

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

**NOAA ORGANIZATION HANDBOOK**

**TRANSMITTAL NO. 35**

DATE: AUGUST 31, 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>
AN4903		AN4903
AN5901		AN5901
NA0000	- NA2000	NA0000 - NA2000
NA4000	- NA6000	NA6000
NH0100		NH0100 - NH0120
WA1000	- WA1320	WA1000 - WA1400
WA9000	- WA9400	WA9000 - WA9500
WC0000		WC0000 - WC0100
WD3000	- WD3500	WD3000 - WD3500

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>
93-03	03-10-93
93-06	04-28-93
93-07	05-04-93
93-09	08-09-93
93-10	08-19-93

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 (301) 713-0534.

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



Stewart S. Remer  
Director  
Personnel and Civil Rights Office

Organ. Code

AN4903

Issue Date

8-31-93

# **NORR** Organization Handbook

<b>54-08-04-0903</b> <b>SHIP PEIRCE</b>	<b>AN4903</b>
<b>54-08-04-0905</b> <b>SHIP WHITING</b>	<b>AN4905</b>
<b>54-08-04-0910</b> <b>SHIP MT. MITCHELL</b>	<b>AN4910</b>
<b>54-08-04-0914</b> <b>SHIP RUDE</b>	<b>AN4914</b>
<b>54-08-04-0915</b> <b>SHIP HECK</b>	<b>AN4915</b>
<b>54-08-04-0917</b> <b>SHIP MALCOLM BALDRIGE</b>	<b>AN4917</b>
<b>54-08-04-0918</b> <b>SHIP FERREL</b>	<b>AN4918</b>
<b>54-08-04-0921</b> <b>SHIP ALBATROSS IV</b>	<b>AN4921</b>
<b>54-08-04-0922</b> <b>SHIP OREGON II</b>	<b>AN4922</b>
<b>54-08-04-0924</b> <b>SHIP DELAWARE II</b>	<b>AN4924</b>
<b>54-08-04-0926</b> <b>SHIP CHAPMAN</b>	<b>AN4926</b>
<b>54-08-04-0927</b> <b>SHIP ADVENTUROUS/T-AGOS</b>	<b>AN4927</b>
<b>54-08-04-0928</b> <b>SHIP RELENTLESS</b>	<b>AN4928</b>

The Ships perform hydrographic surveys, oceanographic surveys, current surveys, fisheries research, and other field operations as directed. They process field work aboard to the extent time, facilities, and personnel permit.

Organ. Code

AN5901

Issue Date

8-31-93

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# **NOAA** Organization Handbook

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<b>54-08-05-0901</b> <b>SHIP SURVEYOR</b>	<b>AN5901</b>
<b>54-08-05-0908</b> <b>SHIP OCEANOGRAPHER</b>	<b>AN5908</b>
<b>54-08-05-0909</b> <b>SHIP DISCOVERER</b>	<b>AN5909</b>
<b>54-08-05-0911</b> <b>SHIP FAIRWEATHER</b>	<b>AN5911</b>
<b>54-08-05-0912</b> <b>SHIP MCARTHUR</b>	<b>AN5912</b>
<b>54-08-05-0913</b> <b>SHIP DAVIDSON</b>	<b>AN5913</b>
<b>54-08-05-0916</b> <b>SHIP RAINIER</b>	<b>AN5916</b>
<b>54-08-05-0918</b> <b>SHIP JOHN N COBB</b>	<b>AN5918</b>
<b>54-08-05-0920</b> <b>SHIP MILLER FREEMAN</b>	<b>AN5920</b>
<b>54-08-05-0925</b> <b>SHIP DAVID STARR JORDAN</b>	<b>AN5925</b>
<b>54-08-05-0927</b> <b>SHIP TOWNSEND CROMWELL</b>	<b>AN5927</b>
<b>54-08-05-0928</b> <b>SHIP MURRE II</b>	<b>AN5928</b>
<b>54-08-05-0929</b> <b>SHIP VICKERS</b>	<b>AN5929</b>
<b>54-08-05-0930</b> <b>SHIP WORTHY</b>	<b>AN5930</b>
<b>54-08-05-0931</b> <b>SHIP TITAN</b>	<b>AN5931</b>

The Ships perform hydrographic surveys, oceanographic surveys, fisheries research and stock assessment, and other field operations as directed. They process field work aboard as necessary for transmittal of data to program investigators.

Organ. Code
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NA0000
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Issue Date
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8-31-93
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# **NOAA** Organization Handbook

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**54-10-01**

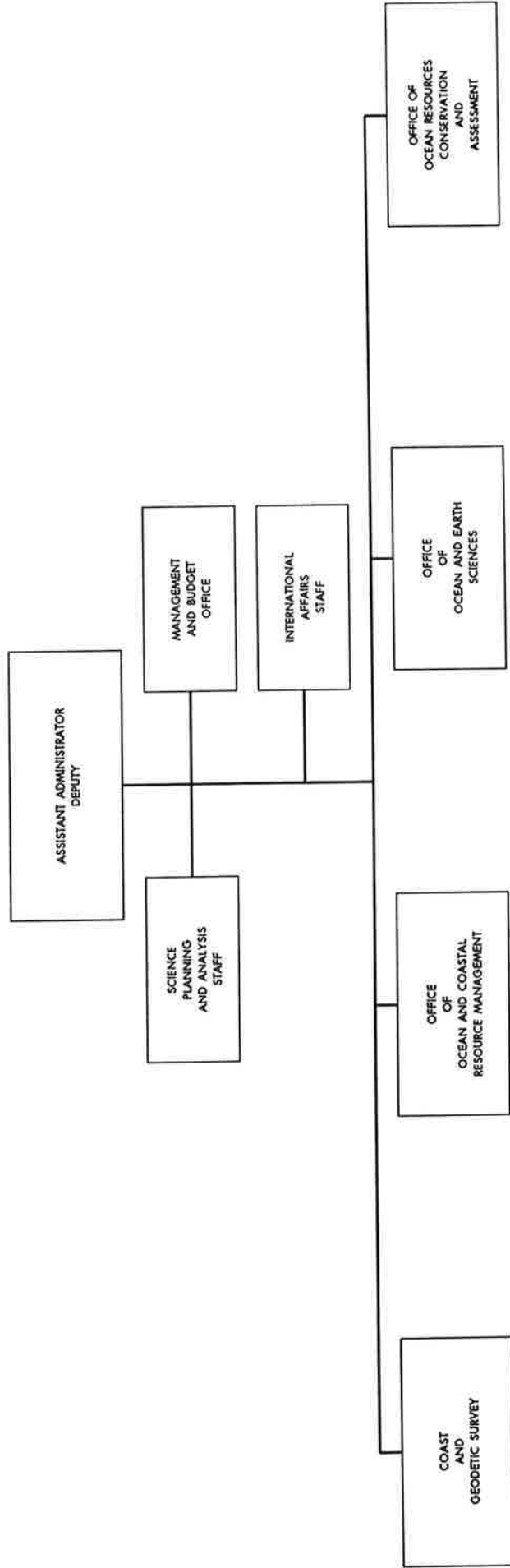
**ASSISTANT ADMINISTRATOR FOR OCEAN SERVICES  
AND COASTAL ZONE MANAGEMENT**

**NA0000**

**N**

The Office of the Assistant Administrator for Ocean Services and Coastal Zone Management manages the National Ocean Service and coordinates ocean services and coastal zone management programs throughout NOAA to ensure the compatibility and effectiveness of all of NOAA's ocean services and coastal zone management activities. The Office provides services, predictions and warnings, as well as maps, charts, and publications, to ensure safe use of U.S. marine waters and air space. It maintains the National Geodetic Reference System. The Office carries out NOAA's responsibilities in marine environmental quality research, development and monitoring. It develops and manages programs in physical, biological, chemical, and geological oceanography required to provide ocean services, to assess the marine environment, and to establish a scientific information base on which to support development of a national policy for oceans and their uses. The Office administers NOAA's coastal zone management, coastal energy impact, marine and estuarine sanctuaries, and related programs. It conducts national assessments of the use and health of marine resources; and implements programs for the development of ocean mineral resources and energy. The Office maintains cognizance of the programs and requirements of the National Weather Service and the National Environmental Satellite, Data and Information Service to ensure that information and services provided meet their requirements and to ensure adequate coordination of efforts. It maintains liaison with the National Marine Fisheries Service to ensure the coordination of ocean and coastal activities, resource management, and resource damage assessment and restoration. The Office maintains cognizance of the oceanic research conducted by the Office of Oceanic and Atmospheric Research and the National Marine Fisheries Service to ensure that research results are used fully in planning programs and providing services. It coordinates with and receives ship and aircraft operational support from the NOAA Corps.

NATIONAL OCEAN SERVICE



Organ. Code

NA2000

Issue Date

8-31-93

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# **NOAA** Organization Handbook

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**54-10-01-0002**

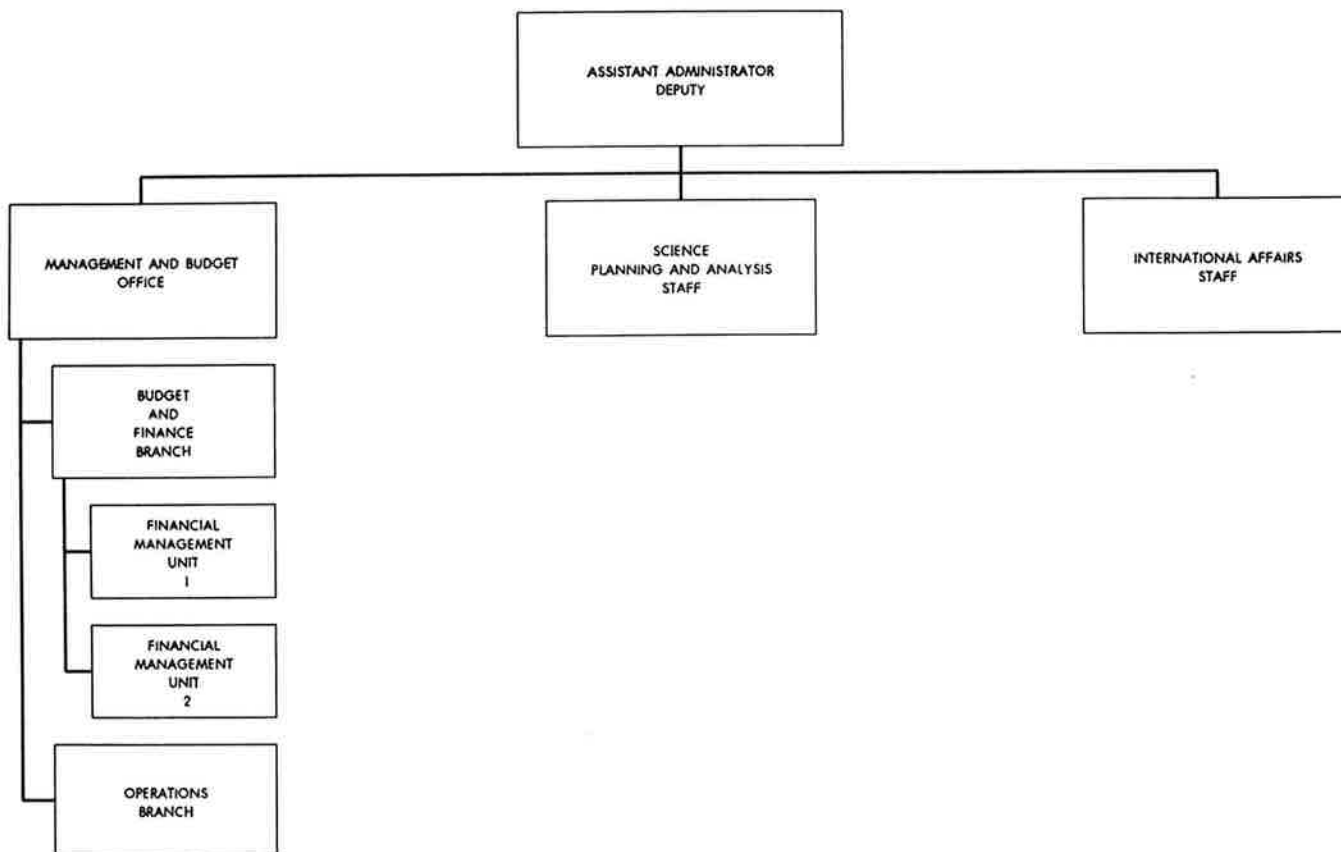
**MANAGEMENT AND BUDGET OFFICE**

**NA2000**

**N/MB**

The Management and Budget Office serves as the primary point within NOS for the management and coordination of all administrative and financial activities. The Office manages a management by objective (MBO) system for NOS, activities dealing with OMB Circular A-76 and other activities involving internal or external program reviews and audits, and privatization, productivity, quality assurance, and total quality management studies. The Office is responsible for NOS budget formulation and execution, resource management, procurement and financial accounting and control. It prepares budget submissions, serves as the primary point of contact with the NOAA Office of Comptroller for budget and financial matters, and provides for the allocation of resources and the execution of financial plans. The Office provides policy and operational direction for administrative operations to the line components; maintains liaison with NOAA and DOC organizations to coordinate and ensure the fulfillment of all administrative support requirements including space, safety, security, building management, property management; provides immediate support to the Assistant Administrator in the areas of long-range workforce planning and development, affirmative action, and performance management; monitors manpower utilization, organizational structures and delegation of authority to ensure maximum benefit of existing and potential human resources; conducts management analysis studies to identify and resolve organizational problems; and develops and ensures effective implementation and operation of NOS-wide automated systems and data bases for administrative and financial management.

OFFICE OF THE ASSISTANT ADMINISTRATOR





Organ. Code

NA6000

Issue Date

8-31-93

# **NOAA** Organization Handbook

**54-10-01-0006**

**INTERNATIONAL AFFAIRS STAFF**

**NA6000**

**N/IA**

The International Affairs Staff formulates, initiates and coordinates plans, policies and actions required to foster and maintain United States participation in international activities relating to NOS oceanic and other programs. It recommends prospective cooperative activities with potential for programmatic and cost-savings benefits to NOS and the Federal Government. It serves as a NOAA focal point for international operational ocean activities which further NOAA and United States goals, and provides effective liaison with foreign governments and other agencies concerning these activities. The Staff serves as a resource for providing delegations to international councils and meetings where the broad policy aspects of international cooperation are discussed; it assures that NOS interests, policies, and programs are appropriately represented at these meetings. The Staff provides secretariat support for the U.S. Representative to the Integrated Global Oceanographic Services System. It also provides secretariat support for the U.S. Representative to the Intergovernmental Oceanographic Commission (IOC) of the United Nations, including the coordination of IOC programs with all NOAA components and other Federal agencies. The Staff coordinates policies on bi-lateral and multi-lateral formal and informal agreements concerning ocean-related activities and recommends U.S. positions with respect to participation and contribution to international cooperative oceanic activities. The Staff serves as the Department of Commerce representative to PIPICO, and provides liaison with the Department of State and other agencies and organizations concerned with ocean matters for conducting international relations of the Administration.

Organ. Code

NH0100

Issue Date

8-31-93

# **NOAA** Organization Handbook

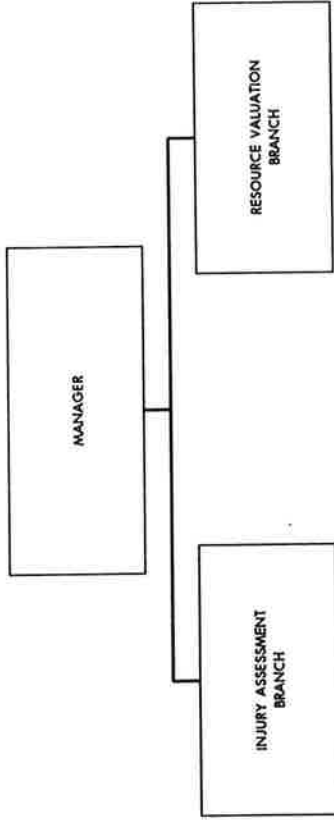
**54-10-08-0000-01**  
**DAMAGE ASSESSMENT CENTER**

**NH0100**  
**N/ORCAx1**

The Damage Assessment Center reviews or obtains data pertaining to a discharge of oil or release of hazardous material to the environment to determine if the discharge or release may have injured NOAA trust resources and to decide if a complete damage assessment should be conducted. The Center, where appropriate, makes planned assessments of damages and conducts them in coordination with co-trustees. It plans and conducts assessments of damages resulting from injuries to resources in National Marine Sanctuaries and Estuarine Research Reserves when requested by the Office of Ocean and Coastal Resource Management. The Center works with the National Marine Fisheries Service Restoration Center to assist in its identification and selection of feasible restoration alternatives and estimation of restoration costs for use in calculating damages for specific cases. It provides technical support to NOAA's Office of General Counsel and the Department of Justice for litigation and for settlement of natural resources damage claims. The Center develops and tests new approaches, techniques and procedures for improved and cost-effective assessments of damages to NOAA trust resources. It works with the Restoration Center and the Office of General Counsel to enhance the effectiveness of natural resource trustees' efforts through review of Federal laws and regulations that pertain to damage assessment and restoration, and makes recommendation(s) of additions and revisions where appropriate.

U.S. DEPARTMENT OF COMMERCE  
NOAA  
NATIONAL OCEAN SERVICE  
OFFICE OF OCEAN RESOURCES CONSERVATION AND ASSESSMENT

DAMAGE ASSESSMENT CENTER



Organ. Code

NH0110

Issue Date

8-31-93

# NOAA Organization Handbook

**54-10-08-0000-01-01**  
**INJURY ASSESSMENT BRANCH**

**NH0110**  
**N/ORCA11**

The Injury Assessment Branch produces assessments of injuries caused by releases of oil or hazardous substances. These assessments are used to determine whether potential cases meet tests presented in the Federal Natural Resource Damage Assessment Regulations (43 CFR Part 11) for pathway determination, causal linkages between contaminant(s) and injuries, and quantification of extent and severity of injuries. The Branch designs and oversees scientific evaluations of damages. It determines the effectiveness of restoration alternatives that are used to restore injured resources, through closely coordinated activities with the National Marine Fisheries Service Restoration Center. The Branch's personnel serve as deponents who represent the U.S. Government in providing testimony on injuries claimed for specific cases. The Branch provides immediate response to accidental spills, through its field staffs, by collecting perishable data that are used later in developing assessment of damages. Its field staffs serve as the Damage Assessment Center's primary contacts with co-trustee technical representatives and with regional attorneys from NOAA's Office of General Counsel and the Department of Justice. These staffs are located in NOAA offices in Seattle, Washington; Long Beach, California; Sandy Hook, New Jersey; and St. Petersburg, Florida. In addition, the Branch's programmatic staff: develops, maintains, and promotes new and enhanced capabilities to respond quickly and effectively to accidental spills of oil and hazardous substances; establishes and implements quality assurance standards for all branch studies; collects and synthesizes scientific information produced by and needed by field staffs for specific areas; reviews and evaluates actions required and taken by field staffs; and promotes NOAA and other coordination on, and consistency in, injury studies conducted across the nation. The programmatic staff provides backup for the field staffs and performs case work when field staffs are on emergency responses or encounter workload peaks.

Organ. Code

NH0120

Issue Date

8-31-93

# NOAA Organization Handbook

**54-10-08-0000-01-02**  
**RESOURCE VALUATION BRANCH**

**NH0120**  
**N/ORCAx12**

The Resource Valuation Branch determines the value of compensation (damages) to be claimed from potentially responsible parties for injury to NOAA trust resources that are caused by discharges of oil or releases of hazardous substances (and documented by the Injury Assessment Branch). The Branch develops and applies appropriate economic valuation methodologies used for cases. These methodologies are based on considerations outlined in the Federal Natural Resource Damage Assessment Regulations (43 CFR Part 11). It designs and manages economic studies that are conducted by branch staff, support contractors, and combinations of both. The Branch staff serves as deponents who provide testimony, on behalf of the U.S. Government, on economic valuation results and methodologies used in specific cases. The Branch develops: improved and simplified procedures for those parts of damage assessment that impact compilation of data and conduct of valuation studies (suited for use in multiple context situations); economic position papers on complex economic issues that recur across many cases; and standardized valuation procedures for wide applicability. It establishes quality control standards for economic analyses that are conducted by branch staff and by support contractors.

Organ. Code

WA1000

Issue Date

8-31-93

# **NOAA** Organization Handbook

**54-20-01-0001**

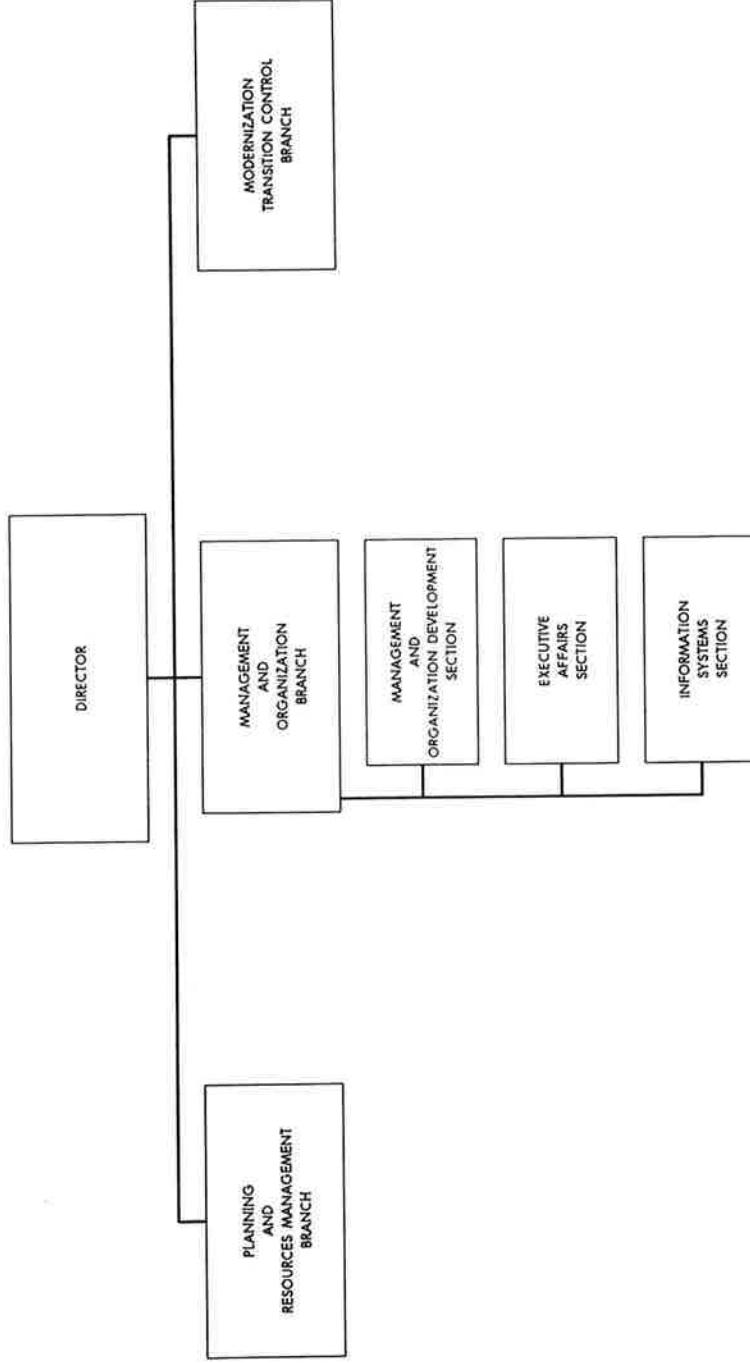
**MANAGEMENT AND BUDGET OFFICE**

**WA1000**

**W/MB**

The Management and Budget Office serves as the primary channel of communications with NWS headquarters and regional offices for the coordination of all NWS non-technical management activities. As such it establishes management priorities and requirements and is responsible for directing the day-to-day non-technical management of the NWS. In discharging these responsibilities it interacts directly, and on a continuing basis, with the directors of headquarters and regional offices on matters related to the allocation of resources (dollars and ceiling) necessary to support those offices, in the efficient and effective use of allocated resources, in the performance of program monitoring and schedule control functions for modernization, and in the general oversight of all non-technical activities. It interprets existing policy as it relates to the responsibilities of the office and modifies existing policies or formulates new policies when appropriate. It provides staff support to the Assistant Administrator and Deputy Assistant Administrator, NWS, in the areas of office management and correspondence control, management of resources, and the utilization of NWS staffing resources including the evaluation of the effectiveness of field management activities.

MANAGEMENT AND BUDGET OFFICE



Organ. Code

WA1200

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# **NOAA** Organization Handbook

**54-20-01-0001-02**

**PLANNING AND RESOURCES MANAGEMENT BRANCH**

**WA1200**

**W/MB2**

The Planning and Resources Management Branch serves as the focal point within the NWS for budget formulation, including five-year planning, justification of specific budget items and for the distribution and reprogramming of resources as necessary. The Branch coordinates the implementation of programs, the distribution of financial plans and the development of summary plans covering all NWS Financial Management Centers. It monitors progress in all aspects of budget execution, with particular attention to facilities, equipment, and construction activities, and generates financial reports required by the director and higher echelons. The Branch surveys and closely monitors the comparative costs of operations and the level of financial resources needed for program improvement and expansion. It coordinates the development of Federal plans for weather services. The Branch serves as focal point for the NWS functions in the Program, Planning, and Budgeting System, and in fiscal reporting system design.



Organ. Code

WA1300

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# **NOAA** Organization Handbook

**54-20-01-0001-03**

**MANAGEMENT AND ORGANIZATION BRANCH**

**WA1300**

**W/MB3**

The Management and Organization Branch manages all NWS human resource activities, controls and allocates NWS personnel resources, and manages NWS organizational design and position management functions. The Branch conducts and coordinates organizational and staffing studies designed to meet mission needs in the most efficient and cost-effective manner. It coordinates personnel, labor relations, and management improvement matters within the NWS. The Branch conducts and coordinates reviews and assessments to provide reasonable assurance that NWS programs are free from waste, fraud or abuse. It provides a liaison with the Congress, other agencies, and the public, controls all executive level correspondence, and manages the NWS directives system. The Branch provides computer system support to NWS components in the areas of office automation, management information systems, and financial management systems, and manages the NWS time-share system. It provides general executive management and administrative support, as applicable.

**54-20-01-0001-03-01**

**MANAGEMENT AND ORGANIZATION DEVELOPMENT SECTION**

**WA1310**

**W/MB31**

The Management and Organization Development Section manages NWS human resources and ensures the planning, analysis, design, and documentation of efficient and effective organizational structures and positions. The Section analyzes current and future NWS staffing needs, develops staffing plans to meet those needs, and develops staffing standards and job and grade structures, as applicable. It plans, conducts, and coordinates NWS organizational studies, A-76 reviews, Internal Control Reviews, Vulnerability Assessments, and Information Resource Management Reviews. The Section coordinates personnel policies and the labor-management relations programs within the NWS. It monitors, evaluates, and recommends improvements in NWS management practices. The Section oversees, monitors, and coordinates NWS career development and training activities, and designs career management programs for mainstream NWS occupations. It coordinates the NWS information technology planning process, and maintains U.S. weather station information and resulting publications. The Section develops and maintains position management and control systems and related activities.

Organ. Code

WA1320

Issue Date

8-31-93

# **NOAA** Organization Handbook

**54-20-01-0001-03-02**  
**EXECUTIVE AFFAIRS SECTION**

**WA1320**  
**W/MB32**

The Executive Affairs Section serves as focal point within the Weather Service for liaison with members of Congress, other Departments and agencies of the Executive Branch, and the general public. The Section acts as control point for all correspondence addressed to the Assistant Administrator or Deputy Assistant Administrator of the National Weather Service, or prepared for their or higher officials' signatures, ensuring that complete staff work and coordination has been accomplished. It manages the Weather Service directives system and is responsible for Weather Service forms management. The Section serves as focal point for security matters within the Weather Service, and serves as coordinator for the emergency preparedness activity. It conducts special studies concerning Weather Service management plans and policies, as assigned. The Section is responsible for miscellaneous executive, management, and administrative support duties, as assigned.

**54-20-01-0001-03-03**  
**INFORMATION SYSTEMS SECTION**

**WA1330**  
**W/MB33**

The Information Systems Section provides computer systems capability and technical guidance to all NWS components in the areas of office information systems, management information systems, and financial management systems. The Section surveys and analyzes NWS management information and office automation requirements and develops an NWS management information data base and office information systems standards. It provides expertise to NWS components in evaluating and procuring office information systems hardware and software. The Section manages the NWS time-share system and usage, and represents the NWS in related systems matters.

Organ. Code

WA1400

Issue Date

8-31-93

# **NOAA** Organization Handbook

**54-20-01-0001-04**

**MODERNIZATION TRANSITION CONTROL BRANCH**

**WA1400**

**W/MB4**

The Modernization Transition Control Branch develops annual and long-range resource plans, objectives and priorities of multi-year budgets for the NWS modernization. It devises a comprehensive, integrated system for resource planning, allocation and services; conducts budget formulation and resource tracking; and performs long-range studies which identify resource strategies and approaches for all phases of the modernization. The Branch, working closely with the Transition Program Office, manages and performs program monitoring and schedule control functions for the NWS modernization, including (1) devising comprehensive schedule control systems, and (2) instituting and managing periodic reviews of all critical program areas. The Branch is responsible for major contractual support, e.g., the NWS Systems Engineering and Technical Support Contract services and acquiring and managing other support services. Working with the NOAA Systems Program Office (SPO), the Branch integrates the SPO's development, acquisition and deployment schedules for the replacement technology systems with the budget, scheduling and control activities managed by the Branch in support of the Transition Program Office.

Organ. Code

WA9000

Issue Date

8-31-93

# **NOAA** Organization Handbook

**54-20-01-0009**

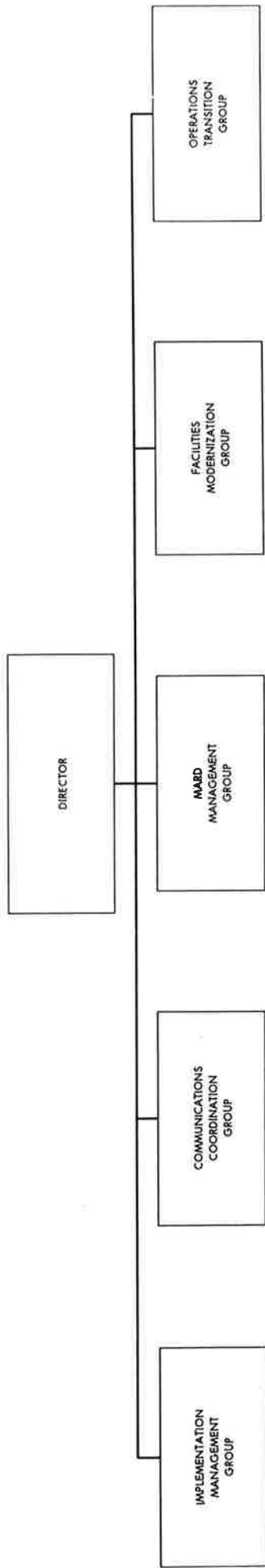
**TRANSITION PROGRAM OFFICE**

**WA9000**

**Wx21**

The Transition Program Office, which is headed by the Transition Director who reports to the Deputy Assistant Administrator for Modernization, plans, manages, and coordinates the overall transition of the NWS from today's configuration and methods of operation to the modernized and restructured NWS of the 1990s. The Office formulates and evaluates transition strategies. It develops and maintains the overall modernization and restructuring strategic program plan, and supporting transition implementation plans. The Office reviews and coordinates (in close cooperation with the NOAA Systems Program Office) for NWS major new technology systems (e.g., NEXRAD, AWIPS, ASOS, Profiler); plans for continued operation of existing systems (e.g., ART, NWWS, NWR); service modification plans (e.g., output products and services, service areas, staffing skill mixes); and plans for engineering support functions (e.g., facilities, maintenance, logistics) to assure compatibility and synchronization with each other and with the transition program plans. It resolves gaps and mismatches by assigning responsibility to appropriate NWS offices for analysis and recommendations. Working closely with the NWS Management and Budget Office, Modernization Transition Control Branch, the TPO provides data on modernization-related scheduling and control activities as well as transition program resource requirements. The Office directs, monitors, and reports on modernization and restructuring progress.

TRANSITION PROGRAM OFFICE



Organ. Code

WA9100

Issue Date

8-31-93

# **NOAA** Organization Handbook

**54-20-01-0009-01**

**IMPLEMENTATION MANAGEMENT GROUP**

**WA9100**

**Wx211**

The Implementation Management Group prepares short-term and long-term modernization plans and specifically maintains the NWS Modernization Strategic Plan and National Implementation Plans. The Group coordinates the preparation, review, approval, and the continuing maintenance of the annual Master Transition Program Plans and associated master schedule; and directs and coordinates the preparation and maintenance of detailed Regional and Site Implementation Plans. It develops and manages the NWS Transition Change Management System for all transition plans and schedules; and provides critical oversight on the operational implementation of new major NWS modernization systems to ensure sound and timely integration. The purpose of the Transition Change Management process is to ensure that all program elements which deal with the transition from present day operations through modernization are thoroughly reviewed and coordinated with all major NWS organizational elements. The Group provides oversight and policy direction for the replacement or phaseout of existing obsolete systems.

Organ. Code

WA9200

Issue Date

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# **NOAA** Organization Handbook

**54-20-01-0009-02**

**COMMUNICATIONS COORDINATION GROUP**

**WA9200**

**Wx212**

The Communications Coordination Group is responsible for directing and/or accomplishing internal and external coordination support for the NWS. The Group manages coordination for the modernization and associated restructuring, and provides expertise on policy objectives regarding orderly internal and external preparation and acceptance of the modernization and restructuring. The Group is responsible for the development of a systematic process of national communication, consultation, and coordination with members of the national meteorological infrastructure. The Group is responsible for the implementation of the Transition's Work Breakdown Structure (WBS) 0600, Internal and External Coordination, to ensure that employees, Congress, Governors, and other Federal agencies, regional, state, local organizations, the scientific and academic community, trade associations and professional societies, private sector companies, the media, and the general public are prepared to receive the products and services from the modernized NWS. The Group is responsible for the evaluation of the effectiveness of the programmatic coordination efforts nation-wide; and for the development of scientific, technical and environmental information, products and services to meet major long-term modernization goals and needs of U.S. industry, government, and the general public regarding the modernization. The Group is responsible for the development of policies and procedures to guide the internal and external coordination and dissemination of information; and the identification, development, and coordination of key forums for the exchange of programmatic and technical information between NWS and its internal and external users, specific constituencies, the media, service providers, contractors, and equipment vendors. The Group provides input and responds to policy and strategy requirements for programmatic coordination to support agency budget, planning, and program implementation and evaluation; and supporting the commercialization and industrialization activities during the modernization transition period, and promoting the growth of the value-added weather services industry, and assisting in the technology transfer resulting from modernization.

Organ. Code

WA9300

Issue Date

8-31-93

# NOAA Organization Handbook

**54-20-01-0009-03**  
**MARD MANAGEMENT GROUP**

**WA9300**  
**Wx213**

The Modernization and Associated Restructuring Demonstration (MARD) Management Group is responsible for the planning, implementation, coordination, and evaluation of the MARD Program. The MARD is a Congressionally mandated activity (P.L. 102-567) that is central to the implementation of the restructured operations of the NWS planned in the 1990s. The Group develops and implements policies, standards, and procedures related to the Demonstration. It provides planning oversight by keeping the MARD plan current, ensuring that the MARD plan, Central and Southern Regional Transition Plans (RTP), and MARD Site Implementation Plans (SIP) are in agreement with national plans and with each other, and that they are current. The Group is responsible for implementation oversight by tracking progress towards implementation of MARD area systems, communications, staffing, training and services, and by identifying problems with the implementation and recommending solutions. It is responsible for coordination oversight by ensuring that local, state, and congressional delegations are informed of MARD activities on schedule; briefing oversight by keeping the Assistant and Deputy Administrators, the Regional Directors, meteorologists-in-charge (MIC) informed on the MARD progress, status, problems, and recommended solutions; evaluation oversight by having intimate knowledge of evaluation plans for National Centers, MARD Weather Forecast Offices (WFO), and external users, and by participating in the monitoring of data collected by the MARD evaluation and determining how the Demonstration is going; and development oversight for the issuance of the final Demonstration report.



Organ. Code

WA9400

Issue Date

8-31-93

# **NOAA** Organization Handbook

**54-20-01-0009-04**

**FACILITIES MODERNIZATION GROUP**

**WA9400**

**Wx214**

The Facilities Modernization Group is responsible for coordinating activities attendant to the Modernization and Associated Restructuring (MAR) of the National Weather Service. The Group is responsible for taking all necessary action to ensure the timely and cost-effective accomplishment of all facilities aspects of the NWS modernization program. Where the NOAA Systems Program Office (SPO) is responsible for the development, acquisition, and deployment of the new technology systems in support of the MAR, the Facilities Modernization Group directs the formulation of overall NWS MAR facilities program objectives, policies, and standards; and coordinates the accomplishment of NWS MAR facilities activities embodied in the Transition's Work Breakdown Structure (WBS) 0700, Facilities Preparation. It provides a liaison between the Deputy Assistant Administrator, Transition Director, NWS staff and line offices, the NOAA Systems Program Office and CASC Special Engineering Program Office, and other NOAA Staff and Line Offices, to coordinate the development and accomplishment of facilities activities. It coordinates with the appropriate line or staff offices the integrated development of plans for construction of new office space and plans to modify existing space; and coordinates the interaction of NWS facilities program activities to ensure that facilities are completed in a timely manner in preparation for the installation and operation of new technology. The Group assures leasing agreements and/or arrangements for acquisition of real estate and new office space meet programmatic requirements; coordinates all MAR facilities budget projections prepared by implementing programs and formulates budget projections for transition facilities by analyzing resource needs and allocations; and serves as focal point for external matters associated with the NWS modernization facilities effort.

Organ. Code

WA9500

Issue Date

8-31-93

# **NOAA** Organization Handbook

**54-20-01-0009-05**

**OPERATIONS TRANSITION GROUP**

**WA9500**

**Wx215**

The Operations Transition Group provides policy direction for development of comprehensive NWS transition plans, e.g., Service Plans, Human Resource Plans, Training Plans, Regional Transition Plans and Site Implementation Plans; and develops and maintains the Congressionally required modernization certification plans. The Group provides inter-agency coordination for the integrated transition and implementation of modernized weather services, agency human resources, program transition and training, and the National certification. It provides technical coordination and planning for integration of modernized facilities, with associated service changes, systems implementation, and deployment. The Group coordinates and/or directs the development and implementation of future services, certification, training, and human resources scheduling and associated tracking.

Organ. Code

WC0000

Issue Date

8-31-93

# **NOAA** Organization Handbook

**54-20-03**

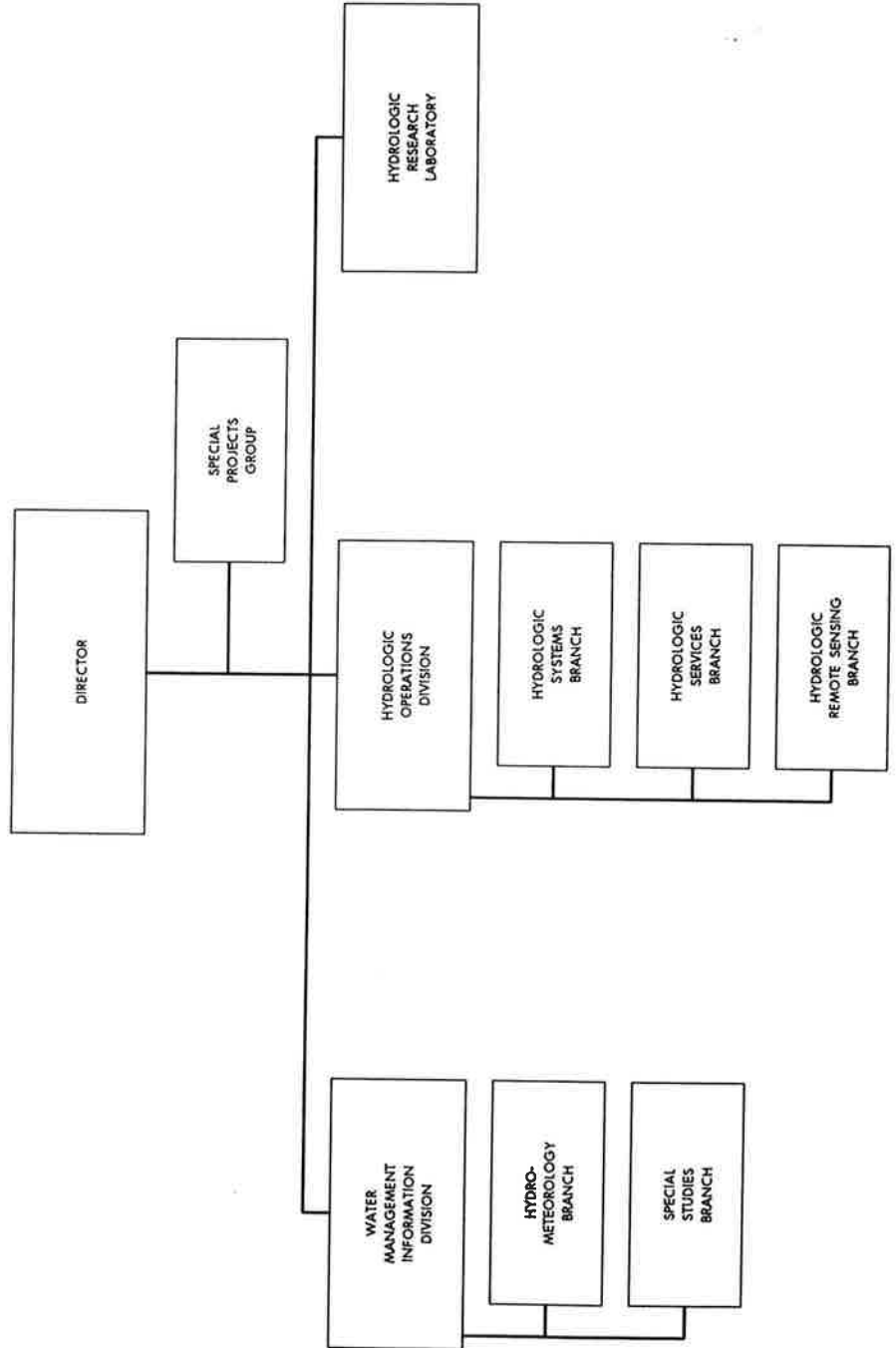
**OFFICE OF HYDROLOGY**

**WC0000**

**W/OH**

The Office of Hydrology serves as the primary interface between the National Weather Service Headquarters and the field service programs on all operating matters and technical aspects of hydrologic service programs and procedures. The Office is responsible for handling all hydrologic matters at a national level within NWS in cooperation with other NWS Headquarters offices and for representing NWS on all interagency matters concerning hydrology. The Office establishes policies and develops plans for hydrologic procedures and for collecting and processing hydrologic data for river and flood forecasts and warnings, and water-supply forecasts. It supports the integrity and operational readiness of technological support systems employed by the hydrology program of NWS and conducts research and development programs for improving field services. It manages overall hydrologic field operations and coordinates functions supporting these activities. The Office conducts surveys and policy-review studies to determine the effectiveness of hydrologic field programs. It serves as advisor and consultant to the Assistant Administrator for Weather Services on hydrology, both nationally and internationally.

OFFICE OF HYDROLOGY



Organ. Code

WC0100

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# **NOAA** Organization Handbook

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**54-20-03-0000-01**  
**SPECIAL PROJECTS GROUP**

**WC0100**  
**W/OHx1**

The Special Projects Group serves as the primary interface between NWS headquarters and field service programs on all operations and technical aspects of the Nile Forecast System (NFS) for the project. It develops and administers a River Forecast System for the Nile River in Cairo, Egypt. The Group is responsible for the integration of technical components (satellite, hydrologic models, current data, and computers) into an operational forecast system for predicting inflow into the High Aswan Dam in Egypt.

Organ. Code

WD3000

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# NOAA Organization Handbook

**54-20-04-0003**

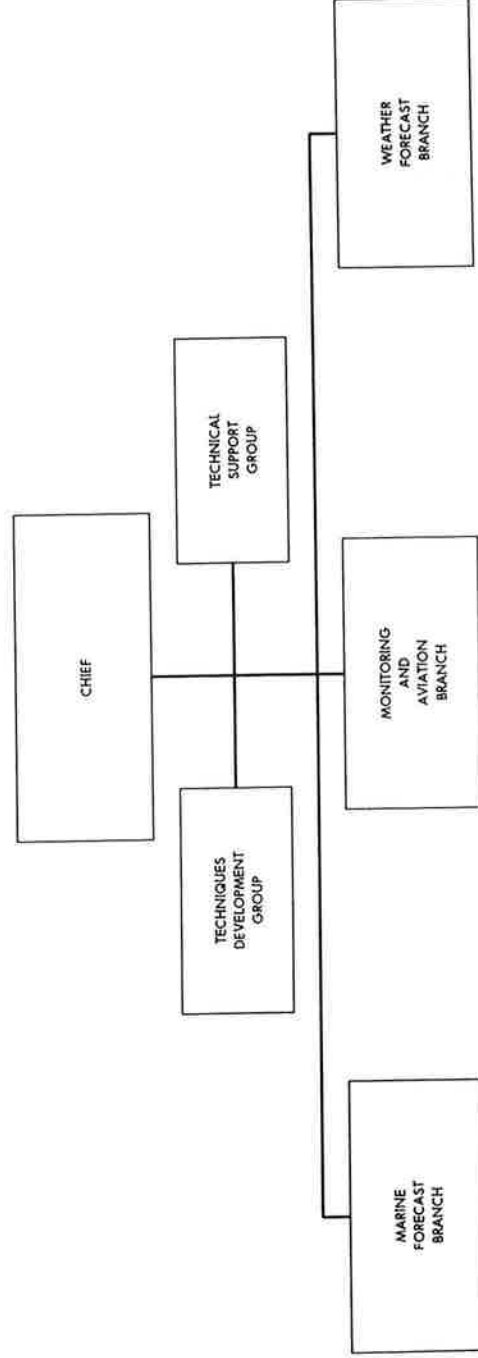
**METEOROLOGICAL OPERATIONS DIVISION**

**WD3000**

**W/NMC3**

The Meteorological Operations Division (MOD) is a 24 hour per day, 365 days per year operation, staffed by forecasters and technicians, operating under rigid time constraints to meet scheduled deadlines. It is the principal seat of practical meteorology within the NMC and is responsible for a wide range of meteorological activities affecting marine, aviation, and land based activities. The MOD issues global-scale atmospheric and air-sea interface analyses and forecasts for the Atlantic and Pacific Ocean basins, regional-scale high resolution analyses and forecasts for the offshore areas adjoining the East and West Coasts of the United States, and analyses of ocean boundary currents such as the Gulf Stream. It is responsible for observational quality and quantity control of data, monitoring the production of NMC guidance, continuously reviewing the status of NMC model runs, and monitoring the dissemination of NMC guidance products. For aviation purposes, the Division produces significant weather forecasts that affect general aviation interests at low flight levels and commercial aviation at jet flight levels. These aviation products are national and international in scale. The Division is also responsible for national forecasts of clouds and weather, maximum and minimum temperatures, probabilities of precipitation, and quantitative precipitation forecasts (including heavy snow).

METEOROLOGICAL OPERATIONS DIVISION



Organ. Code

WD3020

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# **NOAA** Organization Handbook

**54-20-04-0003-00-02**  
**TECHNIQUES DEVELOPMENT GROUP**

**WD3020**  
**W/NMC302**

The Techniques Development Group develops computer techniques to enable forecasters to use efficiently conventional as well as new data in the preparation of division guidance products. This includes the assimilation, comparison, and integration of existing and new classes of data and products. It develops diagnostic programs designed to aid forecasters in preparing more timely and accurate forecast guidance. Specifically, the Group works on improving our understanding of the physical processes related to the occurrence of heavy precipitation. It maintains a comparative verification program of the major forecast products of the division. The Group works closely with and coordinates activities with the Automation Division and Development Division of the National Meteorological Center and the Techniques Development Laboratory of the Office of Systems Development.



Organ. Code

WD3070

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# **NOAA** Organization Handbook

**54-20-04-0003-00-07**  
**TECHNICAL SUPPORT GROUP**

**WD3070**  
**W/NMC307**

The Technical Support Group provides technical support and reproduction services to the division and other NMC and Weather Service divisions, as well as other NOAA components, military services and private weather activities. It conducts recruiting and technician training activities for the division and acts for the division in personnel matters affecting technicians, such as grievances, branch assignments, union affairs, etc. The Group determines technical standards and exercises quality control over the output of the division. It maintains a technical reference library and furnishes communications schedules and training aids to the operating branches. It purchases and maintains reproduction equipment and related devices. The Group designs, supplies, and maintains special tools, forms, map bases, overlays, and guides used by the branches. It maintains files and arranges for archiving of charts produced in the division.

Organ. Code

WD3100

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# **NOAA** Organization Handbook

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**54-20-04-0003-01**  
**MARINE FORECAST BRANCH**

**WD3100**  
**W/NMC31**

The Marine Forecast Branch operates 24 hours per day, 365 days per year. The Branch is responsible for originating and issuing global-scale atmospheric and air-sea interface analyses and forecasts out to 108 hours for the Atlantic and Pacific Ocean basins, regional-scale high resolution analyses and forecasts out to 72 hours for the offshore areas adjoining the East and West Coasts of the United States, and analyses of ocean boundary currents such as the Gulf Stream. These products are the principal guidance transmitted to National Weather Service field offices for use in issuing operational marine warnings and forecasts for U.S. coastal and offshore waters. The Branch formulates and issues operational warning and forecast bulletins and charts for the high seas areas of the North Atlantic and North Pacific Oceans. These products fulfill U.S. responsibilities under the World Meteorological Organization and the Safety of Life at Sea convention for providing marine safety information to international shipping on the high seas. The Branch is also responsible for producing tailored marine forecasts in response to emergency requests by NWS regions and other NOAA and Federal Government components. Under emergency conditions the Branch acts as back-up for the marine forecast functions of the National Hurricane Center.

Organ. Code

WD3300

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# **NOAA** Organization Handbook

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**54-20-04-0003-03**  
**MONITORING AND AVIATION BRANCH**

**WD3300**  
**W/NMC33**

The Monitoring and Aviation Branch operates 24 hours per day, 365 days per year. It is responsible for observational quality and quantity control of data, monitoring the production of NMC guidance, continuously reviewing the status of NMC model runs, and for monitoring the dissemination of NMC guidance products. The Branch produces significant weather forecasts that affect general aviation interests at low flight levels and commercial aviation at jet flight levels. These aviation products are national and international in scale out to 24 hours in advance. An additional aviation function is provided by the Central Flow Weather Service Unit (CFWSU) located at Federal Aviation Administration (FAA) headquarters, which assists the FAA's real-time management of air traffic throughout the United States.

Organ. Code

WD3500

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# **NOAA** Organization Handbook

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**54-20-04-0003-05**  
**WEATHER FORECAST BRANCH**

**WD3500**  
**W/NMC35**

The Weather Forecast Branch operates 24 hours per day, 365 days per year. It is responsible for national forecasts of clouds and weather, maximum and minimum temperatures, probabilities of precipitation out to five days, and quantitative precipitation forecasts (including heavy snow) out to two days. The Branch is also responsible for the 3-hourly surface analysis over the United States and Canada as well as the 6-hourly preliminary and 12-hourly final archive surface analysis over the Northern Hemisphere. The Branch includes the South American Desk that writes a daily narrative for distribution over the Global Telecommunication System. Under emergency conditions the Branch acts as back-up for the hurricane forecast functions of the National Hurricane Center.

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