

***NATIONAL WEATHER SERVICE POLICY DIRECTIVE 30-41***

***May 3, 2018***

***Maintenance, Logistics & Facilities***

***FACILITIES MANAGEMENT***

---

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

---

**OPR:** W/OF (D. R. Jones)

**Certified by:** W/OPPSD (K. Cooley)

**Type of Issuance:** Routine

---

***SUMMARY OF REVISIONS:*** This directive supersedes NWSPD 30-41, “Facilities Management” dated April 7, 2014. The changes reflect the National Weather Service (NWS) Headquarters reorganization effective April 1, 2015. Additional changes were made throughout this directive.

1. The objective of the National Weather Service (NWS) Facilities Management program is to design, build and maintain safe, efficient and resilient facilities to effectively house NWS 24/7/365 operations in a manner consistent with available resources. NWS facilities should be safe, functional, economical, sustainable, and compatible with the environment. The aggregate real-property portfolio should be managed and sized consistent with available funding to ensure that the portfolio footprint does not outpace the government’s ability to maintain it in good working order to maintain uninterrupted 24/7/365 delivery of weather forecasts, watches, warnings and Impact Based Decision Support Services (IDSS). The overarching objective of the Facilities Management program and the facilities managed under this program’s purview is to execute the objectives of the NWS senior leadership team including, but not limited to, support of the Weather Ready Nation initiative and to facilitate IDSS.

NOAA/NWS operates in accordance with NOAA’s Administrative Order (NAO) 217-104, Facility Capital Planning and Project Management Policy. The NAO is listed as “pending revisions” as NOAA develops their facilities program governance structure. For example, NAO 217-104 terms NOAA Facility Master Plan, Facility Investment Management Board, and NOAA’s Integrated Facilities Inspection Program are no longer applicable. However, NWS will continue to provide, operate maintain, and protect facilities and infrastructure required for effective mission support nationwide at their greatest life-cycle value to provide and retain the minimum number of facilities necessary to effectively support NWS missions and staff at the greatest life-cycle value; deactivate, remediate or dispose of facilities in excess of its requirements; conduct facility activities according to applicable laws, regulations, Federal policies, and interagency agreements; and employ a life-cycle process for managing facilities in concert with the NOAA 2030 Footprint Initiative. Major investments in facility construction and renovation exceeding \$10M in cost will be coordinated through NOAA’s Facility Program Office. The NWS will determine levels of investment for facilities based on the following general priorities:

- a) safety risk,

- b) business risk,
- c) mission risk,
- d) location's estimated total deferred maintenance,
- e) statutory and regulatory compliance,
- f) enhanced mission capability,
- g) expand opportunities to co-locate NWS facilities with key partners,
- h) improved living and working conditions (quality of life),
- i) industry standards,
- j) energy and sustainability requirements.

2. This directive establishes the following authorities and responsibilities:

2.1. The Assistant Administrator (AA) for the NWS is responsible for ensuring implementation of facilities management policy and procedures.

2.2. The NWS Office of Facilities (OF) is the principal advisor to the AA on facilities capital planning and project management issues, is responsible for development, implementation, and administration of the Facilities Management program to include the development of the NWS Facilities Strategic Plan. This includes establishing procedures and directives specifying facility requirements, guidelines; and personnel responsibilities to ensure statutory and regulatory compliance of appropriate procedures, instructions, and annual reports to Congress on the status of NWS facilities and federal mandates. In addition, OF will assess impact of facilities conditions on mission readiness through implementation of NOAA's Facility Condition Inspection Management Plan and develop capital investment and real property maintenance projects, in coordination with NOAA/ Office of Chief Administrative Officer's Real Property Management Division (RPMD), Project Planning Management Division and Facility Program Office as required. The OF is responsible for major capital acquisition and repairs identified and resourced by NWS portfolio directors.

2.3. NWS portfolio directors, regional headquarters, and national Centers are responsible for:

- planning and resourcing operations and maintenance;
- operating, maintaining, and controlling the use of NWS facilities in compliance with all lease terms and conditions, applicable Federal, State, Local, DOC, NOAA, and NWS policies and procedures;
- maintaining an accurate inventory of all NWS controlled real property with descriptions of current physical condition, capacity, size, age, and uses;
- reporting on facilities maintenance work performed;
- assisting with the coordination of facility condition assessments and tenant improvement build-outs;
- compiling reports, developing priorities and corresponding budgets;
- implementing methods to achieve the greatest lifecycle value from operations and maintenance resources;
- analyzing and recommending changes in facility use and regional portfolio footprint to improve utilization rates and overall value of existing facilities;

- adhering to the “freeze the footprint” initiative by coordinating any requests for real property footprint increases through NWS headquarters Facilities Management Division;
- consistently operating with the objectives of the NWS Facilities Strategic Plan;
- increasing energy efficiency and sustainability of buildings and operations;
- assisting with colocation or collaboration partnerships with outside entities; and
- coordinating acquisition and disposal of real property through RPMD.

2.4. Field offices are responsible for operating, maintaining, protecting and reporting on the facilities infrastructure, and environmental concerns; assisting with day-to-day implementation of Facilities Management operations and maintenance programs, providing necessary data for preparation of annual facility condition assessments; reporting monthly energy and water consumption data; and maintaining an accurate record of NWS controlled real property with descriptions of current physical condition, capacity, size, age, and use.

3. This policy directive is supported by the references listed in the Attachment.

Signed	4/19/18
_____ Louis W. Uccellini Assistant Administrator National Weather Services	_____ Date

**Attachment**  
**REFERENCES**

- Energy Independence and Security Act of 2007
- Housing and Urban Development Act of 1970
- Energy Policy Act of 2005 & 1992
- National Energy Conservation Policy Act
- Federal Property and Administrative Services Act of 1949
- The Uniform Relocation Assistance and Land Acquisition Policies Act of 1970
- Federal Buildings Personnel Training Act of 2010
- National Environmental Policy Act of 1969 (NEPA)
- The Clean Air Act of 1970 and the Clean Air Act Amendments of 1990
- The Safe Drinking Water Act
- National Historic Preservation Act of 1966
- Executive Order (EO) 12372, "Intergovernmental Review of Federal Programs," revised April 8, 1983
- Executive Order (EO) 11988, Floodplain Management
- Executive Order (EO) 13693, Strengthening Federal Environmental, Energy and Transportation Management
- Executive Order (EO) 13221, Energy Efficient Standby Power Devices
- Executive Order (EO) 13327, Federal Real Property Asset Management
- OMB Memorandum M-12-12, Section 3: Freeze the Footprint
- NOAA 2030, Footprint Initiative
- Uniform Federal Accessibility Standards (UFAS)
- The International Fire Code (IFC)
- National Fire Protection Association (NFPA)
- Department of Commerce Strategic Sustainability Performance Plan
- Office of Management and Budget Circular A-11, Preparation and Submission of Budget Estimates
- Title 40 U.S.C., Chapter 10 - Management and Disposal of Government Property.
- NOAA Administrative Order 217-104, Facility Capital Planning and Project Management Policy – (*status is currently listed as “pending revisions”*)
- NOAA Facility Condition Inspection Management Plan, dated June 24, 2015