NATIONAL WEATHER SERVICE INSTRUCTION 90-301
April 30, 2018

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 (M. Rieck)  Certified by: W/ CFO1 (T. Napora)
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SUMMARY OF REVISIONS: This directive supersedes the NWSI 90-301 “Table of Organization” dated July 12, 2017. 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.

Signed 4/16/2018
John E. Potts  Date
Chief Financial Officer/Chief Administrative Officer
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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 (TO). It is the official table of organization for NOAA. The NWS is responsible for its portion of the NOAA TO. This instruction provides information for the Financial Management Centers (FMC) to make changes to their authorized positions in the NOAA TO. The following would initiate a TO 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 TO:**

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 Table of Organization 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 of 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)

- Budget Formulation and Execution Division (CFO1) reviews all requests submitted from FMCs.
- Management and Organization Division (CFO2) will review each request to ensure it complies with all OPM/DOC/NOAA personnel policies and/or procedures.
- 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 steward. Attach coordination with the FMC steward (usually done via email) to the request before submitting.
- CFO/CAO will make recommendations to the DAA on whether to approve or disapprove the change.
- The Management and Organization Division Director may approve requests regarding a series change only. If approval is given, CFO1 then updates the NOAA TO reflect the approved series change.
- If approval of the change request is given by the NWS DAA, CFO1 updates the NOAA TO, reflecting the approved change and establishing new billet numbers as needed.
- FMCs enter appropriate billet numbers on the SF52’s for any recruiting actions.
NWS Request for Change to Table of Organization

Date of Request: ______________________________

FMC 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

Approval by Deputy Assistant Administrator

Approved Date Not Approved Date