

NATIONAL WEATHER SERVICE INSTRUCTION 90-301

DECEMBER 16, 2022

**Staffing and Organization
Table of Organization, NWSPD 90-3**

TABLE OF ORGANIZATION

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

OPR: W/ CFO1 (R. DuFrane)

Certified by: W/ CFO1 (N. Bagwell)

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SUMMARY OF REVISIONS: This directive supersedes the NWSI 90-301, *Table of Organization*, dated April 30, 2018. Changes include new Appendix A – NWS Request for Change to Table of Organization, and updates to section 2 concerning changes that affect conditions of employment. Changes include:

Added language in section 2 that addresses changes be coordinated thru either COO or OPPSD directors as appropriate to the funding portfolio, consistent with organizational design principles and similar organizational components within NWS. If not met, CFO2 will initiate consultation on the submitted change. Changes to encumbered billets should kept to an absolute minimum, and the CFO2 Director or their delegate may approve series-only changes. Updated Appendix A to reflect the current form in use.

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Digitally signed by
GRETEN.TIMOTHY.AARON.10191
91300
Date: 2022.12.02 11:21:24 -05'00'

Timothy Greten

Date

Acting Chief Financial Officer/
Chief Administrative Officer

Table of Organization

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1. Introduction:

The National Weather Service (NWS) Policy Directive 90-3 establishes the policy for the development and maintenance of the National Oceanic and Atmospheric Administration (NOAA) Table of Organization (T.O.). It is the official table of organization for NOAA. The NWS is responsible for its portion of the NOAA T.O. This instruction provides information for the Financial Management Centers (FMC) to make changes to their authorized positions in the NOAA T.O. The following would initiate a T.O. change request: establishing a new position(s), changing a grade or series, or establishing a position reassignment.

2. Required Procedures for Making a Change to the NOAA T.O.:

The NWS Office of the Chief Financial Officer/Chief Administrative Officer (CFO/CAO) creates a standard template to be completed by FMCs for changes to the authorized positions, to be submitted to the CFO/CAO office.

- Each FMC will prepare its own NWS Request for Change to the T.O. form. It must have the following information:
 - Date of request
 - Signature of FMC Director
 - Specifics of change including details on grade, career ladder, series, organization, billet number
 - Justification for change
 - Organizational impact
 - Impact on morale or career advancement of other employees in the organization
 - Budgetary impact
 - Signature of Portfolio Director (if same as FMC director, please sign again):
 - Analyze, Forecast and Support (AFS) Office T.O. changes must also be cleared by the Chief Operating Officer (COO).
 - Office of Science and Technology Integration (STI), Office of Observations

(OBS), Office of Central Processing (CP) and Office of Dissemination (DISS) T.O. changes must be cleared by the Office of Planning and Programming for Service Delivery (OPPSD) Director.

- Management and Organization Division (CFO2) will review all requests to ensure each complies with all Office of Personnel Management (OPM)/Department of Commerce (DOC)/NOAA personnel policies and/or procedures; is consistent with organizational design principles; and is contained within current precedent for similar organizational structure across NWS. If any of these items are not met, CFO2 will initiate consultation with the submitting FMC.
- Changes affecting conditions of employment are subject to NWS fulfilling its labor obligations. The requesting FMC should coordinate changes to encumbered bargaining unit positions with their assigned Employee & Labor Relations Specialist and then the FMC NWS Employees Organization (NWSEO) steward. Attach coordination with the FMC NWSEO steward (usually done via email) to the request before submitting. However, as a rule, changes to encumbered billets should be kept to an absolute minimum.
- CFO/CAO will make recommendations to the Deputy Assistant Administrator (DAA) on whether to approve or disapprove the change.
- The CFO2 Division Chief or their delegate may approve requests regarding a series-only change. If approval is given, CFO2 then updates the NOAA T.O. reflect the approved series change.
- If approval of the change request is given by the NWS DAA, CFO2 updates the NOAA T.O., reflecting the approved change and establishing new billet numbers as needed.
- FMCs enter appropriate billet numbers on the SF-52s and CD-516s for any recruiting actions.

Appendix A

NWS Request for Change to Table of Organization

Date of Request:

Office Director

What is the requested change for your FMC? Please provide details on grade, career ladder, and series. Include the NFC organization code(s) and the billet number(s) that are impacted:

What is the rationale for this request?

What is the organizational impact of this change? Will this request set a precedent requiring adjustments in other organizational entities within the NWS?

Will this change impact the morale or career advancement of other employees in your organization?

What is the budgetary impact of this change, please explain the budgetary offset?

Approval by Portfolio Director

Approved Date

Not Approved Date

Recommendation from CFO's Office

Approved Date

Not Approved Date

Deputy Assistant Administrator

Approved Date

Not Approved Date