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NOAA Directives Manual

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05-25 DELEGATION OF AUTHORITY FOR MANAGEMENT OF THE WESTERN REGIONAL CENTER TO THE DIRECTOR, REGIONAL ADMINISTRATIVE SUPPORT CENTER OPERATIONS OFFICE (RASCOO) AND THE REDELEGATION TO THE DIRECTOR, WESTERN ADMINISTRATIVE SUPPORT CENTER (WASC)

1. Purpose - This directive provides for the delegation and redelegation of the authorities contained in Section 3 of Department Administrative Order (DAO) 217-1, Section 4 of Departmental Administrative Order 217-7, and Section 5, Departmental Organization Order (DOO) 25-5B, as they relate to the management of the Western Regional Support Center at Sand Point.

The intent is to provide for the delegation of the Administrator's authority for management of the Western Regional Center to the Director, Regional Administrative Support Center Operations Office (RASCOO) and the redelegation to the Director, Western Administrative Support Center (WASC). The Director, WASC shall serve as base manager for WASC at Sand Point and shall provide for facility and site maintenance and operation, long-term facility planning, space management, and repairs and alterations. The Director, WASC, shall also develop local policies and procedures governing such items as use of the site facilities, space utilization charges, design standards, and budget administration for NOAA Western Regional Center (WRC) operations. This authority may be redelegated to subordinate WASC personnel.

2. Other Pertinent Information - It is necessary to note the establishment of the above responsibilities and delegation of authorities in Chapter 02, Section 4, dated 6/25/73 of NOAA's Real Property Management Handbook. Appendix A outlines specific duties and responsibilities necessary to manage the operations of the WRC.

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APPENDIX A

1. Delegation of Authority to Director, Western Administrative Support Center for Facilities Management of the WRC - Consistent with general delegations and pursuant to the authority vested in the Administrator of NOAA, the Director, Western Administrative Support Center is delegated authority for management of facilities at the NOAA Western Regional Center. This authority includes facility and site maintenance and operation, long-term facility planning, space management, and repairs and alterations. It also includes development of local policies and procedures governing such items as use of the site facilities, space utilization charges, design standards, and budget administration for WRC operations. This authority may be redelegated to subordinate WASC personnel.

2. Duties and Responsibilities - The Director, WASC has overall responsibility for management of facilities and for providing facility support services at the NOAA Western Regional Center (WRC). The Director shall serve as the focal point for all matters relating to the operation and use of WRC facilities and property.

In this capacity, the Director, WASC shall be responsible for:

- a. Maintenance and operation of all buildings, grounds, and other improvements, including the Lake Washington shoreline and the vessel staging area.
- b. Repair, alteration, and improvements of the site and facilities as may be necessary in the operation of the facilities or as on a reimbursable basis when requested by a facility tenant.
- c. Space assignment, management, and utilization including implementation of departmental and agency space policies and procedures, conducting periodic surveys, and assignment/reassignment of space in furtherance of federal objectives.
- d. Security, safety, fire, health, and other programs necessary for protection of facilities, property, and personnel.
- e. Long-range planning, energy management and other services for improved facility effectiveness, efficiency, and economy of operation.
- f. Financial management including such items as administering space charge assessments, development of financial operating plans, monitoring of obligations, and periodic reporting.

3. Policies and Procedures - The Director, WASC has overall responsibility for the development and implementation of NOAA policies and procedures governing the operations and management of WRC facilities. All policies shall be consistent with applicable NOAA and Departmental policies and regulations, as well as the Federal Property Management Regulations. WRC policies and procedures may cover the full scope of activities as deemed appropriate by the Director, WASC. The policies may include but are not limited to:

- a. Review and approval of requests for new structures or modification, alteration, or improvement to existing structures.
- b. Establishment of appropriate standards for efficient utilization and management of special purpose space.
- c. Development of procedures to ensure compliance with DOC and NOAA space standards.
- d. Development of policies and procedures relating to the use of WRC facilities and grounds.
- e. Use of the facilities and the site by other federal, state, local, public, and community entities.
- f. Establishment of standards and procedures for safety, security, building evacuation, and other protection plans.
- g. Provision of common facility support services such as carpenter and reproduction services, cafeteria and vending machine operations, key and key card issuance, vehicle management, carpooling, parking, and other related services.

4. Headquarters Oversight - Above authorities are delegated by the Director, RASCOO, who shall monitor their performance, assure proper coordination of any matters requiring contact with other agencies, and keep the Office of the Administrator informed of WRC activities and programs.