

National Oceanic and Atmospheric Administration	NOAA Administrative Order <u>200-7</u>	
NOAA ADMINISTRATIVE ORDER SERIES	DATE OF ISSUANCE	EFFECTIVE DATE <b>MAR 10 2009</b>
SUBJECT <b>INITIATING AND PROCESSING ORGANIZATIONAL CHANGES</b>		
<p><b><u>SECTION 1. PURPOSE.</u></b></p> <p>.01 This Order establishes guidance and procedures for initiating and processing changes to the organizational structure of the National Oceanic and Atmospheric Administration (NOAA).</p> <p>.02 This Order is a revision and retitling of the previously issued NOAA Administrative Order (NAO) 200-7. The revision updates information for initiating and processing changes to the NOAA organizational structure.</p> <p><b><u>SECTION 2. SCOPE.</u></b></p> <p>This Order and associated Handbook applies to all proposed organizational changes within NOAA.</p> <p><b><u>SECTION 3. POLICY.</u></b></p> <p>.01 Effective organizational design and position structure enable NOAA to meet its mission through optimal use of resources. The guidelines set forth to facilitate achievement of effective and efficient organizational design are as follows:</p> <ol style="list-style-type: none"> <li>a. The directions set forth in the Handbook to this Order shall be followed in titling key personnel positions and organizations;</li> <li>b. Organizations and positions shall be planned so they are logical, internally consistent, and systematically fitted into an orderly, productive, and efficient organization;</li> <li>c. Staff resources shall be utilized in accordance with a sound position management program providing proper balance among mission needs, efficiency and economy of operations, and effective employee utilization;</li> <li>d. The number of deputies, assistants, and supervisors shall be minimized, and emphasis placed on line responsibilities. Team leaders shall be used as alternatives to supervisors as appropriate;</li> <li>e. The number of organizational levels shall be minimized. Authority shall be delegated and centralized to the lowest appropriate working level. Single sub-units (i.e., one division, one branch, one section, one unit) shall not be established. For example, a subdivided branch must have two or more sections;</li> </ol>		

f. Functional overlap or fragmentation shall be avoided; and

g. Positions shall be established consistent with current mission, functions, and levels of work assigned to the organization while assuring full position utilization.

.02 Programs that span two or more NOAA organizations shall be managed through the use of matrix management design. Matrix management design is an organizational structure in which a program manager has accountability for program success, and shares responsibility with functional managers for assigning priorities and for directing the work of key responsible individuals assigned to the program. Changes to a matrix managed program are approved through the NOAA Executive Decision Process.

.03 Managers and supervisors shall review organizations and positions on a continuing basis in order to identify possible improvements. Action shall be initiated to abolish unnecessary positions and organizations.

#### SECTION 4. RESPONSIBILITIES.

.01 All Line/Staff Office (LO/SO) requests that propose changes to the basic NOAA organizational structure will be reviewed by the Workforce Management Office (WFMO) for compliance with organization and position management principles prior to being approved by the appropriate approving official. Such requests by the LO/SOs must meet all required documentation criteria contained in the Handbook to this Order. In addition, WFMO will coordinate the clearance of all reorganizations, including assignment of organizational codes and preparation of formal approval documentation.

.02 The Office of the Chief Financial Officer (CFO) via the Budget Office will coordinate the clearance of all reprogramming notices. All reorganization proposals must be reviewed by the Budget Office to determine whether Congressional notification is necessary for the subject proposal.

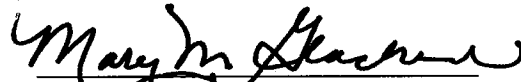
.03 Procedures for effecting organization changes are contained in the Handbook to this order.

#### SECTION 5. AUTHORITIES.

- Department Administrative Order (DAO) 200-7, Department Organization Order Series
- Department Organization Order (DOO) 25-5, National Oceanic and Atmospheric Administration
- Office of Management and Budget (OMB) Circular A-11, Preparation, Submission and Execution of the Budget

SECTION 6. EFFECT ON OTHER ISSUANCES.

This Order supersedes NAO 200-7, Organization Management, dated June 27, 1989.

A handwritten signature in black ink, appearing to read "Mary M. Glavin". The signature is written in a cursive style and is positioned above a horizontal line.

Deputy Under Secretary  
for Oceans and Atmosphere

Office of Primary Interest:  
Workforce Management Office