

ESSA

NEWS

U. S. DEPARTMENT OF COMMERCE • Environmental Science Services Administration

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CRPL JOINS ESSA. Effective October 11, the Central Radio Propagation Laboratory became a part of ESSA as the Institute for Telecommunication Sciences and Aeronomy. At the same time, certain administrative functions were transferred by the National Bureau of Standards from the NBS Boulder Laboratories to the new Institutes for Environmental Research. The functions transferred include personnel, library, computer, printing and photo labs, and field services supply. Dr. Floyd Taylor has been designated by the Administrator of ESSA as the Acting Director of Administration for the Institutes of Environmental Research.

ESSA EMPLOYEES NAMED SCIENCE AND TECHNOLOGY FELLOWS. Eight ESSA employees are among the 22 scientists, engineers, and administrators from the Department of Commerce who have been selected as Science and Technology Fellows in the second year of a pioneer project in professional development of scientific and technical personnel in the Federal service. The Fellows will spend nine months in training and in gaining experience in bureaus other than their own. In announcing the selections, Commerce Secretary Connor cited the men as showing exceptional professional promise. "When they return to their jobs," Mr. Connor said, "I am sure they will have broader perspective and enhanced qualifications." The eight ESSA employees are: Stuart G. Bigler, WB; Frederick F. Ceely, Jr., C&GS; Wilber H. Eskite, Jr., C&GS; Charles R. Hosler, WB; Walter E. Johnson, CRPL; Richard E. Kirby, CRPL; Herbert R. Lippold, Jr., C&GS; and W. Bruce Ramsey, WB.

DEPUTY DIRECTOR, ADMINISTRATION, APPOINTED. Richard O. Quill was sworn in as Deputy to Raymond A. Girard, Director, Administration, on October 11. Mr. Quill transferred to ESSA from the U.S. Tariff Commission, where he had been Director of Administration for the past five years. His experience also includes service with the Department of Commerce Office of Budget and Management, the United Nations Korea Rehabilitation Agency, and the Agency for International Development.

UPDATING TAX WITHHOLDING CERTIFICATES. The Treasury Department requires that all employees file an amended Form W4, Employees Withholding Exemption Certificate, to show changes in their exemption status or address. If you are not sure the Form W4 now on file in your payroll office is current as to exemptions and address, submit an amended Form W4 prior to December 1, 1965. These forms may be obtained from your administrative or payroll office. This will assure the correct address on your Withholding Tax Statement, Form W2, at the end of the year.

FUNDS FOR ESSA

by
John M. Amstadt,
Chief, Budget and Finance

Support for the new ESSA organization currently is provided through 10 separate appropriations, or parts of appropriations, enacted by Congress. In addition, the new organization will receive support from several hundred contractual agreements which it has for work to be done for Federal, State, and local governments and private industry. The total cost of operating ESSA for the current fiscal year (the year which ends June 30, 1966) will approximate \$170 million.

The reorganization of the Coast and Geodetic Survey, Central Radio Propagation Laboratory, and Weather Bureau has raised a number of questions as to how the new Administration will be financed in the future.

For the remainder of fiscal year 1966, the Administration's fund control, accounting and payrolling procedures will be continued in much the same way they were handled prior to the reorganization. Certain legal and accounting considerations make this necessary.

Although the President's reorganization authority provides a legal basis which would permit combining appropriations after they are enacted, the fact that the fiscal year 1966 appropriations were enacted after the reorganization plan was submitted to Congress would appear to prohibit doing this. Normally, Congress requires that an agency maintain separate accountability for each of its appropriations and that they not be merged or intermingled. Consequently, it will be necessary to finance the Coast and Geodetic Survey components of the ESSA organization from the appropriations enacted for the Coast and Geodetic Survey for fiscal year 1966, the Central Radio Propagation Laboratory from the appropriations made available for the Bureau of Standards, and the Weather Bureau component of ESSA from the appropriations which were provided the Weather Bureau.

The payrolling and accounting procedures of the three Bureaus from which ESSA was formed also differ substantially, and it will be necessary to do considerable systems development work before these functions are fully combined.

Management of allowances or allocations of funds also will continue somewhat as heretofore although some adjustments in cost centers, or control points, will be necessary to conform with organization changes in the management of programs. Where such organizational changes occur, however, you may expect that the office or Regional Director having control over the program will also have control over the finances supporting the program.

Effective July 1, 1966, it is anticipated that substantial changes will be made in the appropriation structure for ESSA. Payrolling, accounting, and related functions will then be consolidated to a greater extent than at present.

A combined Salaries and Expenses appropriation will be used to support all of ESSA's ongoing operating programs next year. A separate Research and Development appropriation will support all activities of this nature and a Facilities, Equipment, and Construction appropriation will be used for capital equipment. A Satellite Operations and a Research and Development (Foreign Currency) account will complete the appropriation structure to be used for ESSA in FY 1967. These changes are, of course, subject to approval by the Bureau of the Budget and Congress.

Under each appropriation, funds will be budgeted and costs subsequently will be identified in the accounts by major categories such as Geophysical Service (subactivities: Geodesy, Geomagnetism, Seismology, and Aeronautical Charting); Telecommunication and Space Environment Service (subactivities: Tropospheric Telecommunications, Ionospheric Telecommunications, Space Environment, Forecasts, and Upper Atmosphere); Oceanographic and Hydrographic Service (subactivities: Oceanography and Hydrography); Weather and River Service (subactivities: Basic Weather System, Public Weather, Hurricane and Tornado, River and Flood, Agriculture Weather, Aviation Weather, Marine Weather, Fire Weather, Air Pollution, and Climatology); and Satellite Service (subactivities: Spacecraft and Launching, Command and Data Acquisition, Data Acquisition, Data Processing, Analysis and Archiving, and Technical Management).

This will enable the Administration to justify and identify its finances more nearly in accordance with the interests using its services and will have the distinct added advantage of aligning finances more closely with the ESSA organizational structure and programs than at present.

These changes will simplify financing the ESSA organization and will necessitate using a unified accounting system for all of its programs. Those concerned with financial management will be kept informed of prospective changes as promptly as possible. The prospective changes should result in more efficient and economical operations.

PATTERN SET FOR TITLES AND NAMES OF ORGANIZATIONAL COMPONENTS

ESSA Management Order Number 3, issued on October 1, prescribes the nomenclature for ESSA organizational components at various echelons and the titles of officials in charge of these components.

The first echelon, of course, is the Environmental Science Services Administration, headed by the Administrator.

At the second organizational level, there are two types of components headed by officials who report directly to the Administrator. First, there are the five principal service and research elements: the Environmental Data Service; the Weather Bureau; the Institutes for Environmental Research; the Coast and Geodetic Survey; and the National Environmental Satellite Center. These major line components are headed by Directors.

The second type of component at the second level consists of staff offices reporting to the Administrator. These are usually designated as Office of _____, and the officials in charge of these components are Directors, except for the Federal Coordinator and the Internal Auditor. (Primary subdivisions of staff offices are called Groups, except that the Office of Administration has Divisions and one Staff.)

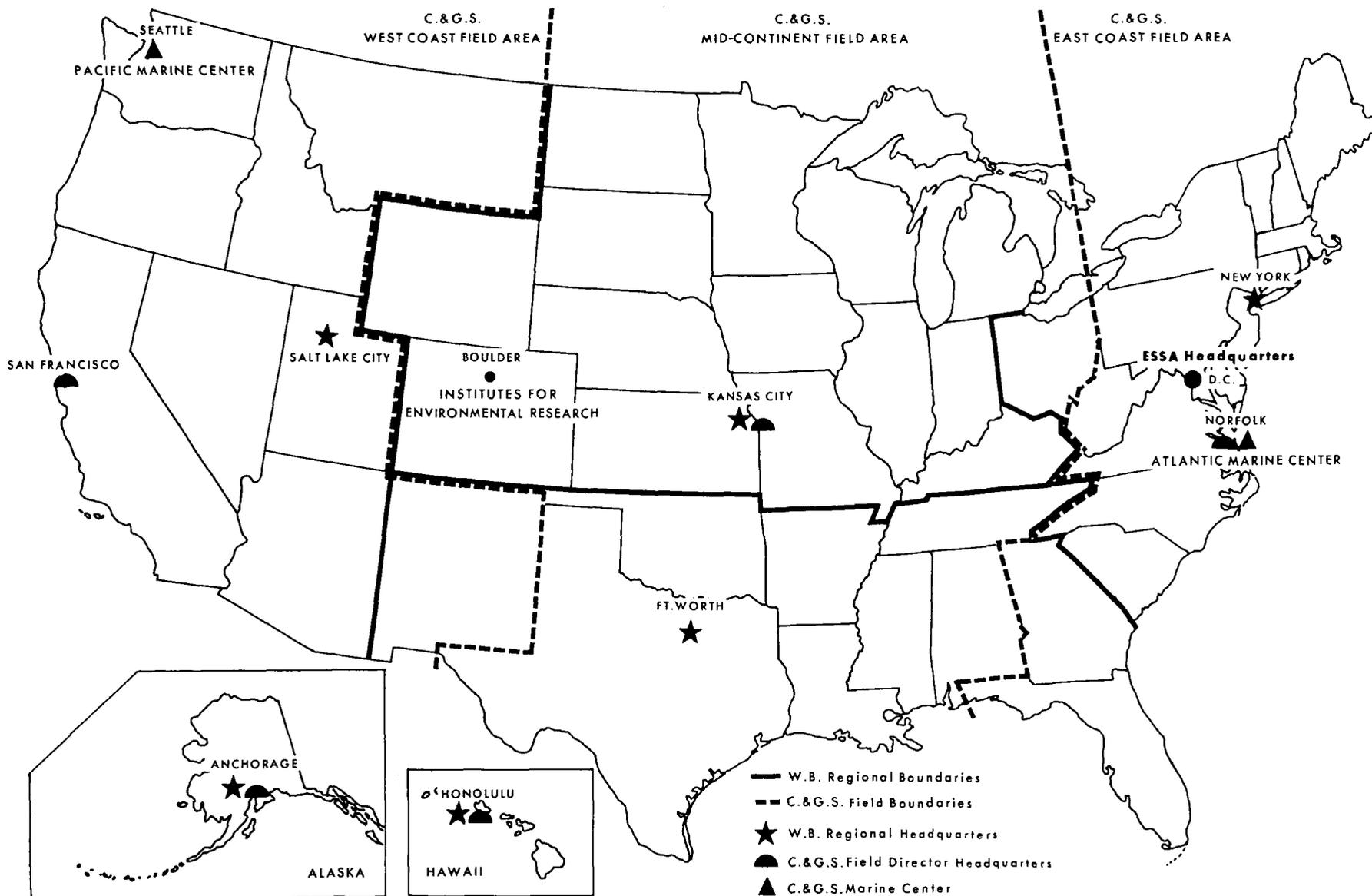
In the third echelon are the primary subdivisions of major line components. These may be designated as Office, Center, Institute for _____, Laboratory, or Staff. They are headed by Directors or by Associate Directors (of the Coast and Geodetic Survey, the Environmental Data Service, or the Weather Bureau).

Third level components in the field are Weather Bureau Regions and Coast and Geodetic Survey Marine Centers and field areas (see map, page 4.)

FIELD ORGANIZATION

U.S. Department of Commerce
Environmental Science Services Administration

October 1, 1965
Exhibit 2 to D.O. 2-B



<u>Echelon</u>	<u>Component Title</u>	<u>Title of Official in Charge</u>
1st	Environmental Science Services Administration	Administrator
2nd	Major line components are called by various titles: Environmental Data Service Weather Bureau Institutes for Environmental Research Coast and Geodetic Survey National Environmental Satellite Center	Director
	Other organizational components reporting directly to the Administrator will usually be designated: "Office of _____"	Director Federal Coordinator Internal Auditor
3rd	Office	Associate Director of _____ Director Deputy Director
	Center, Institute for _____, Staff, Region	Director
4th	Laboratory, Observatory, Center, Division	Director Chief
5th	Branch	Chief
6th	Section	Chief
7th	Unit	Chief

The title of the official in charge of a Region is Director, _____ Region; of a Marine Center, Director, _____ Marine Center; and of a field area, _____ Field Director. Thus, there is a Director, Eastern Region; a Director, Atlantic Marine Center; and a Mid-Continent Field Director.

At the fourth level are _____ Division, Laboratory, Observatory, or Center, as well as some exceptions such as Research Flight Facility, Field Office, and Mobile Party. Laboratories, Observatories, and Centers are headed by Directors, Divisions by Chiefs.

The fifth, sixth, and seventh organization levels are _____ Branch, _____ Section, and _____ Unit, respectively, and the officials in charge have the title of Chief.

When small components are established for special purposes, they are called the _____ Group, or in the case of research and development activities a _____ Study or _____ Project. The manager of a Group is Chief. A Study or a Project is led by a Study Manager, Project Manager, or Project Scientist.

The preferred pattern for using these position titles does not repeat the words "Office," "Division," or "Branch." Examples are Director, Field Services, or Chief, Communications. One would not say "Director of the Office of International Affairs," but "Director, International Affairs."

ESSA: FUTURE DIRECTIONS

by
 Capt. Harley D. Nygren
 Deputy Director, Planning and Program Evaluation

The plans of ESSA are more than mere budget justifications. They are the statements that are used as guidance to all levels of management. They express the policies of ESSA. They define the problems which must be solved. They explain what must be done, how it will be done, when it will be done, and finally what the costs will be. They are expressions of hope when they state what should be done, and they are blueprints for action when they state what will be done. They are the means of coordination as well as the causes of coordination. Planning is done by managers at all levels, and the planning documents are the tools of action takers.

ESSA's plans are influenced by national needs, by national policy, by departmental orders, and by practical considerations. After these factors have all been weighed, it is possible to produce a series of planning documents which explains to all, in the proper level of detail, what has to be done. All of the major components of ESSA have been preparing such plans. Now it is necessary to produce a uniform, coordinated series of plans, in a regular and systematic manner. These documents will also furnish the major source of detail for budget justifications, as well as for operational actions. The series must include long-range plans, annual plans, operational (or project) plans, and special issues of a supplementary nature.

The plans will detail ESSA's intention to improve and carry on its present programs, many of which have been in existence as long as their parent bureaus. Improvements will be directed toward increasing the efficiency and extending the scope of this vital continuing work.

But ESSA was not created merely to continue present work. It has to meet new or unsatisfied national requirements. One of its major problems will be to anticipate these requirements and prepare to satisfy them. The documented plans will assist in demonstrating the necessity for increased support.

To satisfy known national requirements, accelerated activity may be expected in a number of areas. Some of these new directions for ESSA can be outlined briefly.

One of the items specifically charged to ESSA is revitalization of an Environmental Hazards Warning System. This system will make maximum use of common facilities in providing warnings of hurricanes, tornadoes, severe storms, floods, sea waves, solar flares, and other natural hazards.

As our national activities expand to greater heights, the need for forecasts of changes in the earth's space environment will increase. In the area of telecommunications, our responsibility has been broadened to cover research and services related to infrared and optical frequencies.

Satellites are now routinely used for measuring various physical properties. These observing platforms are extremely expensive and possess capabilities still not adequately exploited. All ESSA services which now, or in the future, use satellites will do so in a coordinated manner, in order to best utilize these versatile tools.

Because weather is a worldwide phenomenon, a World Weather System is essential to improved forecasting. ESSA will play the key role in the development and operation of such a system.

The National Academy of Sciences has recommended a reconnaissance survey of the world ocean, as a complement to problem-oriented research efforts. ESSA participation in a world ocean survey will require a sizable fleet of ships and supporting shore facilities.

At the present time, the economic activities taking place on the Continental Shelf of the United States have a value of \$22 billion. These activities will increase rapidly, particularly since the International Convention on the Continental Shelf has been ratified. An accelerated supporting effort will be required from ESSA.

A 10-year program in earthquake prediction has been recommended by a special panel created by the Office of Science and Technology. ESSA is sure to have a large part in this national effort.

The Sea-Air Interaction Laboratory has just begun a series of studies of the interaction between the ocean and the atmosphere. A true understanding of the circulation patterns of either depends on a knowledge of how they act together. This understanding is vital to both oceanography and meteorology.

Increasing pollution of both water and air has aroused widespread alarm, which now has been formally expressed by President Johnson. The distribution of pollutants in the sea and air has been a matter of concern to the Weather Bureau and the Coast and Geodetic Survey, and ESSA will participate in what is going to be a national effort to clean up our water and air.

Man is beginning to develop a capacity to modify his environment in substantial ways. Some present modification is accidental and harmful. A vigorous national program to explore the possibilities of weather modification should be mounted now, if in future we are to plan and bring about beneficial changes in our environment.

These are a few of the areas in which the need for new or expanded programs has been recognized. Other problems will appear, and ESSA must be ready to play its role in their solution. How it proposes to do this will be spelled out in its plans--plans which will become blueprints for action.

HIRE THE HANDICAPPED WEEK. October 3-9 was Hire the Handicapped Week. Through a joint statement by the Associate Members of the President's Committee on Employment of the Handicapped, Cabinet and agency heads throughout the Government pledged increased efforts to hire handicapped persons, who were cited for their "unmatched record of ability in nearly every type of occupation in this country."

COMMERCE ART SHOW WINNERS. Prize-winning art by Commerce employee-artists and their families went on display September 21 at the Department of Commerce Third Annual Art Exhibit. Among the eight top award winners were Robert G. Hall of the Coast and Geodetic Survey, who took second prize in the painting category for his oil, "Wrapped Up In Glory"; and Mrs. Edith G. Stegman, the wife of a Coast and Geodetic Survey employee, who won first prize in ceramics for a blue and white candy jar. The artists received citations for their work from Mrs. John T. Connor, wife of the Secretary of Commerce. President Johnson paid a surprise visit to the awards ceremony to congratulate the winners and make a tour of the pictures on display.

SUMMER EMPLOYEES RETURN TO SCHOOL. More than 125 students who held summer work assignments with the Environmental Science Services Administration under the President's Youth Opportunity Campaign were released from duty as the 1965-1966 school year began in September. This employment was the first job for many of the students, and this summer's experience and salary will put them all in a better position to continue their education.

National Oceanic and Atmospheric Administration

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