAA Science, Services and Operational Research, (2) use NOAA letterhead in any communications they may have with NOAA officials, (3) obtain business cards with the NOAA logo, or (4) be given a NOAA e-mail or mailing address.
4. The Emeriti are required to meet the security clearance requirements set forth in the Personnel Security Manual.

1.4 Scientist Emeritus Program:

- 1) The Scientist Emeritus will be associated with NOAA Science, Services and Operational Research Programs and address priority issues established through the leadership of the supporting Program. Those accepted as volunteers under the program should have the title Scientist Emeritus.

Agreements are possible when a candidate and program reach agreement on the schedule for and results to be produced (work plan), and the financial and facility resources necessary for successful completion of the agreement.

Emeriti can contribute in a number of ways such as:

- 2) Work on specialized scientific investigations;
- 3) provide specialized scientific expertise that is of long-range importance to NOAA and the Nation;
- 4) investigate science frontiers that have potential future importance to the Nation;
- 5) provide seasoned counsel to managers, individual scientists, and teams;
- 6) conduct or engage in projects that require specialized scientific perspectives or knowledge and that supplement and enhance normal NOAA activities, such as pursuing special outreach efforts or serving as special advisory staff;
- 7) enhance the institutional memory; and
- 8) provide a historical perspective on the NOAA science.

1.5 Eligibility, Admission, Review, and Renewal of Emeritus Agreements:

Uniform procedures and standards will be used to administer the Scientist Emeritus Program.

1.5.1 Eligibility:

Retired NOAA scientists and technical experts are eligible for the program. NOAA Scientists are defined as personnel who perform the following scientific activities as stated in NAO 202-735D Scientific Integrity.

Activities that involve inventorying, monitoring, observations, experimentation, study, research, integration, modeling, and scientific assessment.

Scientific activities are conducted in a manner specified by standard protocols and procedures and include any of the physical, biological, or social sciences, as well as engineering and mathematics, or any combination of these.

1.5.2 Admission:

The Deputy Assistant Administrator (DAA) or Director that oversees an Office or Program is the authorizing NOAA official and will review and make final decisions on the application for acceptance, revision, or rejection. The DAA or Director overseeing an Office or Program may consult the NOAA PMAC for advice.

The criteria for evaluation should include an assessment of the need for the proposed activities, availability of resources, and publications or complementarity to NOAA NWS ongoing activities and proposed plans.

Retiring or retired scientists may apply to the Scientist Emeritus Program by submitting an Individual Volunteer Services Agreement as outlined in Human Resources' Policy DAO 202-311. The candidate will also submit a brief proposal outlining the proposed activities, including justification of value to NOAA NWS/NOAA, collaborations with NOAA scientists and required resources. After the application is reviewed and approved by the appropriate management chain, it will be forwarded directly to the DAA or Director that oversees an Office or Program for evaluation.

If an application does not receive an endorsement, the applicant may revise and resubmit the application.

1.6 Annual Review

The annual review should coincide with each program's funding proposal cycle where applicable. In addition to requesting funding proposals from Emeriti, the DAA or Director that oversees an Office or Program will also request that Emeriti submit an Annual Review and Evaluation form. The Annual review and Evaluation will include the accomplishments of the previous fiscal year and plans and budget for the coming fiscal year.

For the annual review, the appropriate manager should take one or more of the following actions:

1) indicate continued support and forward the form to the DAA or Director that oversees that Office or Program, 2) suggest another office as being more appropriate, or, 3) indicate the intention to terminate support and forward the form to the DAA or Director that oversees that Office or Program.

The DAA or Director that oversees an Office or Program may 1) review and approve the evaluation and space allocation and return the completed evaluation to the Scientist Emeritus, or 2) take action on any recommendation for termination of the emeritus agreement. Renewal criteria will be based on an evaluation of the value of the Emeritus to NOAA NWS, relative progress and required resources.

1.6.1 Renewal:

When the termination date of the emeritus agreement, set forth in the volunteer form is reached, the emeritus may reapply following the Application Procedures listed above.

1.6.2 Termination of Agreements:

Either the Scientist Emeritus or the DAA or Director that oversees an Office or Program may terminate the volunteer agreement at any time by notifying the other party in writing.

Procedures:

1.6.3 Identification of Collaboration:

As soon as possible, Emeriti should discuss their emeritus agreement, projects and resources and project staff needs with appropriate program scientists and management to request sponsorship assignment.

1.6.4 Allocation of Resources:

Allocation of space and funding will be based principally on need and contribution rather than on arbitrary guidelines or amount of time spent on the job.

Full library privileges should be extended to Emeriti, provided that they maintain office space within the office, or if they work at home and are granted approval by the DAA or Director that oversees an Office or Program.

1.6.5 Funds Allocation:

For Scientists-Emeriti-Program the DAA or Director that oversees an Office or Program shall review funding requests and determine appropriate office for funding. Funding for emeriti work should be synchronous with the operational funding cycle.

Other NOAA resources can be provided at the DAA or Director that oversees a Program's discretion on a case-by-case basis, including: editorial and/or funding support for publications, use of NOAA facilities to host workshops, meetings, technical support, administrative support, etc.

There should be considerable flexibility in the service obligations, such as manuscript review, committee participation and the like, expected of Scientists Emeriti.

Products submitted for publication by Scientists Emeriti should be prioritized according to the same criteria used to prioritize those submitted by salaried scientists and will fully include NOAA/NWS acknowledgment.

Appendix A

FORM CD428 - GUEST WORKER AGREEMENT

http://ocio.os.doc.gov/s/groups/public/@doc/@os/@ocio/@oitpp/documents/content/dev01_002505.pdf