

NATIONAL WEATHER SERVICE INSTRUCTION 90-102

MARCH 15, 2022

Staffing and Organization

Staffing Administration, NWSPD 90-1

HIRING CONTROLS

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

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SUMMARY OF REVISIONS: This directive supersedes NWSI 90-102, *Hiring Controls*, dated July 9, 2015. Office name changes made to reflect NWS Headquarters reorganization effective, April 1, 2015. Changes include:

- Removal of Appendix A (NOAA Hiring Control Guidance).
- Removal of Appendix B (PFAR form, updated June 2018).
- Replaced Appendix A (NOAA Hiring Control Guidance) with PFAR, updated December 2021.
- Consolidated sections 2.2 and 2.3 to remove Deputy Assistant Administrator and CFO from PFAR approval process.
- Updated section 2.2 to reflect all PFARs require signature of FMC Directors

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Date

Hiring Controls

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1 Introduction

These procedures provide general guidance on the initial approval process for National Weather Service (NWS) recruitment actions by NWS HQ Office Directors, National Center Directors, Regional Directors, and other Staff Offices.

The process is to ensure NWS' positions are maintained within its fiscal year targets and in accordance with labor caps and reporting requirements defined in the Consolidated Appropriations Act, 2018. NWS must make certain that hiring controls remain in place and it exercises prudent and responsible fiscal judgment in submitting vacancies thru the NOAA Office of Human Capital Services (OHCS) for recruitment. NWS cannot exceed the full-time equivalent (FTE) ceiling established in the President's Budget; therefore, it must ensure all recruitment requests are sustainable in current and future budgets.

2 General Procedures

In accordance with the NWS Office of the Chief Financial Officer, all NWS recruitment personnel requests will require initiation of a Position Funding Approval Request (PFAR) by the hiring manager and approved by the appropriate Portfolio Director before submission to the Management and Organization Division (CFO2) via nws.pfars@noaa.gov for hiring control tracking purposes. CFO2 will return the PFAR to the submitting office for inclusion into the Recruitment Analysis Data System (RADS) recruitment case.

2.1 Annual Staffing Plans

In order to ensure adequate budget resources are available to fund current and future positions, NWS Financial Management Centers (FMCs) must prepare a staffing plan in NOAA's Management Analysis Reporting System (MARS) as a part of its overall budget operating plan.

This plan should be based on the data from the MARS labor projection module. These annual plans must identify all current staff and projected new hires, and corresponding budget requirements. Staffing plans are to be developed in conjunction with staffing allocations at the Portfolio level. The Office of the CFO will provide those FTE allocation thresholds in accordance with the President's Budget or from FY budget appropriations. These plans shall be documented in the FMC's spend plan.

2.2 Position Funding Approval Request

All requests shall be submitted using a PFAR document. (Appendix A). Complete all the information requested in the form. The "Funding Portfolio Code" should identify the sub-program and project code, and the "Total Est. Cost" should identify the salary/benefit amount needed for the fiscal year.

All PFARs will require the signature of the Hiring Official from the requesting office, the FMC Director, and the Portfolio Director when submitting a recruitment or reassignment action, regardless of grade. If the PFAR request is for a new, modified or reassigned position, an approved Table of Organization (TO) request must be attached to the PFAR request

The Portfolio Director will review the hiring request upon receipt to ensure proper position management within NWS (backfill, new positions, and career ladder promotions). These requests will be reviewed against their annual staffing plan and monthly staffing reports. The approved PFAR must contain CFO2 signature before being uploaded into the RADS case for processing.

If the request is disapproved or if further discussion is required, the PFAR will be returned to the requesting office. Disputes between CFO2 and FMCs are resolved by the NWS DAA.

3 Roles and Responsibilities

3.1 Portfolio Director

The Portfolio Directors have the ultimate authority to approve all prospective actions to fill vacant federal positions on a full or part time basis.

3.2 Management and Organization Division

The Management and Organization Division will save and track all approved PFARS for reporting and analysis purposes. Once recorded and signed, CFO2 will return the PFAR to the requesting office for inclusion into the RADS case.

3.3 NWS HQ Office Directors, National Center Directors, Regional Directors, and other Staff Offices

NWS HQ Office Directors, National Center Directors, Regional Directors, and other Staff Offices will develop annual staffing plans. These annual plans must identify all current staff and projected new hires, and corresponding budget requirements.

APPENDIX A - PFAR Form (Updated December 2021)

Reset Form

POSITION FUNDING APPROVAL REQUEST

Funding Portfolio Code: _____ FMC: _____

Org Code: _____ Total Est. Cost: _____

Date Submitted: _____ Office Location: _____

FMC Contact: _____

FMC Contact Number: _____

REQUEST TO HIRE Student ☐ Full-Time Permanent ☐

Billet Number: _____ This hiring action is required to meet EOY on-board position targets included in the annual NWS Staffing Plan.

Title/Series: _____ Initial Grade: _____ Target Grade: _____

PCS must be approved and cleared by FMC Director and funding Portfolio Director before job**is posted. Check to indicate whether PCS is approved:** Yes ☐ No ☐

Justification. Select one of the below:

☐ Backfilling position in current location. Continuation of current work; PD # _____☐ If the PFAR request is for a change in grade, series, organization code, or organization location, an approved Table of Organization (TO) request must be attached to the PFARDoes this job announcement offer remote work? Check yes or no below. If yes, obtain DAA signature below before submitting to CFO2. Remote work package must be prepared and routed thru CFO2 to DAA for approval once selection is made. Cost savings benefit favorable to government required for approval. Yes ☐ No ☐

DAA Approval for Offering Remote Work

_____	Title: _____	Date: _____
Signature Hiring Official	Approved	Disapproved
	<input type="checkbox"/>	<input type="checkbox"/>
_____		Date
FMC Director	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	_____
Portfolio Director	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	_____
CFO2		

Revised: (December 2021)