

NATIONAL WEATHER SERVICE INSTRUCTION 90-201

MARCH 5, 2021

**Staffing and Organization
NWS Mission and Organization 90-2**

PROCEDURES FOR INITIATING AND PROCESSING ORGANIZATIONAL CHANGES

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

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Type of Issuance: Routine

SUMMARY OF REVISIONS: This directive supersedes NWSI 90-201, “*Procedures for Organizational Change*,” dated August 9, 2016. Changes made to reflect new organizational titles, position titles (due to reorganizational changes) and an appendix was added with references. No process changes were made.

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Procedures for Initiating and Processing Organizational Changes

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1 Introduction. These procedures provide general guidance on the initial processing of requests for reorganization by Portfolio, Regional, and Center Directors, and Staff Offices. They are very general and recognize that each reorganization is different.

The first step for a manager in any reorganization is to contact their servicing Office of Human Capital Services (OHCS), Human Resources Business Advisor (HRBA). They will be able to guide the manager through the process and determine the path to be taken in preparing a submission for reorganization. The manager must also advise the National Weather Service (NWS) Chief Financial Officer/Chief Administrative Officer (CFO/CAO), Management and Organization Division, CFO2.

2 General Procedures. All reorganizations must follow a formal process. General procedures for reorganization proposed by Line Offices (in this case, the NWS) are outlined in Department of Commerce (DOC) Administrative Order (DAO) 200-7, *Department Organization Order Series*; National Oceanic and Atmospheric Administration (NOAA) Administrative Order (NAO) 200-7, *Initiating and Processing Organization Changes*, and the Handbook to NAO 200-7. Any proposal to change the organization which establishes, consolidates, abolishes, or alters the status or configuration of Financial Management Centers (FMCs) follows the instructions outlined in these Orders. Proposals do not receive final approval until all NWS, NOAA, and/or DOC requirements and clearance procedures are satisfied. However, NWS reorganizations must go through the Deputy Assistant Administrator (DAA) for Weather Services.

3 Approval and Implementation. Once approval is obtained from the DAA, NOAA and/or DOC, the FMC is responsible for implementing all proposed changes.

4 Roles and Responsibilities

4.1 Office of the CFO/CAO. The CFO/CAO’s Office provides consultation, analysis, and procedural assistance to Portfolio, Regional, Center, and Staff Office Directors and/or their designees.

4.2 FMC and Staff Office Directors. All FMC (Portfolio, Regional, and Center) and Staff Office Directors are responsible for reviewing and approving proposed organizational changes in their units.

APPENDIX 1 – References

1. Department of Commerce, Department Administrative Order (DAO) 200-7, Department Organization Order Series
https://osec.doc.gov/opog/dmp/daos/dao200_7.html
2. National Oceanic and Atmospheric Administration, NOAA Administrative Order (NAO) 200-7, *Initiating and Processing Organizational Changes*
<https://www.noaa.gov/organization/administration/nao-200-7-initiating-and-processing-organizational-changes>
3. Points of Contact - [click here](#).