Department of Commerce · National Oceanic & Atmospheric Administration · National Weather Service

***NATIONAL WEATHER SERVICE INSTRUCTION 1-205***
**December 24, 2014**

***Administrative and Management***
***Delegation of Authority, NWSPD 1-2***

# *DELEGATION OF AUTHORITY FOR PROPERTY*

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**NOTICE:** This publication is available at: http://www.nws.n/oaa.govdirectives/.

**OPR:** CFO2 (J. Evans) **Certified by:** CFO2 (G. Schein)
**Type of Issuance:** Routine

***SUMMARY OF REVISIONS:*** This instruction supersedes the NWSI 1-205, "*Delegation of Authority for Property"*, Dated February 4, 2011.

Changes are:
(1) Section 2, Levels of Authority. Eliminated: "The former role of the Office Property Contact in the Property Management System has been abolished. " This role has been reinstated, and may be delegated.
(1) Section 3, Procedures for Delegation of Authority, added reference to Appendix A and B (NWS appointment forms), and instructions on how to appoint the PAO and PC, and assign a POC.
(2) Section 3, updated grade level determinations, and included critical elements criteria
(3) Section 4, included a separate section for training requirements and updated requirements
(4) Section 5, updated references and weblinks
(6) Section 6, added Appendix A
(7) Section 6, added Appendix B

_____signed 12/17/14_____
John E. Potts Date
Chief Financial Officer/Chief
Administrative Officer

# Delegation of Authority for Property

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1. Introduction: The purpose of this instruction is to outline the delegation of authority for National Weather Service (NWS) Property Officials.

2. Levels of Authority. NOAA lists and defines authorized positions as:

Property Accountability Officer (PAO) is an individual responsible for the effective administration and maintenance of the property control and accountability system within the accountability area for which he/she has been assigned. Property Custodian (PC) is an individual who has the authority and responsibility for the immediate physical custody of all personal property under their control and within their custodial area.

Headquarters and regional office directors appoint the PAO by submitting the PAO Certification Form to the NWS Property Manager (Appendix A). The PAO role is held by an individual in upper management due to the high level of responsibility. The PAO may not re-delegate their role. Those in "Acting" positions that inherit the PAO responsibilities will not be able to perform tasks in the property management system unless a PAO certification form is submitted.

The PAO appoints one or more PCs per branch within the office by submitting the PC Certification Form (Appendix B) to the NWS Property Manager. The PC may not re-delegate their role. Those in "Acting" positions that inherit the PC responsibilities will not be able to perform tasks in the property management system unless a PC certification form is submitted.

Each PC may request staff to assist with the "hands on work" such as entering request actions in the Personal Property Management System, assisting the custodian with annual inventories and property record keeping. This is an assigned role in Sunflower as the Point of Contact (POC), however all assets within the custodial area are the responsibility

of the Property Custodian, and the user assigned to each asset. To assign a POC to a custodial area, the PC sends the NWS Property Manager an email request with the information found in section 3.

3. Procedures for Delegation of Authority. Any employee delegated with these responsibilities signs a certification form that corresponds to the responsibility and submits the PAO and/or PC certification form (Appendix A and Appendix B) to the NWS Property Manager (NWS PM).

Grade level determinations for either the PAO or PC can be found in the Department of Commerce Personal Property Management Manual, Chapter 1.104 sections a. and b. http://www.osec.doc.gov/ofm/OAP/PPMTD/Documents/Final_DOC_PPMM.pdf as follows: The grade level determination of these positions should be established based on the responsibility level that an employee holds and the complexity and value of the personal property in which they are assigned. It is recommended that PAOs are GS-13/14 and PCs are GS-9/12, or equivalent pay band.

Critical Elements are to be included in all performance plans. NOAA guidance for critical elements and language can be found at: http://www.pps.noaa.gov/property_officials_critical_elements/doc-mandatory-critical-elements.pdf

- Five-Level System Five-Level performance plans must be documented on the CD-430: http://www.osec.doc.gov/forms/pdf/cd430fll.pdf. The maximum number of elements in five-level plans is five. The property element for each function may be weighted no less than 15%.
    - Property Element Language: http://www.wfm.noaa.gov/Word/FY07_Property_Elements_5Lev.doc
- Two-Level System Two-Level performance plans must be documented on the CD-516: http://www.wfm.noaa.gov/Word/CD-516-MSWord.doc. The maximum number of elements in two-level plans is five. Critical elements are not weighted within the two-level system, however the Performance Indicators must be modified to account for the evaluation standards mandated by DOC.
    - Property Element Language http://www.wfm.noaa.gov/Word/FY07_Property_Elements_2Lev.doc

To Establish a PAO ( minimum GS13 Level): Complete PAO Appointment Letter form (Appendix A), sign/date and scan with all training certificates and review acknowledgements as one .pdf file and send via email to the NWS Property Manager:

- Government Ethics for Custodians – DOC General Counsel (print name and date on Certificate)
- NOAA Personal Property Training - Sunflower (CLC)
- Personal Property Management Concepts (CLC)

- UPR Training (CLC)
- CD-50 Training (CLC)
- NOAA National Disposal Plan Review
- CD-52 – Retirement of Assets User Guide Review and Acknowledgement
- Review of NWSI 1-708 NWS Personal Property Management Instructional

To Establish a PC (minimum GS9 Level):

- Custodial Area Number: 54_____
- New Custodian: _____
- POC Name as it appears in the NOAA Locator:
- POC's NOAA email address:
- POC's Phone No. and Ext.:
- Attach PC Appointment Form (completed, signed/dated) and training certs as one .pdf file and send to the NWS Property Manager (currently Janice.Evans@noaa.gov):
    - Government Ethics for Custodians – DOC General Counsel (print name and date on Certificate) or DOC Government Ethics for Property Custodians in CLC
    - NOAA Personal Property Training - Sunflower (CLC)
    - Personal Property Management Concepts (CLC)
    - UPR Training (CLC)
    - CD-50 Training (CLC)
    - NOAA National Disposal Plan Review Acknowledgement and
    - CD-52 – Retirement of Assets User Guide Review Acknowledgement
    - Review of NWSI 1-708 NWS Personal Property Management Instructional Signature of acknowledgement, and if the PAO has additional written instructions, acknowledgement of having reviewed them.

To Assign a POC (grade level at the discretion of the supervisor):

- Custodial Area Number: 54___
- Custodian: ___
- POC Name as it appears in the NOAA Locator: ___
- POC's NOAA email address:
- POC's Phone No. and Ext.:
- Attach training certs as one .pdf file
    - Government Ethics for Custodians – DOC General Counsel (print name and date on Certificate)
    - NOAA Personal Property Training - Sunflower (CLC)

- Personal Property Management Concepts (CLC)
- UPR Training (CLC)
- CD-50 Training (CLC)
- NOAA National Disposal Plan Review and Acknowledgement
- CD-52 – Retirement of Assets User Guide Review and Acknowledgement
- Review of NWSI 1-708 NWS Personal Property Management Instructional

- Send to Yvette.Garnett-Singleton@noaa.gov

4. Training Requirements – Training for All Property Officials and Property System Users (PAOs/PCs/POCs) is mandatory for the initial appointment and modified for the annual refresher requirements. PAOs are responsible for ensuring that all mandatory training requirements are met (initially and annual refresher). PAOs are responsible for ensuring tracking completions, and collect and retain all training completion certificates of the PCs within their area of responsibility. (POCs training certificates must be provided to the PAO and NWS Property Manager to assign the POC initially. POC refresher training certificates may be retained at the local office.) All training certificates of completion are to be made promptly available upon request and recorded in accordance with the NWS PMs instructions.

The NWS Supervisors, NWS Property Manager and/or the NWS PAO may require additional training as deemed necessary based on PAO, PC, and POC performance and compliance regarding adhering to DOC/NOAA PPMB policies and procedures, and NWS instructions. Training requirements and additional training information can be found on the NOAA PPMB website at:
http://www.pps.noaa.gov/training_and_education/

- Initial Appointment:
  - Government Ethics for Custodians – DOC General Counsel (print name and date on Certificate)
  - NOAA Personal Property Training - Sunflower (CLC)
  - Personal Property Management Concepts (CLC)
  - UPR Training (CLC)
  - CD-50 Create/Update Assets Training (CLC)
  - CD-52 – Retirement of Assets User Guide Review and Acknowledgement

- Annual Mandatory Refresher Training:
  - Choose ONE of the following courses:
    - One of 14 Modules Only: NOAA Personal Property Training - Sunflower (CLC)
    - Personal Property Management Concepts (CLC)

4. References

NOAA Personal Property Website:
http://www.pps.noaa.gov

NOAA Property Policy
http://www.pps.noaa.gov/personal_property_policies_procedures/

Roles and Responsibilities and Grade Level Requirements for Property Officials:
http://www.pps.noaa.gov/responsibilities.html

PAO Roles and Responsibilities:
http://www.pps.noaa.gov/responsibilities.html

Training:
http://www.pps.noaa.gov/training_and_education/

APPENDIX A – NWS Appointment Certification Form for Property Accountability Officers

PROPERTY ACCOUNTABILITY OFFICER APPOINTMENT LETTER

*(Revised 01/2011 - Previous versions are obsolete and will not be accepted.)*

PAO NUMBER: _____ OFFICE NAME: _____

NAME: _____ BLDG.: _____ STATION: _____

PHONE NUMBER: _____ TITLE: _____ MAIL CODE: _____

GRADE LEVEL:_____ EMAIL ADDRESS:_____

PROPERTY ACCOUNTIBILITY OFFICER (APPOINTEE):

THIS CERTIFIES THAT I, THE UNDERSIGNED, ACCEPT ACCOUNTABILITY AND RESPONSIBILITY FOR ALL ACCOUNTABLE PROPERTY, AS PRESCRIBED IN THE PERSONAL PROPERTY HANDBOOK, WITHIN MY DESIGNATED AREA OF ACCOUNTABILITY.

I FURTHER UNDERSTAND THAT ANNUAL PHYSICAL INVENTORIES WILL BE CONDUCTED WITHIN MY AREA OF ACCOUNTABILITY AND RECONCILED WITH PROPERTY RECORDS.

I OFFICIALLY ACCEPT THIS RESPONSIBILITY UNTIL FORMALLY RELIEVED.

_____

(PRINT FIRST & LAST NAME) (SIGNATURE) (DATE)

PROPERTY ACCOUNTABILITY OFFICER'S SUPERVISOR (APPOINTMENT AUTHORITY):

I AFFIRM THAT CRITICAL ELEMENT HAS BEEN PREPARED AND ADDED TO PERFORMANCE PLAN. (NWS PAOs affirm that their Property Responsibilities are included within an Element in their Performance Plans)

_____

(PRINT FIRST & LAST NAME) (SIGNATURE) (DATE)

PROPERTY MANAGER:

_____

(PRINT FIRST & LAST NAME) (SIGNATURE) (DATE)

PROPERTY MANAGEMENT OFFICER:

_____

(PRINT FIRST & LAST NAME) (SIGNATURE) (DATE)

Bargaining Unit Status (Circle One) BU or NON-BU

Organization Code: 54-20-_____

Critical Element Weight: ____%

Performance Plan (Circle One): 2 L or 5 T

APPENDIX B – NWS Appointment Certification Form for Property Custodians

# PROPERTY CUSTODIAN APPOINTMENT LETTER

*(Revised 01/2011 – Previous versions are obsolete and will not be accepted.)*

CUSTODIAL AREA: 54 _____ OFFICE NAME: _____

NAME: _____ BLDG.: _____ STATION: _____

PHONE NUMBER: _____ TITLE: _____ MAIL CODE: _____

GRADE LEVEL:_____ EMAIL ADDRESS:_____

**PROPERTY CUSTODIAN (APPOINTEE):**

THIS CERTIFIES THAT I, THE UNDERSIGNED, ACCEPT ACCOUNTABILITY AND RESPONSIBILITY FOR ALL ACCOUNTABLE PERSONAL PROPERTY, AS PRESCRIBED IN THE DEPARTMENT OF COMMERCE PERSONAL PROPERTY HANDBOOK, WITHIN MY DESIGNATED AREA OF PERSONAL PROPERTY ACCOUNTABILITY/CUSTODIAL ORGANIZATION.

I FURTHER UNDERSTAND THAT ANNUAL PHYSICAL INVENTORIES WILL BE CONDUCTED WITHIN MY AREA OF ACCOUNTABILITY AND RECONCILED WITH PERSONAL PROPERTY RECORDS.

ALL ASSETS ASSIGNED WITHIN MY CUSTODIAL AREA WILL HAVE CURRENT USERS ASSIGNED AND THAT THOSE ASSETS WHERE A CURRENT USER IS NOT OR CANNOT BE IDENTIFIED, WILL HAVE MY NAME AS THE CURRENT USER IN THE PERSONAL PROPERTY SYSTEM.

I OFFICIALLY ACCEPT THIS RESPONSIBILITY UNTIL FORMALLY RELIEVED.

_____
(PRINT FIRST & LAST NAME) (SIGNATURE) (DATE)

**PROPERTY CUSTODIAN'S SUPERVISOR (APPOINTMENT AUTHORITY):**

I AFFIRM THAT CRITICAL ELEMENT HAS BEEN PREPARED AND ADDED TO PERFORMANCE PLAN. (NWS Custodians affirm that their Property Responsibilities are included within an Element in their Performance Plans)

_____
(PRINT FIRST & LAST NAME) (SIGNATURE) (DATE)

**PROPERTY ACCOUNTABILITY OFFICER:**

_____
(PRINT FIRST & LAST NAME) (SIGNATURE) (DATE)

**PROPERTY MANAGER:**

_____
(PRINT FIRST & LAST NAME) (SIGNATURE) (DATE)

Bargaining Unit (BU) Employee or Non-BU:_____ Critical Element Weight%:_____

Performance Plan 5T or 2L:_____ Org Code: 54-20-_____

If there is a POC assigned to this area already, please print POC name here:_____