

STANDARD OPERATING PROCEDURES	SOP 200-7
NOAA Workforce Management Office	Subject: Processing Organization Changes
Approved by: <i>Sandra R. Manning</i> Sandra R. Manning Acting Director, Workforce Management	Date: <i>10/5/2010</i>
Replaces: Revises SOP 200-7, dated May 18, 2010	

- A. **SUMMARY:** NAO 200-7 describes the policy for initiating and processing organizational changes and the Handbook to NAO 200-7 describes the procedures for initiating and processing organizational changes. The purpose of this Standard Operating Procedure is to provide procedures to be used within the Workforce Management Office (WFMO) for processing organizational changes within the National Oceanic and Atmospheric Administration (NOAA).
- B. **OBJECTIVES:** To ensure consistency in handling and processing changes to the organization structure for NOAA serviced organizations.
- C. **REFERENCES:**
- NOAA Administrative Order (NAO) 200-7, Initiating and Processing Organizational Changes
 - Handbook to NAO 200-7, Procedures for Initiating and Processing Organizational Changes
 - Department Administrative Order (DAO) 200-7, Department Organization Order Series
 - Department Organization Order (DOO) 25-5, National Oceanic and Atmospheric Administration
- D. **RESPONSIBILITIES:** The Policies and Program Management Division (PPMD) is responsible for NOAA's organization structure and ensuring the NOAA Organization Handbook is maintained and up to date. This includes providing advice and guidance to customers on developing a sound organizational structure, reviewing proposals to changes to the organization structure to ensure the proposal is in compliance with organization and position management principles, and coordinating the clearance of all reorganization proposals, including assignment of organizational codes and preparation of formal approval documentation. Additionally, the PPMD is responsible for ensuring all functional statements clearly articulate the organizational responsibilities and maintaining copies of the reorganization package along with the signed original of the NOAA Circular in a centralized file for a minimum period of 3 years from the effective date of the reorganization.

E. PROCEDURES:

<u>Responsible Individual</u>	<u>Task</u>	<u>Action</u>
Organization Proposing the Change	1	If applicable, ensures all labor/management relations obligations are fulfilled prior to the submission of the organizational change for approval. Provides complete package with the transmittal (Exhibit 4 or 5, whichever is appropriate) to the PPMD for review prior to being approved by the appropriate approving official. NOTE: If the Line Office Assistant Administrator is the approving official, review by the PPMD is not required but is recommended prior to approval.
PPMD Program Manager	2	<p>Requests report reflecting current organization's structure from IT Systems, if available. This report will include the current NOAA organization code, organizational title, NFC personnel system code, and mail routing code, and current status of all offices within the organizational code requested. The Program Manager and the customer will then use this data to designate what offices need to be renamed, moved or deactivated.</p> <p>Provides advice to the organization and assists the organization to ensure the package is complete and contains all required documentation (e.g., labor/management relations obligations, if applicable, have been fulfilled and budget office clearance has been obtained).</p>

PPMD Program Manager	3	<p>Receives the reorganization package from the organization and conducts a formal review to ensure the change is in compliance with organization and position management principles; the functional statements do not overlap with responsibilities of another organization; the package contains all the required documentation (Exhibit 3); budget office clearance; and, if applicable, appropriate labor/management relations obligations have been fulfilled.</p>
PPMD Program Manager	4	<p>Determines and creates new NFC and NOAA organization codes and mail routing codes to be used and provides to the appropriate PPMD Program Manager in response to their request.</p>
PPMD Program Manager	5	<p>Once organization codes have been obtained ensures the new organization codes are entered on the crosswalk and functional statements for the proposed organization.</p>
PPMD Program Manager	6	<p>Determines the approval level of the reorganization.</p> <ol style="list-style-type: none"> <li data-bbox="850 1297 1403 1503">1. If the approval level is the Line Office Assistant Administrator the NOAA Circular can be created (see Tasks 7 & 8) and the package can be sent to the Director, WFMO for signature. <li data-bbox="850 1514 1430 1709">2. If the approval level is the CFO/ASA, Under Secretary, or DUS, the Program Manager will develop and coordinate the necessary paperwork to obtain approvals at those levels.
PPMD Program Manager	7	<p>Once the reorganization package has all approvals, coordinates with the LO/SO to finalize and determine the effective date of</p>

the reorganization/realignment taking into consideration that the organization codes need to be established in the National Finance Center System (NFC), Commerce Business System (CBS) and NOAA System.

PPMD Program Manager

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Contacts the Chief Administrative Office (CAO) Administrative Management and Executive Secretariat (AMES) to request a Circular number. Finalizes the NOAA Circular and provides to the Line/Staff Office for review prior to submission to the WFMO Director for signature. Once reviewed and cleared by the Line/Staff Office, submits NOAA Circular to WFMO Director for signature.

Also sends advance notification to the Director, WFMO IT that the circular is going forward for approval, including an electronic copy of the functional statements. Once approved, provides a copy of the NOAA Circular and reorganization package to include the functional statements and organization chart, to the WFMO IT Division for entry into the various systems.

WFMO IT Division

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Inputs changes into the NFC, NOAA094, and CBS systems no sooner than the 2nd Monday and no later than the 2nd Friday of the pay period in which the reorganization is effective. The systems will be updated as follows:

1. Enters new NFC (18 digit) organization codes in the NFC system.
2. Enters new NFC (18 digit) organization codes in CBS financial system.

		<p>3. Enters new NOAA (6 digit) and NFC (18 digit) organization codes in NOA094 NOAA Organization Code system.</p> <p>4. Inputs changes of mission/functional statements into the NOAA Organization Handbook.</p>
WFMO IT Division	10	Notifies the PPMD Program Manager when the NFC system and OHB have been updated.
PPMD Program Manager	11	<p>Notifies the NOAA Budget Office when the CBS system has been updated.</p> <p>Coordinates with AMES for posting of signed circular to the NOAA Circular website. Provides approved package and copy of NOAA Circular to servicing Client Services Region for processing personnel actions.</p>
Servicing Human Resources Advisor	12	Ensures the personnel actions are processed in the NFC system to effect the reorganization. Once all actions are processed in the NFC system, notifies the PPMD Program Manager.
PPMD Program Manager	13	Sends e-mail notification addressed to _NOAA Circular Distribution which is the established NOAA Circular e-mail distribution list. When notification from the HRA has been received that all realignment/reassignment actions have been processed in the NFC system to the new organization, notifies WFMO IT Staff so they can inactivate old NFC (18 digit) organization codes in the NFC system and old NOAA (6 digit) organization codes in

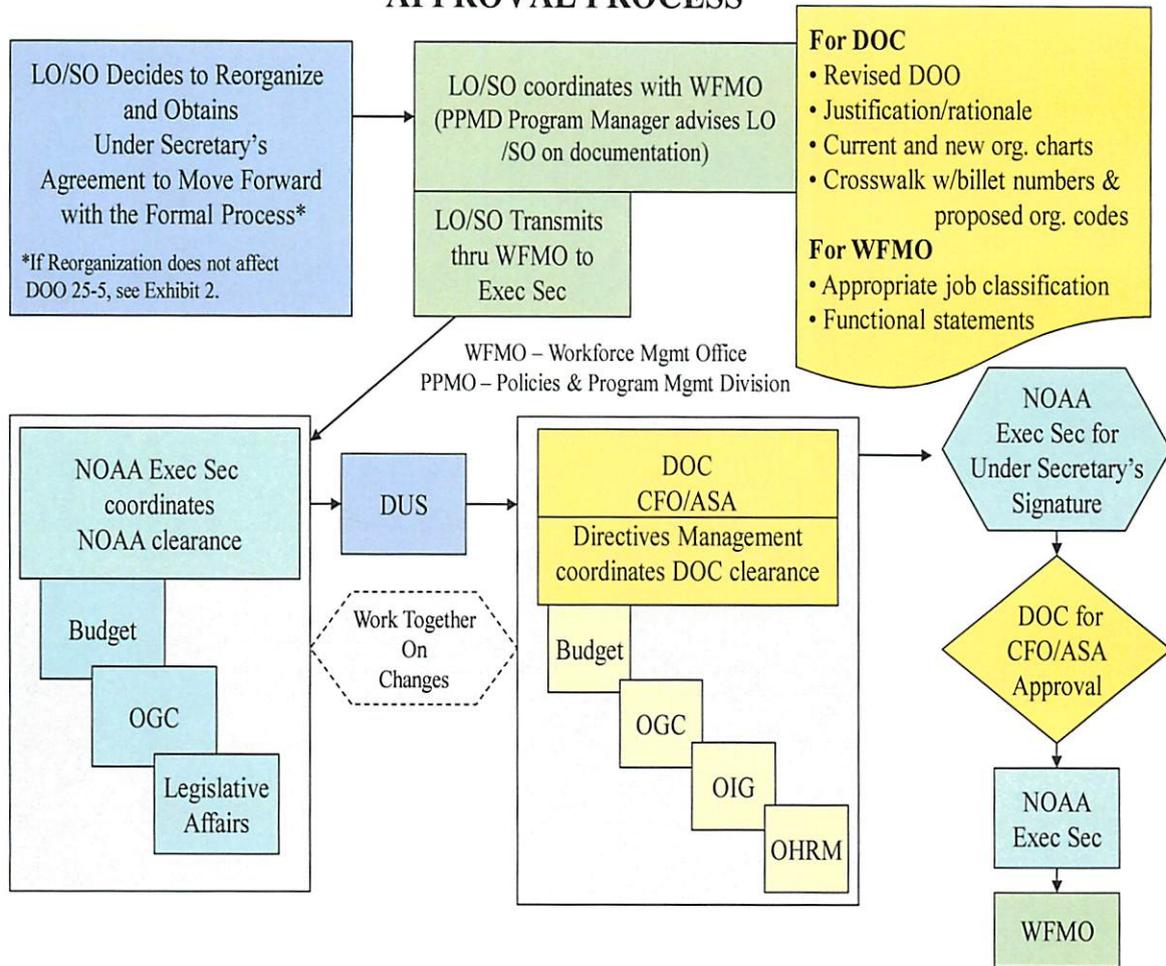
the NOA094, NOAA Organization Code system.

WFM IT Division	14	Once notification has been received from PPMD Program Manager that all realignment/reassignment actions have been processed in the NFC system, deactivates old NFC 18 digit organization codes in the NFC system and old NOAA (6 digit) organization codes in the NOA094, NOAA Organization Code system. The NFC (18 digit) organization code is not deactivated in the CBS system for 5 years to allow old transactions to be closed out.
PPMD Program Manager	15	Maintains copies of approved reorganization package to include the background material and the signed original of the NOAA Circular in a centralized file for 3 years from the effective date of the reorganization.
PPMD Program Manager	16	Provides additions/deletions to the OCIO contact on the NOAA Circular e-mail distribution list _NOAA Circular Distribution.

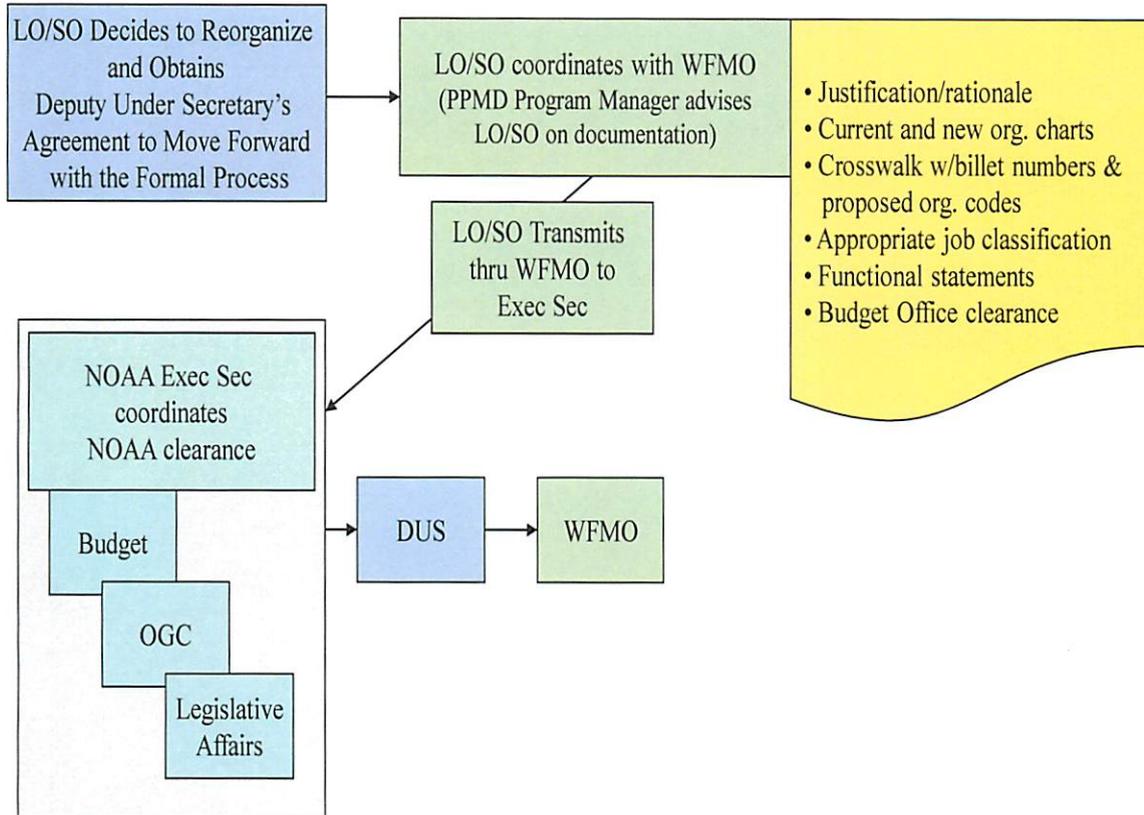
EXHIBITS:

- Exhibit 1, Reorganization DOO-25-5 and/or Reprogramming Approval Process
- Exhibit 2, Reorganization Process Requiring Under Secretary or DUS Approval
- Exhibit 3, Checklist of Reorganization Package
- Exhibit 4, Format for Transmittal Memo for Reorganization/Reprogramming of NOAA Basic Organization
- Exhibit 5, Format for Transmittal Memo for Reorganizations not Affecting the NOAA Basic Organization
- Exhibit 6, Crosswalk Format (template for download can be found on the WFMO website at http://www.wfm.noaa.gov/a_z.html#r_section under reorganization)
- Exhibit 7, NOAA Circular
- Exhibit 8, Implementation Process

REORGANIZATION (DOO 25-5) AND/OR REPROGRAMMING APPROVAL PROCESS



REORGANIZATION PROCESS REQUIRING UNDER SECRETARY OR DUS APPROVAL (DOO 25-5 Not Applicable)



CHECKLIST – CONTENTS OF REORGANIZATION PACKAGE

- Transmittal

- Justification
 - Why is the change needed?
 - Description of change
 - From/To Diagram
 - Under Secretary agrees
 - Description of physical and functional requirements
 - Impact on budget for current and next fiscal year
 - Reprogramming? Yes No
 - Impact on human resources
 - Increase/Decrease in numbers of positions
 - Supervisory ratio in current and proposed organization
 - Effect on supervisory layers (reduction?)
 - Impact on other organizations, if any?
 - Union consultation necessary? Yes No
 - If yes, have bargaining agreement requirements been met?

- DOO Wording - No change to the current DOO

- Organization Charts
 - Current Organization
 - Proposed Organization

- Crosswalk – verify all staff members are accounted for
 - Current Organization
 - Proposed Organization
 - Excel Spreadsheet (electronic format and hard copy)

- Functional Statements
 - Current Organization
 - Proposed Organization

- Position Descriptions

**FORMAT FOR TRANSMITTAL MEMO FOR
REORGANIZATION/REPROGRAMMING OF NOAA BASIC
ORGANIZATION**

MEMORANDUM FOR: [Name]
Assistant Secretary for Administration
and Chief Financial Officer

FROM: [Name]
Under Secretary of Commerce for
Oceans and Atmosphere

SUBJECT: Reorganization of [Name of office being reorganized]

In regular paragraph format, address the following:

- What is being proposed;
- Major points, including reasons for change;
- Potential Controversy, (or indicate none);
- Other Pertinent Information;
- Clearance Comments: [Office(s) that reviewed/cleared document; or insert "none"]
- Contact Person: [Insert name and phone number of contact(s)]

(Try to keep cover memo to one page)

**FORMAT FOR TRANSMITTAL MEMO FOR ORGANIZATION
CHANGE NOT AFFECTING NOAA BASIC ORGANIZATION
AND NOT REQUIRING REPROGRAMMING**

MEMORANDUM FOR: *[Name]*
Under Secretary of Commerce for
Oceans and Atmosphere

OR *[Name]*
Deputy Under Secretary for
Operations

FROM: *[AA or Head of Staff Office]*

SUBJECT: Reorganization of *[Name of office being reorganized]*

Subject/Issues: *[Briefly describe what is being proposed.]*

Major Points: *[In bullet format, insert reasons for change.]*

Potential Controversy: *[In bullet format; or insert "none".]*

Other Pertinent Information: *[In bullet format; or insert "none".]*

Clearance Comments: *[Office(s) that reviewed/cleared document; or insert "none".]*

Contact Person: *[Insert name and phone number of contact(s).]*

(Try to keep cover memo to one page)

SUBJECT: Reorganization – National Ocean Service

TO: Assistant Administrator for Ocean Services and
 Coastal Zone Management
 Staff Office of the Under Secretary
 Administrative Delivery Points

Effective July 1, 2008, the National Ocean Service will elevate the Center for Operational Oceanographic Products and Services (CO-OPS), and the NOAA Coastal Services Center (CSC) from staff offices to program offices. In addition, the Office of Ocean and Coastal Resource Management, Marine Sanctuaries Division, will be elevated to a program office and renamed Office of National Marine Sanctuaries (NMS). Within the Center for Operational Oceanographic Products and Services the Requirements and Development Division is renamed Engineering Division, Products and Services Division is renamed the Oceanographic Division and branches are established in these two divisions and in the Field Operations Division. Within the NOAA Coastal Services Center five divisions will be established. Within the Marine Sanctuaries Division four area regions with subordinate sanctuaries will be established.

The three organizations and related code structures are revised as follows:

<u>NOAA ORGANIZATION CODE</u>	<u>ORGANIZATION TITLE</u>	<u>MAIL ROUTING CODE</u>
NM0000	Office of National Marine Sanctuaries	N/NMS
NM1000	Technical Programs & Support Division	N/NMS1
NM2000	Conservation Policy & Planning Division	N/NMS2
NM3000	Communications, Outreach & Education Division	N/NMS3
NM4000	Northeast & Great Lakes Region	N/NMS4
NM4100	Gary E. Studds Stellwagen Bank National Marine Sanctuary	N/NMS41
NM4200	Thunder Bay National Marine Sanctuary & Underwater Preserve	N/NMS42
NM4300	Monitor National Marine Sanctuary	N/NMS43

NOAA ORGANIZATION CODE	<u>ORGANIZATION TITLE</u>	MAIL ROUTING CODE
NM5000	Southeast, Gulf of Mexico and Caribbean Region	N/NMS5
NM5100	Florida Keys National Marine Sanctuary	N/NMS51
NM5200	Flower Garden Banks National Marine Sanctuary	N/NMS52
NM5300	Gray's Reef National Marine Sanctuary	N/NMS53
NM6000	West Coast Region	N/NMS6
NM6100	Channel Islands National Marine Sanctuary	N/NMS61
NM6200	Monterey Bay National Marine Sanctuary	N/NMS62
NM6300	Gulf of the Farallones National Marine Sanctuary	N/NMS63
NM6400	Cordell Bank National Marine Sanctuary	N/NMS64
NM6500	Olympic Coast National Marine Sanctuary	N/NMS65
NM7000	Pacific Region	N/NMS7
NM7100	Hawaiian Islands Humpback Whale National Marine Sanctuary	N/NMS71
NM7200	Fagatele Bay National Marine Sanctuary	N/NMS72
NM7300	Papahanaumokuakea Marine National Monument	N/NMS73
NP0000	NOAA Coastal Services Center	N/CSC
NP1000	Coastal Management Services Division	N/CSC1
NP2000	Coastal Geospatial Services Division	N/CSC2
NP3000	Management and Budget Division	N/CSC3
NP4000	Integrated Information Services Division	N/CSC4
NP5000	Regional Coastal Services Division	N/CSC5
NT0000	Center for Operational Oceanographic Products and Services	N/COOPS
NT1000	Engineering Division	N/COOPS1
NT1100	Engineering and Development Branch	N/COOPS11
NT1200	Systems Support & Evaluation Branch	N/COOPS12
NT2000	Field Operations Division	N/COOPS2
NT2100	Atlantic Operations Branch	N/COOPS21
NT2200	Pacific Operations Branch	N/COOPS22
NT3000	Oceanographic Division	N/COOPS3
NT3100	Products and Services Branch	N/COOPS31
NT3200	Planning, Monitoring and Analysis Branch	N/COOPS32
NT4000	Information Systems Division	N/COOPS4

ORGANIZATION CODE CONVERSION

ESTABLISH

<u>NOAA ORGANIZATION CODE</u>	<u>NFC PERSONNEL SYSTEM CODE</u>	<u>MAIL ROUTING CODE</u>
NM0000	54-10-14-0000-00-00-00-00	N/NMS
NM1000	54-10-14-0001-00-00-00-00	N/NMS1
NM2000	54-10-14-0002-00-00-00-00	N/NMS2
NM3000	54-10-14-0003-00-00-00-00	N/NMS3
NM4000	54-10-14-0004-00-00-00-00	N/NMS4
NM4100	54-10-14-0004-01-00-00-00	N/NMS41
NM4200	54-10-14-0004-02-00-00-00	N/NMS42
NM4300	54-10-14-0004-03-00-00-00	N/NMS43
NM5000	54-10-14-0005-00-00-00-00	N/NMS5
NM5100	54-10-14-0005-01-00-00-00	N/NMS51
NM5200	54-10-14-0005-02-00-00-00	N/NMS52
NM5300	54-10-14-0005-03-00-00-00	N/NMS53
NM6000	54-10-14-0006-00-00-00-00	N/NMS6
NM6100	54-10-14-0006-01-00-00-00	N/NMS61
NM6200	54-10-14-0006-02-00-00-00	N/NMS62
NM6300	54-10-14-0006-03-00-00-00	N/NMS63
NM6400	54-10-14-0006-04-00-00-00	N/NMS64
NM6500	54-10-14-0006-05-00-00-00	N/NMS65
NM7000	54-10-14-0007-00-00-00-00	N/NMS7
NM7100	54-10-14-0007-01-00-00-00	N/NMS71
NM7200	54-10-14-0007-02-00-00-00	N/NMS72
NM7300	54-10-14-0007-03-00-00-00	N/NMS73
NP1000	54-10-15-0001-00-00-00-00	N/CSC1
NP2000	54-10-15-0002-00-00-00-00	N/CSC2
NP3000	54-10-15-0003-00-00-00-00	N/CSC3
NP4000	54-10-15-0004-00-00-00-00	N/CSC4
NP5000	54-10-15-0005-00-00-00-00	N/CSC5
NT1000	54-10-16-0001-00-00-00-00	N/COOPS1
NT1100	54-10-16-0001-01-00-00-00	N/COOPS11
NT1200	54-10-16-0001-02-00-00-00	N/COOPS12
NT2100	54-10-16-0002-01-00-00-00	N/COOPS21
NT2200	54-10-16-0002-02-00-00-00	N/COOPS22
NT3000	54-10-16-0003-00-00-00-00	N/COOPS3
NT3100	54-10-16-0003-01-00-00-00	N/COOPS31
NT3200	54-10-16-0003-02-00-00-00	N/COOPS32

ABOLISH

ND6000	54-10-04-0006-00-00-00-00
ND6011	54-10-04-0006-00-01-01-00
ND6012	54-10-04-0006-00-01-02-00

ND6013	54-10-04-0006-00-01-03-00
ND6014	54-10-04-0006-00-01-04-00
ND6015	54-10-04-0006-00-01-05-00
ND6021	54-10-04-0006-00-02-01-00
ND6022	54-10-04-0006-00-02-02-00
ND6023	54-10-04-0006-00-02-03-00
ND6024	54-10-04-0006-00-02-04-00
ND6025	54-10-04-0006-00-02-05-00
ND6026	54-10-04-0006-00-02-06-00
ND6027	54-10-04-0006-00-02-07-00
ND6100	54-10-04-0006-01-00-00-00
ND6200	54-10-04-0006-02-00-00-00
ND6300	54-10-04-0006-03-00-00-00

Sandra R. Manning
Acting Director Workforce Management

Approval Date:

NOTE: The entire organization is listed to ensure there is no overlap in the NOAA Organization Code, NFC Organization Code and Routing Code and everything flows correctly, changes made are reflected in **bold**.

NOTE: These five mandatory elements must be indicated on all NOAA Circulars (NOAA Organization Code, Organization Title, Mail Routing Code, NFC Personnel System Code, and Abolish information).

NOTE: If no Abolish information is relevant to a given NOAA Circular, then “N/A” must be indicated in the Abolish section of the NOAA Circular.

Implementation Process

