

***NATIONAL WEATHER SERVICE POLICY DIRECTIVE 90-3
JANUARY 19, 2004***

Staffing and Organization

TABLE OF ORGANIZATION

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

OPR: CFO1 (C. Darling)

Certified by: CFO/CAO (I. T. David)

Type of Issuance: Initial

SUMMARY OF REVISIONS:

1. The National Oceanic and Atmospheric Administration (NOAA) Table of Organization (TO) is an automated database system, capable of providing detailed and summary level information on both authorized and actual personnel levels, in report format or organizational chart view. It provides a single database to retrieve reliable information on positions and employees on board. It is the official table of organization for NOAA.
2. This policy establishes the following authorities and responsibilities:
 - 2.1 The Office of the Chief Financial Officer/Administrative Officer (CFO/CAO) of the National Weather Service (NWS) is responsible for maintaining the accuracy of the data, reviewing changes requested from the NWS Financial Management Centers (FMC), and submitting changes to the NWS portion of the NOAA TO.
 - 2.2 The FMCs will:
 - a. Submit ALL changes for the NOAA TO to the NWS CFO/CAO, Budget Formulation and Program Analysis Division (CFO1), in a template format.
 - b. Report any errors or erroneous data to the NWS CFO/CAO, Budget Formulation and Program Analysis Division (CFO1).
 - 2.3 Delegation of Approval:
 - a. The following types of changes require the NWS Deputy Assistant Administrator (DAA) approval. The CFO/CAO acts in an advisory role in support of the approval process:
 - (1) Add position(s) within an organization code

- (2) Change in grade(s) of existing positions
- (3) Change in series of a position which moves it outside of its occupational group
- (4) Move a position from one organization code to another

b. CFO/CAO coordinates the following changes to the TO:

- (1) A change within previously established NWS policy guidance
- (2) A change in series of a position which does not move it outside its occupational group
- (3) Establishing temporary billets

2.4 The CFO/CAO (CFO1) will recommend action, listed in section 2.3A, on the FMC change request to the CFO/CAO.

a. The CFO/CAO will recommend approval or denial to the NWS DAA

b. The CFO/CAO will distribute a copy of the signed request (either approved or denied) back to the FMC for their records.

2.5 If approval of the change request is given by the NWS DAA, CFO1 then submits to NOAA Budget.

Signed by John Jones for January 5, 2004
Jack Kelly, Jr. Date
Assistant Administrator
for Weather Services