NOAA *Circular* *17-01* August 18, 2016

SUBJECT: Workforce Management Office

TO: Office of the Under Secretary
Staff Offices of the Under Secretary
Administrative Delivery Points

Effective October 2, 2016, the NOAA Workforce Management Office is reorganized as follows:

- Rename the Workforce Management Office of the Director to the Business Management Division
- Establish the Administrative Services Branch
- Rename the Executive Resources Program Staff to the Executive Resources Division
- Rename the Workforce Management Business Management Staff to the Quality Assurance and Accountability Division
- Rename the Policies and Program Management Office to the Employee/Labor Relations Division
- Establish the Employee Relations Branch
- Rename the Corporate and Strategic Human Capital Initiatives to the Human Capital Strategy Division
- Rename the Human Capital Planning Division to the Workforce Strategy Branch
- Rename the Learning Resources Division to the Analytics/HRIT Branch
- Establish the Performance Culture and Learning Branch
- Rename the Workforce Management IT Systems Office to the Consulting Services Division
- Establish the NWS Branch
- Establish the NOS/Staff Branch
- Establish the NMFS Branch
- Establish the NESDIS/OAR/OMAO Branch
- Rename the Client Services Office to the Human Capital Policy and Programs Division
- Rename the Time and Attendance Team to the Human Capital Programs Branch
- Establish the Human Resources Operations Division
- Abolish the Learning Resources Division
- Abolish the Ecosystems Client Services Division
- Abolish the Ocean Client Services Division
- Abolish the Benefits and Retirement Team
- Abolish the Ecosystems Client Services Division
- Abolish the Weather Client Services Division
- Abolish the Oceans Client Services Division

The organization and related code structures are revised as follows. Bold denotes change. Strikethrough denotes a change in organization name.

NOAA ORG CODE	NFC ORGANIZATION CODE	ORGANIZATION TITLE	MAIL ROUTING CODE
AJ4000	**54-06-04-0000-00-00-00-00**	**Workforce Management Office**	**SOU40**
~~**AJ4100**~~	~~**54-06-04-0001-00-00-00-00**~~	~~**Workforce Management Office of the Director**~~	~~**SOU41**~~
AJ4100	**54-06-04-0001-00-00-00-00**	**Business Management Division**	**SOU41**
~~**AJ4110**~~	**54-06-04-0001-01-00-00-00**	**Administrative Services Branch**	**SOU411**
~~**AJ4200**~~	~~**54-06-04-0002-00-00-00-00**~~	~~**Executive Resources Program Staff**~~	~~**SOU42**~~
AJ4200	**54-06-04-0002-00-00-00-00**	**Executive Resources Division**	**SOU42**
~~**AJ4300**~~	~~**54-06-04-0003-00-00-00-00**~~	~~**Workforce Management Business Management Staff**~~	~~**SOU43**~~
AJ4300	**54-06-04-0003-00-00-00-00**	**Quality Assurance and Accountability Division**	**SOU43**
~~**AJ4400**~~	~~**54-06-04-0004-00-00-00-00**~~	~~**Policies and Program Management Office**~~	~~**SOU44**~~
AJ4400	**54-06-04-0004-00-00-00-00**	**Employee/Labor Relations Division**	**SOU44**
AJ4410	**54-06-04-0004-01-00-00-00**	**Employee Relations Branch**	**SOU441**
~~**AJ4500**~~	~~**54-06-04-0005-00-00-00-00**~~	~~**Corporate and Strategic Human Capital Initiatives**~~	~~**SOU45**~~
AJ4500	**54-06-04-0005-00-00-00-00**	**Human Capital Strategy Division**	**SOU45**
~~**AJ4510**~~	~~**54-06-04-0005-01-00-00-00**~~	~~**Human Capital Planning Division**~~	~~**SOU451**~~
AJ4510	**54-06-04-0005-01-00-00-00**	**Workforce Strategy Branch**	**SOU451**
~~**AJ4520**~~	~~**54-06-04-0005-02-00-00-00**~~	~~**Learning Resources Division**~~	~~**SOU452**~~
AJ4520	**54-06-04-0005-02-00-00-00**	**Analytics/HRIT Branch**	**SOU452**
AJ4530	**54-06-04-0005-03-00-00-00**	**Performance Culture and Learning Branch**	**SOU453**
~~**AJ4600**~~	~~**54-06-04-0006-00-00-00-00**~~	~~**Workforce Management IT Systems Office**~~	~~**SOU46**~~
AJ4600	**54-06-04-0006-00-00-00-00**	**Consulting Services Division**	**SOU46**
AJ4610	**54-06-04-0006-01-00-00-00**	**NWS Consulting Branch**	**SOU461**
AJ4620	**54-06-04-0006-02-00-00-00**	**NMFS Consulting Branch**	**SOU462**
AJ4630	**54-06-04-0006-03-00-00-00**	**Satellite, Research and Earth Observation Consulting Branch**	**SOU463**
AJ4640	**54-06-04-0006-04-00-00-00**	**Oceans and Administrative Consulting Branch**	**SOU464**
~~**AJ4700**~~	~~**54-06-04-0007-00-00-00-00**~~	~~**Client Services Office**~~	~~**SOU47**~~
AJ4700	**54-06-04-0007-00-00-00-00**	**Human Capital Policy and Programs Division**	**SOU47**
~~**AJ4710**~~	~~**54-06-04-0007-01-00-00-00**~~	~~**Time and Attendance Team**~~	~~**SOU471**~~
AJ4710	**54-06-04-0007-01-00-00-00**	**Human Capital Programs Branch**	**SOU471**
AJ4800	**54-06-04-0008-00-00-00-00**	**Human Resources Operations Division**	**SOU48**

Organization Conversion

ESTABLISH

NOAA ORG CODE	NFC ORGANIZATION CODE	ORGANIZATION TITLE	MAIL ROUTING CODE
AJ4110	54-06-04-0001-01-00-00-00	Administrative Services Branch	SOU411
AJ4410	54-06-04-0004-01-00-00-00	Employee Relations Branch	SOU441
AJ4530	54-06-04-0005-03-00-00-00	Performance Culture and Learning Branch	SOU453
AJ4610	54-06-04-0006-01-00-00-00	NWS Consulting Branch	SOU461
AJ4620	54-06-04-0006-02-00-00-00	NMFS Consulting Branch	SOU462
AJ4630	54-06-04-0006-03-00-00-00	Satellite, Research and Earth Observation Consulting Branch	SOU463
AJ4640	54-06-04-0006-04-00-00-00	Oceans and Administrative Consulting Branch	SOU464
AJ4800	54-06-04-0008-00-00-00-00	Human Resources Operations Division	SOU48

ABOLISH (retain for budget tracking)

NOAA ORG CODE	NFC ORGANIZATION CODE	ORGANIZATION TITLE	MAIL ROUTING CODE
AJ4220	54-06-04-0001-02-02-00-00	Learning Resources Division	SOU4220
AJ4400	54-06-04-0001-04-01-00-00	Ecosystems Client Services Division	SOU4410
AJ4430	54-06-04-0001-04-03-00-00	Ocean Client Services Division	SOU4430
AJ4720	54-06-04-0007-02-00-00-00	Benefits and Retirement Team	SOU472
AJ4730	54-06-04-0007-03-00-00-00	Ecosystems Client Services Division	SOU473
AJ4740	54-06-04-0007-04-00-00-00	Weather Client Services Division	SOU474
AJ4750	54-06-04-0007-05-00-00-00	Oceans Client Services Division	SOU475

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8/18/16
Date