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1. Introduction. The National Weather Service (NWS) Policy Directive 90-3 establishes the policy for the development of National Oceanic and Atmospheric Administration's (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.
2. Purpose. Provides information for the FMC's to make changes to their authorized positions in the NOAA TO.

CFO/CAO creates a standard template to be completed by FMC's for changes to the authorized positions, to be submitted to the CFO/CAO office.

3. Procedures for Making a Change to the NOAA TO:

a. Contained in the CFO/CAO Change Template:

- (1) Date of request
- (2) Specifics of change including details on grade, career ladder, series, organization, billet number
- (3) Justification of change
- (4) Organizational impact
- (5) Impact on morale or career advancement of other employees in the organization
- (6) Budgetary Impact
- (7) Union notification and review required
- (8) Coordination with appropriate Human Resources office

- b. CFO/CAO Budget and Program Analysis Division (CFO1) reviews all requests submitted from FMC's. CFO/CAO will make recommendations to the DAA on whether to approve or disapprove change.
- c. If approval of the change request is given by the NWS DAA, CFO1 then submits to NOAA Budget.
- d. NOAA Budget Office establishes new billet numbers at the request of CFO/CAO Budget and Program Analysis Division (CFO1)
- e. FMC's enter appropriate billet numbers on the SF52's and NOAA Human Resources (HR) is responsible for aligning billet numbers with the correct incumbent.

Appendix A

**NATIONAL WEATHER SERVICE
REQUEST FOR CHANGE TO THE TABLE OF ORGANIZATION**

Date of the request:

Office Director Signature: _____

What is the requested change for your FMC? Please provide details on grade, career ladder, 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?

Does this change require notification and review by the NWS Employee Union?

Have you coordinated this change with your Human Resource Office?

Recommendation from CFO's Office

Approved

Date

Not Approved

Date

