

NATIONAL WEATHER SERVICE POLICY DIRECTIVE 90-3
FEBRUARY 27, 2023

Staffing and Organization
TABLE OF ORGANIZATION

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

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Certified by: CFO/CAO (T. Greten)

Type of Issuance: Routine

SUMMARY OF REVISIONS: This directive supersedes National Weather Service Policy Directive (NWSPD) 90-3, *Table of Organization*, dated January 19, 2004. Changes include:

- Section 2.1 and 2.2: Added reference to changes requiring approval of funding portfolio.
- Section 2.2a, 2.2b and 2.5: Changed reference from Budget Formulation and Program Analysis Division (CFO1) to Management and Organization Division (CFO2).
- Moved series-only change from section 2.3a to 2.3b, lowering the level of approval required, and removed reference to occupational series limitation.

1. The National Oceanic and Atmospheric Administration (NOAA) Table of Organization (T.O.) 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/Chief 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), through their chain of command (routing slip only), and approved by the respective funding portfolio, and submitting changes to the NWS portion of the NOAA T.O.

2.2 The FMCs will:

- a. Submit all changes for the NOAA T.O. approved by the respective funding portfolio to the NWS CFO/CAO, Management and Organization Division (CFO2), in a template format.
- b. Report any errors or erroneous data to the NWS CFO/CAO, CFO2.

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) Move a position from one organization code to another.
 - b. CFO/CAO coordinates the following changes to the T.O.:
 - (1) A change within previously established NWS policy guidance
 - (2) A change in series of a position
 - (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, CFO2 then completes the action by making the change in the NOAA T.O.

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