

**NATIONAL WEATHER SERVICE INSTRUCTION 90-201  
JUNE 9, 2003**

**Staffing and Organization  
NWS Mission and Organization**

**PROCEDURES FOR ORGANIZATIONAL CHANGE**

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

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**OPR:** CFO3 (H. Loeb)

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Signed by Steven Gallagher for      May 27, 2003

I. T. David      Date

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 Human Resources Office (HRMO). 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 NWS 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*, and NAO 200-7, *Organization Management*. Any proposal to change the organization which establishes, consolidates, abolishes, or alters the status or configuration of 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 Assistant Administrator for Weather Services.

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

4. Roles and Responsibilities.

4.1 Office of the Chief Financial Officer/Chief Administrative Officer (CFO/CAO). The CFO/CAO's Office provides consultation, analysis, and procedural assistance to Office Directors and Regional Directors and/or their designees.

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