

U.S. DEPARTMENT OF COMMERCE  
NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION

**NOAA ORGANIZATION HANDBOOK**

**TRANSMITTAL NO. 33**

DATE: FEBRUARY 28, 1993

SUBJECT: FUNCTIONAL STATEMENTS & ORGANIZATION CHARTS

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**FILING INSTRUCTIONS:**

The attached functional statements and organization charts are to be inserted in the NOAA Organization Handbook or Book I of the NOAA Directives System Handbook.

Using organization code shown on upper left corner of each page as a reference, please replace pages of functional statements only as follows:

<u>REMOVE</u>		<u>INSERT</u>
AW0000		AW0000
		AW0030
AW7000		AW7000
AW7210	- AW7240	AW7210 - AW7240
PA0000		PA0000
		PF0000 - (PF0000)
WD0000		WD0000 - WD0400

The following NOAA circulars filed in front of the handbook are now cancelled and may be discarded.

<u>CIRCULAR NO.</u>	<u>ISSUE DATE</u>
92-24	10-08-92
92-28	11-16-92
93-01	01-11-93
93-02	01-13-93

If you require a change in the number of distribution copies or mailing address, please contact the Organization Analysis staff of the Personnel Programs and Organization Analysis Division, Office of Administration on FTS (301) 713-0534.

This transmittal sheet should be filed in the back of the handbook.



F  
Robert F. Fagin  
Director  
Office of Administration

Organ. Code

AW0000

Issue Date

2-28-93

# NOAA Organization Handbook

54-05

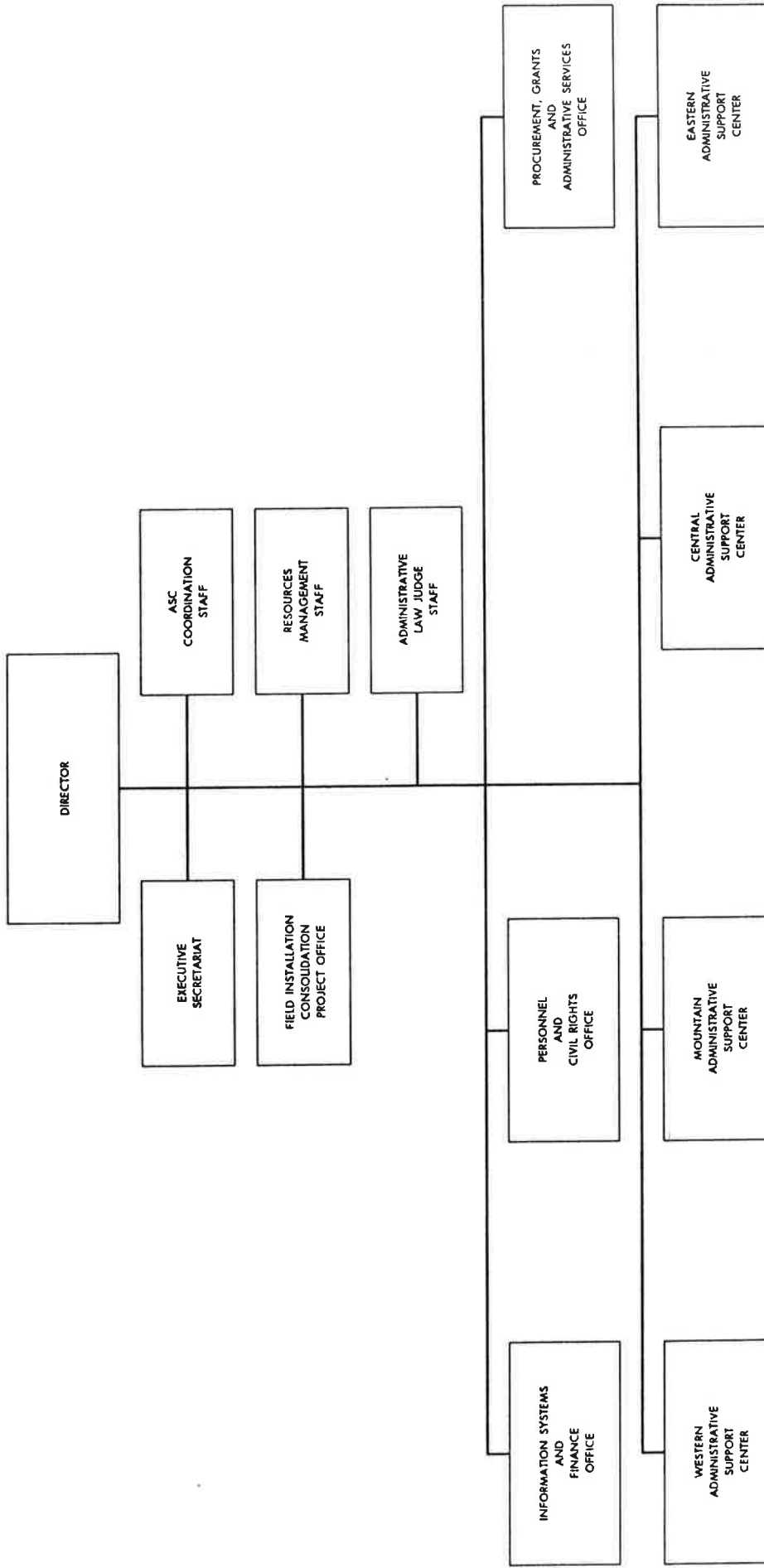
OFFICE OF ADMINISTRATION

AW0000

OA

The Office of Administration (OA) provides management direction to the Administrative Support Centers (ASCs) which provide consolidated administrative support services to Department of Commerce (DOC) components, and serves as the Administrative Office for NOAA. The Office provides policy and operational direction for administrative operations to the ASCs; maintains liaison with the DOC Office of the Secretary and external organizations to ensure coordination of all administrative support matters; provides for proper allocation of resources; conducts recurring reviews to ensure effective use of available resources; and establishes client billing procedures. It develops and implements performance standards and operational procedures to ensure effective delivery and nation-wide consistency of services. The Office provides guidance and staff support to NOAA management in the areas of personnel, civil rights, including affirmative action and discrimination complaint processing, procurement, safety and health, grants, operational facilities, engineering and architectural services, financial operations, travel management, information resource management, telecommunications management, computer center operations, security, emergency preparedness, real and personal property, and other administrative support. It assists the Administrator in the development of NOAA-wide programs and guidance necessary to implement administrative policies; and represents NOAA in Department counterpart groups where administrative policy and service issues are considered. The Office provides the Administrator and NOAA management with analytic support services regarding NOAA's organization and staffing structure. It provides leadership and administers NOAA's programs for productivity improvement initiatives, acquiring commercial or industrial products and services in accordance with the policies in Office of Management and Budget (OMB) Circular A-76, and increased private sector involvement with NOAA's products and services. The Office provides management and control of incoming correspondence addressed to the Under Secretary, Assistant Secretary, Deputy Under Secretary, and Chief Scientist; establishes procedures for the preparation and management of written communications involving the Office of the Under Secretary; and assures that such materials are procedurally in accordance with the rules, instructions and standards established by the Office of the Secretary and NOAA.

OFFICE OF ADMINISTRATION



Organ. Code

AW0030

Issue Date

2-28-93

# **NOAA** Organization Handbook

**54-05-00-0000-03**

**ADMINISTRATIVE LAW JUDGE STAFF**

**AW0030**

**ALJ**

The Administrative Law Judge Staff presides at National Oceanic and Atmospheric Administration's hearings. The Staff provides a central hearing service as required by law or regulation to be conducted on the record as outlined under section 5 of the Administrative Procedure Act (5 U.S.C. 554). Upon request, the Staff also conducts informal hearings and adjudications, provided that such activity does not conflict with the disposition of the "on the record" cases or otherwise for which agency practice has customarily provided for a hearing before an Administrative Law Judge. The Judge is responsible for management of the activities of the staff.



Organ. Code

AW7000

Issue Date

2-28-93

# **NOAA** Organization Handbook

**54-05-40**

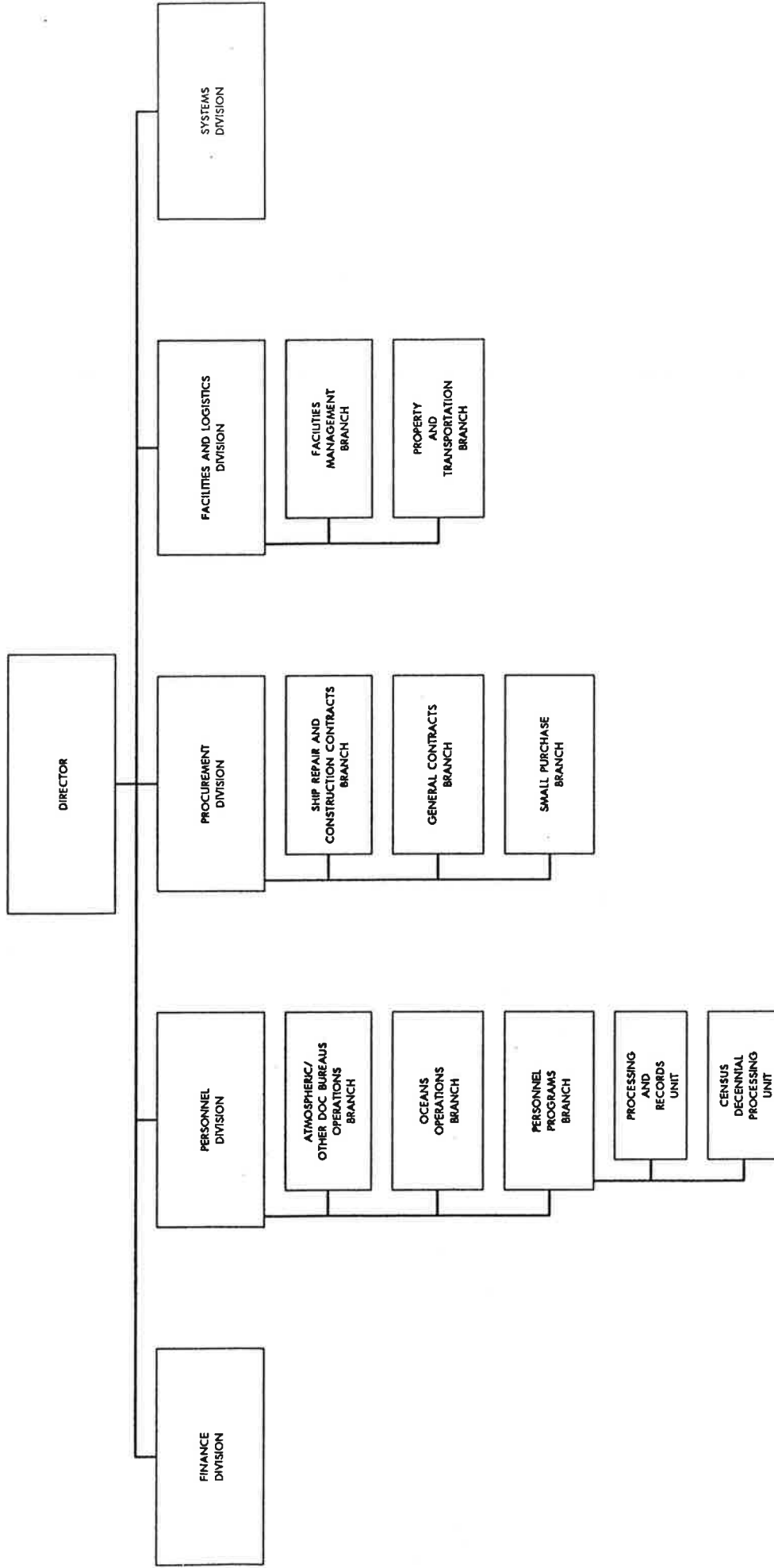
**EASTERN ADMINISTRATIVE SUPPORT CENTER**

**AW7000**

**EC**

The Eastern Administrative Support Center (EASC) is one of the Department of Commerce (DOC) Administrative Support Centers (ASCs). The EASC is hosted by the National Oceanic and Atmospheric Administration (NOAA). By interagency agreement it provides administrative support services to all organizations of the Economic Development Administration, the Census Bureau, the Minority Business Development Agency, the International Trade Administration, the Office of the Inspector General, and the National Oceanic and Atmospheric Administration within its service area. Administrative support services common to all five DOC ASCs cover administrative payments, payroll and personnel systems, real property and space management, personal property management (including warehousing), procurement, publications, personnel services, health and safety, security, recycling, mail management, and vehicle fleet management.

EASTERN ADMINISTRATIVE SUPPORT CENTER





Organ. Code

AW7210

Issue Date

2-28-93

# **NOAA** Organization Handbook

**54-05-40-0002-01**

**ATMOSPHERIC/OTHER DOC BUREAUS OPERATIONS BRANCH**

**AW7210**

**EC21**

The Atmospheric/Other DOC Bureaus Operations Branch provides personnel management services to the National Weather Service, the Air Resources Laboratory and the Geophysical Fluid Dynamics Laboratory facilities of the Environmental Research Laboratories, the National Environmental Satellite, Data and Information Service field activities, Bureau of the Census, International Trade Administration, Economic Development Administration, Minority Business Development Agency, and DOC Office of the Secretary field activities located within the boundaries of EASC. These services include recruiting and staffing, position management, position classification, pay administration, labor and employee relations, employee recognition and awards, and performance appraisal.

**54-05-40-0002-02**

**OCEANS OPERATIONS BRANCH**

**AW7220**

**EC22**

The Oceans Operations Branch provides personnel management services to the National Ocean Service, the Office of NOAA Corps Operations, the National Marine Fisheries Service, the Eastern Administrative Support Center and the Office of General Counsel field activities located within the boundaries of EASC. These services include recruiting and staffing, position management, position classification, pay administration, labor and employee relations, employee recognition and awards, and performance appraisal.

Organ. Code

AW7240

Issue Date

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# **NOAA** Organization Handbook

**54-05-40-0002-04**  
**PERSONNEL PROGRAMS BRANCH**

**AW7240**  
**EC24**

The Personnel Programs Branch provides advisory services and assistance in program areas that cross client organization boundaries. Such programs include retirement, workers' compensation, quality control, classification, personnel management evaluation, automated systems, debt collection, garnishment, training, time and attendance, pay administration, leave transfer, drug testing, employee assistance, performance management and management information and certain special programs. The Branch develops personnel policies and procedures for EASC and manages use of all automated personnel data systems. Two Processing and Records Units process and input into the automated system all personnel and payroll documents, maintain employee records, investigate and report on payroll inquiries and provide information to all clients.

**54-05-40-0002-04-01**  
**PROCESSING AND RECORDS UNIT**

**AW7241**  
**EC241**

The Processing and Records Unit processes and inputs into the automated system personnel and payroll documents for all regular EASC clients. The Unit maintains employee records.

**54-05-40-0002-04-02**  
**CENSUS DECENNIAL PROCESSING UNIT**

**AW7242**  
**EC242**

The Census Decennial Processing Unit processes and inputs into the automated system personnel and payroll documents for all employees of the Bureau of the Census Decennial Processing Offices in the EASC service area. The Unit maintains employee records.

Organ. Code

PA0000

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# **NOAA** Organization Handbook

**54-09**

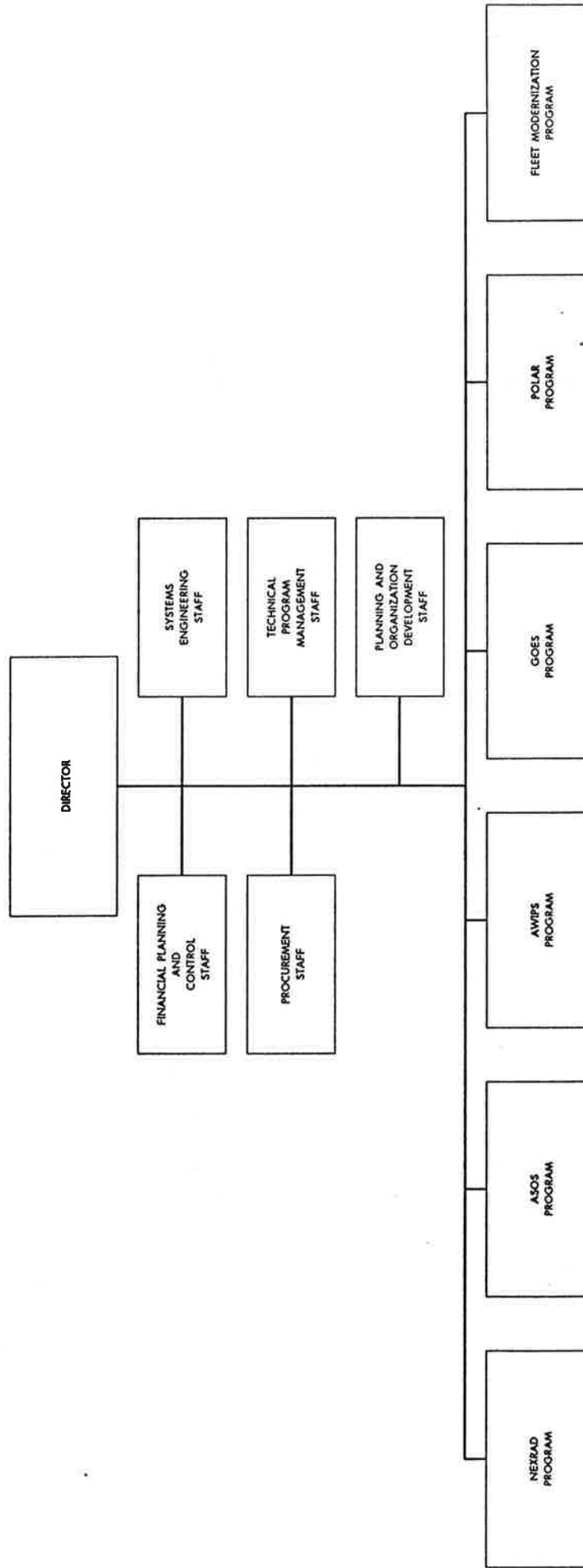
**SYSTEMS PROGRAM OFFICE**

**PA0000**

**SPO**

The Systems Program Office (SPO) conducts definition studies, planning and design studies and analyses, performs conceptual and detailed engineering, and conducts systems acquisitions to ensure that major systems modernization requirements of NOAA are met in the most effective manner. For designated projects, it organizes the planning and oversight of the technical specification, design, development, acquisition, and test of major new systems; performs system design studies, translating user requirements into specifications for systems development; and coordinates technical efforts of other NOAA offices, other agencies, and industrial and other groups for establishment of these capabilities. In cooperation with the program offices, SPO establishes system objectives, interface standards, performance, engineering and cost criteria for assigned projects. In consultation with the program offices, SPO provides assessment of system performance and technical specifications for new system capabilities; evaluates state-of-the-art advances in technology fields relevant to the implementation of major systems, and performs studies related to the acquisition and application of technology relevant to NOAA mission goals. The Office has procurement authority for those contracts associated with the systems being acquired.

SYSTEMS PROGRAM OFFICE



Organ. Code

PF00.00

Issue Date

2-28-93

# **NOAA** Organization Handbook

**54-09-05**

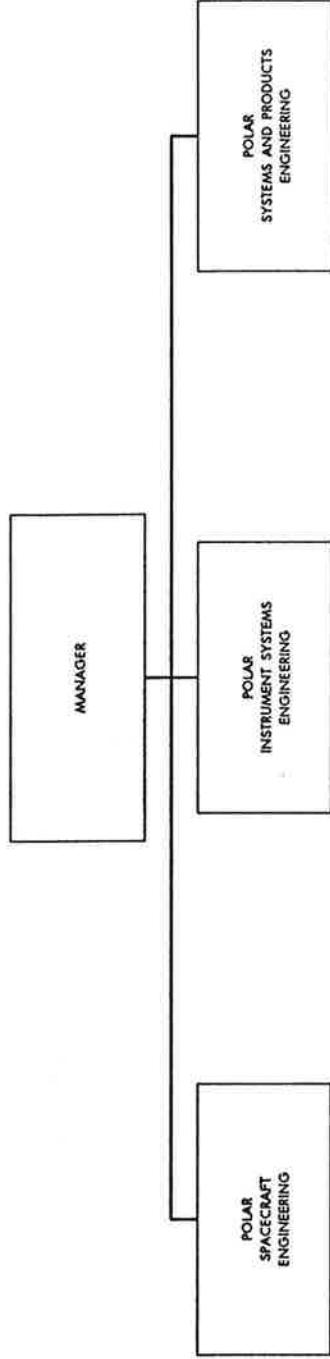
**POLAR OPERATIONAL ENVIRONMENTAL SATELLITE  
(POLAR) PROGRAM**

**PF0000**

**SPO6**

The Polar Operational Environmental Satellite (Polar) Program manages the development of spacecraft and ground systems to meet NOAA's requirement for satellite-based remote sensing from polar orbit. In meeting these responsibilities, the Polar Program works closely with the NOAA line offices and NASA to develop realistic systems requirements, acquisition strategies, and implementation plans. The Polar Program provides oversight of NASA, other appropriate NOAA offices, and contractors to ensure timely completion of scheduled activities. The Program develops staffing plans, budget requests and justifications, procurement documentation, and manages program funds.

POLAR OPERATIONAL ENVIRONMENTAL SATELLITE (POLAR) PROGRAM



Organ. Code

(PF0000)

Issue Date

2-28-93

# NOAA Organization Handbook

**54-09-05**  
**POLAR SPACECRAFT ENGINEERING**

**(PF0000)**  
**SPO61**

Spacecraft Engineering, in collaboration with the NASA Centers, is responsible for the Polar system procurement and the related support effort necessary to meet the funding, performance, and schedule requirements of NOAA. The office participates in source evaluation and failure review boards, reviews configuration change requests, coordinates NESDIS spacecraft tests such as data flows and pre-launch readiness reviews and simulations. Spacecraft Engineering maintains customer involvement through the use of scheduled and special reports and meetings with other elements of NOAA, DOC, and other involved Government agencies.

**54-09-05**  
**POLAR INSTRUMENT SYSTEMS ENGINEERING**

**(PF0000)**  
**SPO62**

Instrument Systems Engineering, in collaboration with NASA Centers and NOAA, particularly NESDIS and ERL, is responsible for overseeing the development, installation, and checkout of NASA and NOAA operational ground equipment located on NOAA facilities. Instrument Systems Engineering duties include the coordination of NESDIS/NASA prior and post launch testing and analysis, ground equipment performance testing and assisting with the resolution of anomalies. Instrument Systems Engineering maintains customer involvement by supporting pre-launch and post launch activities at NASA and NOAA.

Organ. Code  
(PF0000)

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# **NOAA** Organization Handbook

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**54-09-05**  
**POLAR SYSTEMS AND PRODUCTS ENGINEERING**

**(PF0000)**  
**SPO63**

Systems and Products Engineering, in collaboration with NASA and NOAA line offices, is responsible for both technical and program trade-offs which may be required to support Polar missions. A major effort will be directed toward the collaborative development of a long range plan for future polar orbiting satellite coverage. This effort would include new requirements for instruments, satellite performance and products. These requirements would be used to derive acquisition plans for follow on spacecraft. In addition to future missions, systems engineering will support current Polar projects as required by current needs and as directed by the Polar Program manager.



Organ. Code

WD0000

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# **NOAA** Organization Handbook

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**54-20-04**

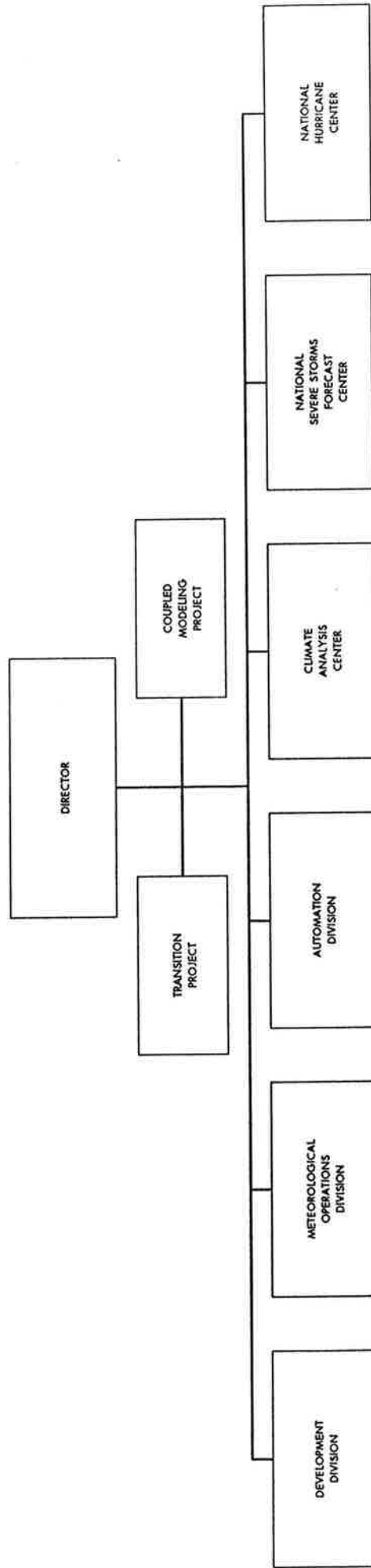
**NATIONAL METEOROLOGICAL CENTER**

**WD0000**

**W/NMC**

The National Meteorological Center develops, produces, and processes meteorological, short-term climate, and oceanographic guidance forecast products and enhanced products. The users of NMC guidance forecasts and enhanced products are NWS field offices, the military, and other government and non-government offices. The Administrative staff in the Office of the Director handles the planning and execution of personnel and budget matters for the entire center and other administrative and executive details.

NATIONAL METEOROLOGICAL CENTER



Organ. Code

WD0300

Issue Date

2-28-93

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# **NOAA** Organization Handbook

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**54-20-04-0000-03  
COUPLED MODELING PROJECT**

**WD0300  
W/NMCX3**

The Coupled Modeling Project conducts research into the development of a climate forecast capability based on coupled global general circulation models for the ocean and atmosphere. The timescales of interest are seasonal to multi-seasonal. Efforts focus on the development of an assimilation system for a coupled model forecast system and an associated coupled ocean/atmospheric model. The Project office maintains close ties with other parts of NMC involved with the development of assimilation systems and models, and the development of climate diagnostics for the coupled system and forecast methodologies.

Organ. Code

WD0400

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2-28-93

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# **NOAA** Organization Handbook

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**54-20-04-0000-04**  
**TRANSITION PROJECT**

**WD0400**  
**W/NMCX4**

The Transition Project coordinates activities associated with the NWS and NMC modernization programs such as AWIPS and MARD activities. The Project office is responsible for developing, implementing, and managing NMC's Workstation Facility, which includes the file servers, workstations, database, software for distributed forecast applications systems and the communication network.

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 (07-91) National Oceanic and Atmospheric Administration

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