

**NATIONAL WEATHER SERVICE INSTRUCTION 90-201
MARCH 26, 2010**

*Staffing and Organization
NWS Mission and Organization*

PROCEDURES FOR INITIATING AND PROCESSING ORGANIZATIONAL CHANGE

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

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SUMMARY OF REVISIONS: This directive supersedes NWSI 90-201, “Procedures for Organizational Change,” dated May 27, 2003. Changes are: (1) The title changed to mirror guidance from the National Oceanic and Atmospheric Administration, (2) The names of the OPR and certifying officer changed, (3) Under General Procedures, the new Handbook to NAO 200-7 was added, and (4) under Approval and Implementation, the Department of Commerce was added as a required level of approval.

<u>Signed</u>	<u>03/12/10</u>
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Chef Financial Officer/Chief Administrative Officer	

Procedures for Organizational Change

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1. Introduction. These procedures provide general guidance on the initial processing of requests for reorganization by Office Directors, Regional 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 the servicing Workforce Management Office (WFMO). 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).

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 DAO 200-7, *Department Organization Order Series*, 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, National Oceanic and Atmospheric Administration (NOAA), and/or Department of Commerce (DOC) requirements and clearance procedures are satisfied. However, NWS reorganizations must go through the Assistant Administrator (AA) for Weather Services.

3. Approval and Implementation. Once approval is obtained from the AA, 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 Office, Regional and Staff Office Directors and/or their designees.

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