

# **NOAA Finance and Administration**

## **Table of Organization Users' Manual**

**December 11, 2002**

# Table of Organization Users' Manual

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## **PURPOSE OF THE TABLE OF ORGANIZATION**

The Table of Organization (TO) has been designed to map authorized organization and position data to budgetary information on employees, positions, grades/steps, and labor cost data. It provides NOAA Finance and Administration (NFA) management with information on the organization's structure, authorized billets/positions and staffing status, as well as actual and projected labor and benefits costs by position and organizational component.

In considering the appropriateness of an organization's structure and its staffing, management must consider both the service requirements and the resource constraints. While most organization structures are developed to best meet the challenge of providing varied services to NFA clients, often budget and other constraints prevent managers from fully populating their ideal organization. Through the integration of management and budget information, organization structure can be viewed in light of the realities of budgeting for resources. This integration will ultimately strengthen the organization, as it will create a solid foundation for making management and budget decisions.

## **ACCESS TO THE TO**

TO reports are accessed on the web on site:  
<https://apollo.iso.noaa.gov/TOReports/TOLogin.html>

Each FMC Director is issued a password that provides access to his/her office. He/she may give the password to his/her employees at his/her discretion. Managers and other staff responsible for position and budgetary control should have access to the TO.

Directors should note that some of the TO Reports reflect Privacy Act information so care and discretion should be used with both the access to the TO and the distribution, storage, and disposal of the resulting reports.

The Deputy Chief Administrative Officer (DCAO) has access to all offices within his/her responsibility. The Chief Financial Officer/Chief Administrative Officer (CFO/CAO), Deputy Chief Financial Officer (DCFO), and staff in the Business Management Fund Division (BMFD) have access to TOs for all NFA offices.

To change a password, contact the TO Administrator in the BMFD.

## DESCRIPTION OF DATA

The sources of data for the TO are:

1. View of Employee Personnel Data (EMPVIEW) – The Human Resources (HR) table EMPVIEW contains data on current employees. Each pay period this data is downloaded into the TO.
2. Position Management System (PMSO) – Each Fiscal Year, the BMFD provides the OFA Directors a list of positions that have been authorized by the CFO/CAO. HR staff record the authorized positions in the PMSO. Each pay period these authorized positions are downloaded into the TO.
3. CAMS Labor Detail File – Payroll data is downloaded each pay period from the National Finance Center (NFC). Actual costs to date are extracted from the CAMS Labor Detail File by individual. This data is mapped to position incumbent information from the PMSO, linking the actual cost to the particular positions.
4. Budgetary data (funding source, budget approved) is entered by BMFD staff in the TO.

Once actual cost data is linked to a position, the cost data (labor, benefits, overtime, differentials, and awards) continues to be associated with the particular position.

If a position becomes vacant during the fiscal year, the costs identified with the position will remain in the TO and the name of the employee will be listed as, "Vacant." When a new employee fills the position, the cost data for the previous employee will continue to be assigned to the position and will be shown on TO reports as costs for the new employee.

If a position becomes vacant during the fiscal year, and the position is deleted, the position will be identified as, "NO POS Dollars only."

The PMSO contains active and inactive positions. Inactive positions are positions that are not currently used. Inactive positions may be deleted at the discretion of management and the servicing HR office. All positions that are authorized on the annual budget allocation are marked active in the PMSO by HR staff. The remaining positions are marked inactive and will not appear as vacancies on the TO.

The TO reports reflect the NFA organization the way it looked when the pay period being reported on was current. Because of this process, the TO database is normally about three weeks behind the current pay period and HR data. For example, if the current date is in pay period 16, pay period 14 payroll data would have just become available.

Corrections made to HR data (EMPVIEW or PMSO) are not reflected in the TO reports until the reports are generated for the pay period in which the data was entered. For example, a correction made on July 18 to the billet number changing the target grade will not be reflected in the TO reports until the reports for pay period 14 (July 14 - 27) are run three weeks later.

A data flowchart of the TO is presented in Exhibit I.

## **BILLET NUMBERING SYSTEM**

NFA established a Billet Numbering System (BNS) to link all authorized positions with specific "billets." A billet is defined as a staffing slot that can be occupied at any given time. Usually, the number of billets an organization has is equal to the maximum number of on-board staff. (Examples of exceptions include job-sharing, temporary appointments to fill behind staff on military duty, etc.)

The BNS serves as the basis for the assignment of billet numbers to all authorized positions. The CFO/CAO holds the authority to designate authorized organizations, billets, and positions for NFA. For grades 14 and below, that authority is delegated to the appropriate DCFO, DCAO, or Chief Information Officer (CIO) to designate authorized organizations, billets, and positions for their respective organizations; however, the CFO/CAO must approve all requests for new positions.

Each authorized organization will have an approved structure and staffing profile populated with staff billets. The staffing profile for NFA's organizations will be maintained in the TO. The staffing profile will include the name of the organization and each of its designated organizational components (e.g., Division, Branch); and the specific billets authorized for each component and the office overall.

Within NFA, proposals for establishment of a formal organization, reorganization of existing organizations, or abolishment of an organization or organizational component must be proposed first to the Chief, BMFD, who will analyze the impact of the proposal on the budget. (If reprogramming is required, the FMC Director will be notified.) He/she will forward the proposal to the DCFO, DCAO, or CIO. Once the DCFO, DCAO, or CIO has approved the proposal, a recommendation will be forwarded to the CFO/CAO for decision. The CFO/CAO will approve or disapprove any and all such changes for NFA.

As organizations evolve, managers may decide that it is appropriate to add a new billet, delete an existing billet, or change the basic nature of a billeted position. Changes to an organization's staffing profile will be requested and authorized through the use of the Position Approval Request (PAR) form (Exhibit II).

## BILLET NUMBER STRUCTURE

A billet number consists of 10 characters and identifies the unique position as follows:

<u>Character Position</u>	<u>Definition</u>
1	<u>Line/Staff Office</u>
	A NFA
2	<u>Organization Code (only NFA identified)</u>
	A AGO
	B Budget Office
	C CASC
	D Finance Office
	E EASC
	F EC/H/S/SO
	H HRMO
	L Logistics Staff
	M MASC
	N Office of the DCAO
	P NOAA Real Property Office
	R Civil Rights Office
	S ISMO
	T Audits, IC and IMO
	V Diversity Program Office
	W WASC
	X CFO/CAO
3	0 Other (zero)
	D Detail (Reimbursable only)
	F Temporary Over Hire
	J Job Sharing
	S Student Position
	T Temporary Promotion
4 – 8	Unique machine generated number to identify specific position issued by TO Administrator
9 and 10	Full Performance Level Grade

Example: A Management and Program Analyst position in the Business Management Fund Division, Budget Office

AB00003512

A is for NFA

B is for Budget Office

0 is for future expansion

00035 is the unique position code

12 is the full performance level grade

## **POSITION APPROVAL REQUESTS (PAR)**

A PAR form (see Exhibit II) must be completed in order to hire an employee or add, delete, or change a billet number. Instructions for completing the PAR are as follows:

Organization – Enter the name of the NFA Office.

NFC Org. Code – Enter the NFC Organization Code.

**REQUEST TO HIRE** – To hire a position, mark this box with an X.

Student – If a student position, mark this box with an X.

Job Sharing – If it is a job sharing position, mark this box with an X. (Two people will share the same billet number.)

Temporary Over Hire – If it is a temporary over hire, mark this box with an X. These positions are to temporarily over hire for known retirements or other special situations.

Existing Billet Number - If it is to fill a vacancy for an unapproved or unbudgeted approved position, enter the Existing Billet Number -OR- New Billet - If it is a new position, mark the box New Billet with an X. The TO Administrator will enter the new billet number in the space provided.

Position Title – Enter the Position Title.

Pay Plan/Series – Enter the Pay Plan , e.g., GS, WG, SES, and Series for the Position, e.g., 510, 343, 560, 1340, as, e.g., GS-510.

Initial Grade – Enter the proposed entry level grade(s).

Target Grade - Enter the full performance level grade.

Career Progression – Enter an X in the appropriate area to identify whether the position has a two-grade progression or one-grade progression. (If unsure, check with your servicing human resource advisor.)

Type of Appointment – Enter the following code:

<u>Code</u>	<u>Appointment</u>
FTP	Full-Time Permanent
PTP	Part-Time Permanent
FTT	Full-Time Temporary
PTT	Part-Time Temporary
TERM	Term appointment - Enter the time period of the term.
INT	Intermittent - Enter the time period of the term.
OTHER	Other appointment – Specify what it is.

Salary and estimated benefits – Enter the total salary and estimated benefits for the Fiscal Year. (If multiple grades enter data for highest grade.)

Funding Source – Enter the Funding Source as follows:

<u>Code</u>	<u>Funding Source</u>
AP	Appropriation – Policy Formulation and Direction
CA	Corporate Assessment
DB	Direct Bill
PA	Procurement, Acquisitions and Construction
NC	Non-Policy Formulation and Direction ORF from Congress
LT	Line Office Transfers
UB	Unique Billing – ASC Bill
RE	Reimbursable Agreements with non-NOAA entities

A full definition of the Funding Source is identified in Exhibit III.

Funded in Outyears – Enter yes or no.

PD Number – Enter the Position Description Number of the entry-level position(s).

**REQUEST CHANGE TO EXISTING BILLET** – To change an existing billet, mark this box with an X. Examples of changes are change in title and/or series due to new classification standards, temporary promotion, reimbursable detail, and accretion of duties promotion.

Employees on temporary promotions will be assigned to the billet number for the position to which temporarily promoted. The temporary promotion billet number will be changed to include the letter "T" in the third character of the actual billet number. No change will be made to the billet number for the employee's permanent position. The employee's name will appear in only one place on the TO reports (in the position identified by the "T"). In the employee's permanent position the word "TEMP PROM" will appear in place of the employee's. At the conclusion of the temporary promotion, the "T" in the billet number will be changed back to "0" (zero) and the employee will be returned to his/her permanent position's billet number.

Accretion of duties promotions will result in additional costs and require notification to the DCFO. The FMC Director must identify in the explanation section of the PAR, the offset within his or her current budget.

Current Billet Number - Enter the current billet number.

Reason for Change – Indicate the reason, e.g., Temporary Promotion, Reimbursable Detail, Job Sharing, Accretion of Duties, etc.

Old Title – Enter the current title.

New Title – Enter the new title.

Old Pay Plan/Series – Enter the old pay plan and series.

New Pay Plan/Series – Enter the new pay plan and series.

Old Initial Grade – Enter the old entry level grade(s).

New Initial Grade – Enter the new entry level grade(s).

Old Target Grade – Enter the old full performance level grade.

New Target Grade – Enter the new full performance level grade.

Career Progression – Enter an X in the appropriate area to identify whether the position has a two-grade progression or one-grade progression. (If unsure, check with your servicing human resource advisor.)

**REQUEST TO DELETE EXISTING BILLET** – To delete an existing billet, mark this box with an X.

Billet Number - Enter the billet number.

Title – Enter the title.

Pay Plan/Series – Enter the pay plan and series.

Explanation – An explanation of the requested action must be included. The request will not be considered without the justification.

FMC Director Signature – The FMC Director signs the PAR.

Date – Enter the current date.

Chief, BMFD – The Chief, BMFD, signs the PAR, indicates approval, and enters the current date. If a position is moved from one Division/Branch to another within an FMC, it does not require further approval.

DCAO/DCFO/CIO – The DCAO/DCFO/CIO signs the PAR, indicates approval, and enters the current date. GS-15 and SES positions must be approved by the CFO/CAO.

CFO/CAO – If the position is a GS-15, SES, or a new position, the CFO/CAO signs the PAR, indicates approval, and enters the current date.

When the PAR is approved by the appropriate official, the original PAR will be returned to the TO Administrator for filing. Within 3 business days, a copy will be sent to the requesting FMC Director. The FMC Director will forward the approved PAR to the servicing HR management division. No personnel action that requires a PAR may be effective until the HR specialist receives the approved PAR. The HR specialist must enter the billet number assigned on the PAR in the PMSO.

A flowchart of the PAR approval process is presented in Exhibit IV.

If a position is moving from one FMC to another, a PAR must be submitted by the current organization to REQUEST TO DELETE EXISTING BILLET. The FMC obtaining the position must submit a PAR to REQUEST TO HIRE. The explanation section on both PARs must reference the move of the billet between the FMCs.

For any case which might not be identified here, or for further information concerning the interpretation or applicability of these procedures, please contact the TO Administrator, BMFD. The TO Administrator will maintain the official records of all PARs.

## **ADDITIONAL ACTIONS THAT REQUIRE PARs**

PARs are required to hire students. FMC Directors are delegated the authority to hire students; however, they must be funded from salary lapse and the FMC cannot exceed their Full Time Equivalent (FTE) allocation. The billet number for these positions will be identified with an “S” in the 3<sup>rd</sup> character of the billet number. The Chief, BMFD, approves PARs for students. (If filling an authorized, budgeted position with a student, then the “S” indicator is not required.)

Employees on details will be assigned to the billet number for the position to which detailed if the gaining office is paying for the detail. That billet number will be changed to include the letter “D” in the 3<sup>rd</sup> character of the billet number. This process will allow the labor and benefit amounts to accumulate in the position to which the employee was detailed and not to the employee’s permanent position. As a result of the detail, the employee’s permanent position will appear as “DETAIL ” in the name or social security fields on the TO reports until the detail is terminated and the employee returns to the permanent position. At such time, the “D” in the billet number will be changed back to “0” (zero) and the employee will be returned to their permanent position’s billet number. For this type of detail, SF-52s must indicate the detail is reimbursable.

## **ACTIONS THAT DO NOT REQUIRE PARs**

PARs are not required to backfill a vacancy when there is no change in the position’s billet number. The billet number should be entered in Block 44 of the Request for Personnel Action (SF-52).

PARs are not required for moving positions within an NFA office as long as the billet number and FMC remains the same.

PARs are not required to promote an employee within his/her career ladder.

PARs are not required for non-reimbursable details. Because details are not entered into the NFC database, no changes should be made to the BNS. Employees on detail continue to occupy their official position of record. SF-52s for details must indicate whether the detail is reimbursable or non-reimbursable.

## **ROLES AND RESPONSIBILITIES**

The roles and responsibilities associated with the TO are as follows:

### CFO/CAO

- Decides which positions are authorized and approved in the budget.

- Approves funding source of positions.
- Approves new positions.

#### DCFO/DCAO/CIO

- Approves PARs for positions at the GS-15 and below level.

#### FMC Director

- Prepares PAR form.
- Provides the TO Administrator with designated name of who should receive the TO report and who has authority to request changes.
- Reviews official organization structure and staffing profile to ensure that the structure, staffing profile, and individual billets accurately reflect any management decisions at the beginning of each fiscal year.
- Reconciles TO report to approved allocation each pay period.
- Prepares and submits any Request for Personnel Action (SF-52) needed to correct the TO.
- Provides approved PAR to his/her servicing Human Resource Management Office.

#### Chief, BMFD

- Analyzes proposals for establishment of a formal organization, reorganization of existing organizations, or abolishment of an organization or organizational component.
- Approves PARs as being within allocated position, FTE, and dollar levels.
- Approves PARs for movement of positions within an FMC, it does not require further approval.

#### BMFD TO Administrator

- Assigns billet numbers for all authorized positions.
- Maintains the official records of all NFA positions.
- Ensures authorized, budget approved, and funding source fields are coded correctly based upon approved allocations.
- Provides and updates passwords to NFA Directors for access to TO web interface.
- Provides guidance to NFA Directors on the TO.
- Reviews PARs as being within allocated position, FTE, and dollar levels and forwards to Chief, BMFD, within one week of receipt of the PAR.
- Records corrections to authorized, budget approved, and funding source fields before the next TO is produced.

### Staff of the Servicing Human Resource Offices (SHRO)

Except for actions that DO NOT REQUIRE PARs (see page 10):

- Ensures all hires, temporary promotions, reassignments, changes in full performance level, changes in position title, and accretion in duties have a PAR signed by the appropriate approving official before personnel action is taken.
- Records billet number in PMSO using field C29.
- Ensures title, pay plan, series, grade, position description numbers, NFC organization code, and full performance levels are entered accurately in PMSO.

### Information Systems Management Office (ISMO)

- Ensures TO reports are current and available on web interface.
- Maintains software.
- Provides technical assistance to the BMFD TO Administrator.
- Provides technical support to users.

## **REPORTS**

The TO produces the following Reports:

1. Projected On-Board Staff Costs and No Projections for Vacancies
2. Latest Staffing Report
3. Eligible for WGLs
4. Eligible for Promotions
5. Eligible for Retirement
6. Annual Salary Costs to Date
7. Projected Salary Costs Rest of FY
8. Sources of Funding
9. Other Counts (1 report that contains several other reports)
  - ⇒ Number of Employees, Total Salaries, Awards, and Benefits for this FY
  - ⇒ Other Counts – Number of Filled Authorized Positions as of:
  - ⇒ Other Counts – Number of Vacant Authorized Positions as of:
  - ⇒ Other Counts – Number of Positions Authorized and Unauthorized by Position Type
  - ⇒ Other Counts – Projected Salary Cost, On-Board, Corporate Direct Funding as of:
  - ⇒ Other Counts – Projected Salary Cost, Vacant Positions Current Year – ½ Year Funded as of:
10. Authorized Approved Positions
11. Lump Sum Annual Leave Payment

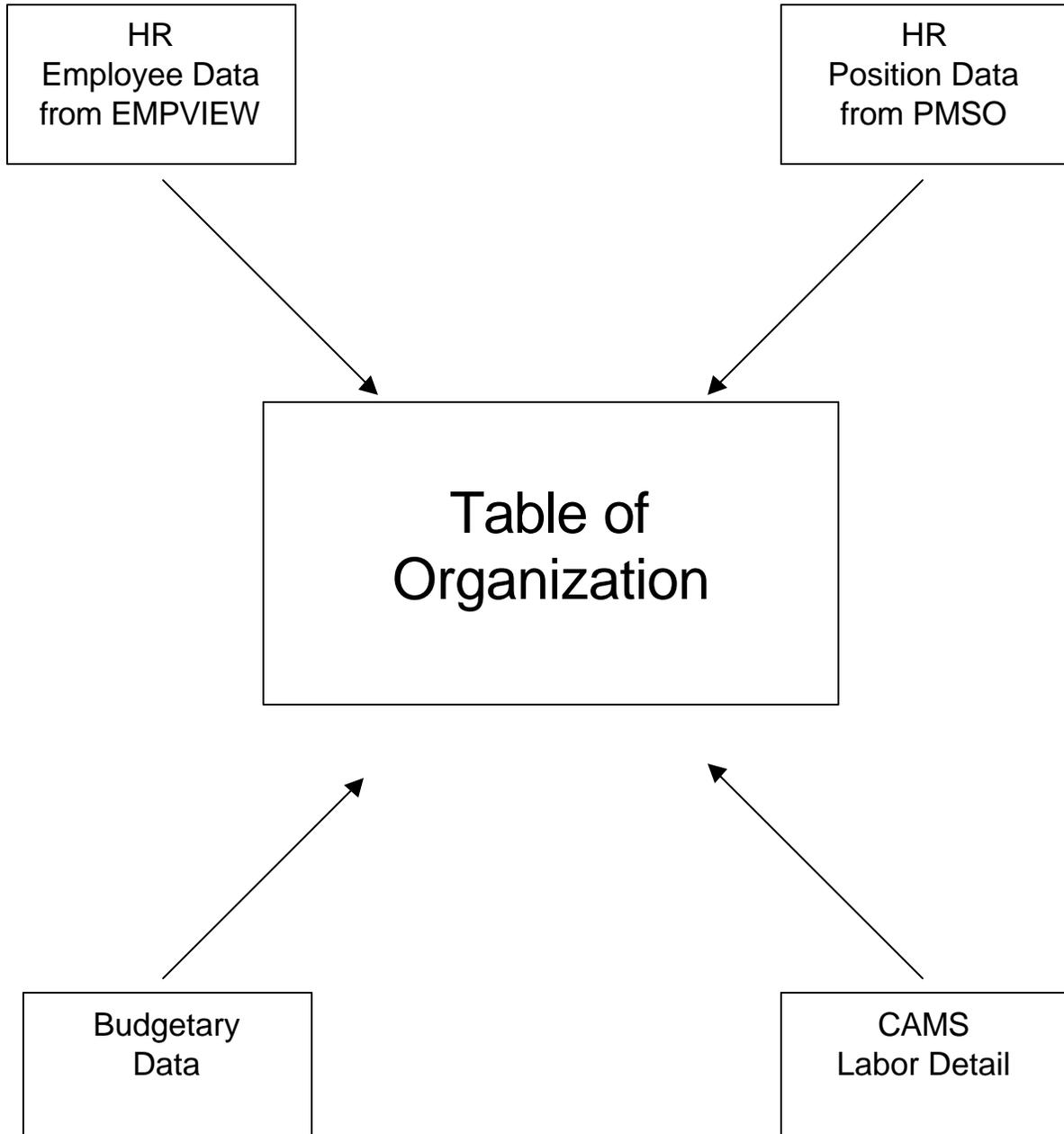
A description of the data in each report is identified in Exhibit V.

## CORRECTING TO ERRORS

The following action must be taken by the FMC Director and/or his/her Designee. For corrections to be retroactive, action must be taken before the next TO report is run.

Error	Action
Position located in wrong Organization	SF-52 to reassign position to correct organization
Authorized, Budget Approved, Funding Source Error	Contact TO Administrator
Employee Name, Position Title, Position Description Number, Pay Plan, Series, Grade, Step, NFC Organization Code, Actual Awards, Target Grades Errors	Contact servicing HR office
Billet Number Error	Contact TO Administrator

DATA FLOWCHART:



POSITION APPROVAL REQUEST

Organization: \_\_\_\_\_ NFC Org. Code: \_\_\_\_\_

REQUEST TO HIRE Student  Job Sharing  Temporary Over Hire

Existing Billet Number: \_\_\_\_\_ New Billet  \_\_\_\_\_

Position Title: \_\_\_\_\_ Pay Plan/Series: \_\_\_\_\_ Initial Grade(s): \_\_\_\_\_ Target Grade: \_\_\_\_\_

Career Progression ("X" if applicable): Two-grade progression: \_\_\_\_\_ One-grade progression: \_\_\_\_\_

Type of Appointment: \_\_\_\_\_ Salary and estimated benefits: \_\_\_\_\_

Funding Source: \_\_\_\_\_ Funded in Outyears: \_\_\_\_\_

PD Number: \_\_\_\_\_

REQUEST CHANGE TO EXISTING BILLET

Current Billet Number: \_\_\_\_\_ Reason for Change: \_\_\_\_\_

Old Title: \_\_\_\_\_ New Title: \_\_\_\_\_

Old Pay Plan/Series: \_\_\_\_\_ New Pay Plan/Series: \_\_\_\_\_

Old Initial Grade(s): \_\_\_\_\_ New Initial Grade(s): \_\_\_\_\_

Old Target Grade: \_\_\_\_\_ New Target Grade: \_\_\_\_\_

\*Career Progression ("X" if applicable): Two-grade progression: \_\_\_\_\_ One-grade progression: \_\_\_\_\_ \*(If unsure, check with your servicing human resource advisor.)

REQUEST TO DELETE EXISTING BILLET

Billet Number: \_\_\_\_\_ Title: \_\_\_\_\_ Pay Plan/Series: \_\_\_\_\_

Explanation:

FMC Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Chief, Business Management Fund Division

\_\_\_\_\_  
DCAO/DCFO/CIO

\_\_\_\_\_  
CFO/CAO (GS-15, SES, and new positions)

**FUNDING CODES:**

Listed below are the definitions of the FY 2003 codes and sources of funds that will be used in the TO:

**AP:** Appropriations - Appropriations for Operations, Research and Facilities (ORF), Program Support, Policy Formulation and Direction. Appropriations made available from the Congress for the NOAA Finance and Administration and directly allowed to NFA by NOAA Budget Office.

**CA:** Corporate Assessment - Line Office Appropriations assessed to provide resources for administrative support functions. This funding is assessed or withheld from Line Office Appropriations and directly allowed to NFA by the NOAA Budget Office. The assessment is based on an algorithm of percent of Line Office labor costs to total NOAA labor costs.

**DB:** Direct Bill - Line Offices are billed through a consolidated billing for services based on usage of the service by individual Line Office. Each Direct Bill item has its own algorithm. Direct Bill items are developed by NFA, submitted to the Line Office CFOs/M&Bs for approval. Line Offices transfer approved funding to NFA.

**PA:** Procurement, Acquisition and Construction (PAC) Appropriations from the Congress - These appropriations come to NFA either directly allowed through budget allowances from the NOAA Budget Office, or as transfers from Line Offices who are the custodians of funding for program-justified major projects. The majority of PAC funding provided to NFA is to implement the Commerce Administrative Management System (CAMS). NFA also receives transfers of funds for major facilities construction projects managed by NFA.

**NC:** Non-Policy Formulation and Direction ORF from Congress -These appropriations come to NFA and are usually directly allowed through budget allowances from the NOAA Budget Office. The two primary ORF line items are Facilities Maintenance & Repair and Environmental Compliance, line items that provide funding for both programs managed by the NFA Facilities Office.

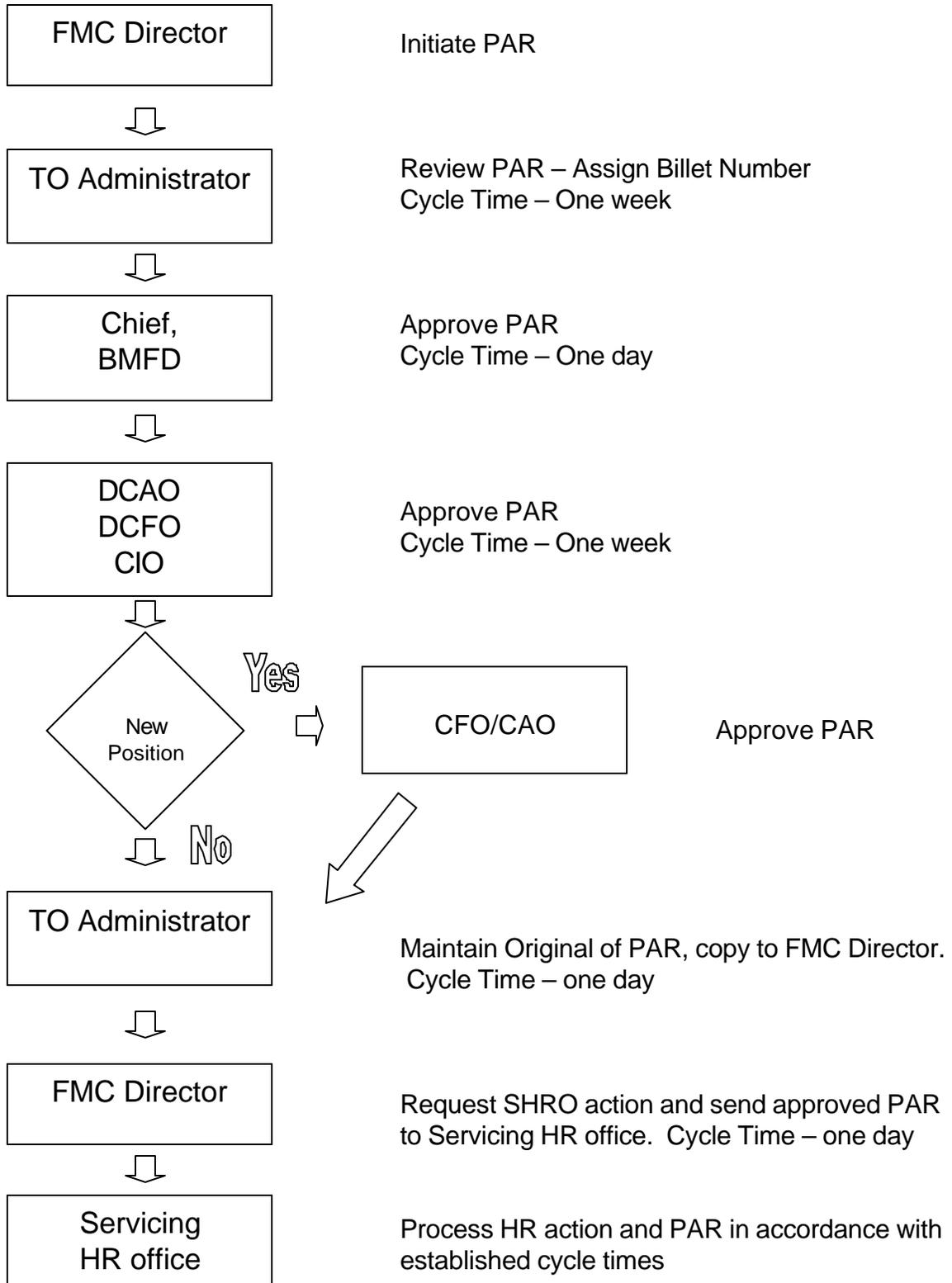
**LT:** Line Office Transfers - An NFA office may have a separate agreement with a Line Office to provide funding and the Line Offices transfer money to the FMC per their agreement. These funds can be either PAC or ORF and are transferred directly to an FMC for services not otherwise funded.

**UB:** Unique Billings - Two types of “unique billings” used by NFA FMCs:

- a. ASC Bill: Funds transferred to the ASCs from NFA for services provided to other DOC Bureaus. DOC Bureaus IPAC funding to NFA based on fees determined through the ASC billing process.
- b. Hourly Rate: Special “charge back” rates charged to line organizations for unique services provided based on usage.

**RE:** Reimbursables - (A, B, R): Funding provided via reimbursable agreements with non-NOAA entities for services. Generally, these agreements are with an individual FMC that performs reimbursable work. Formal Memorandum of Understanding (MOU) and Reimbursable Task Plans (RTPs) are required.

**PAR PROCESS FLOWCHART:**



**TO REPORTS:**

Hard copy samples of reports to be available at a later date