

**NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION
ROTATIONAL ASSIGNMENT PROGRAM OPPORTUNITY**

Occupational Category:

Managerial Technical Analytical

Administrative Clerical/Support Other

Level of Responsibility: GS14 Pay Band WG/WM

Duration: 3 months 6 months Other

Timeframe: 1st quarter 2nd quarter 3rd quarter 4th quarter

Title of Assignment:

Strategic Planning and Program Assistant

Assignment Objective:

To provide direct technical support to the Chief, Climate Services Division, and to his deputy in developing programs and plans for implementation of climate services in the National Weather Service.

Description of Tasks:

The person filling this position must have a strong technical knowledge base of climate and meteorology and related services.

Activities include reviewing and developing presentations, reviewing and developing documents for distribution to the public and senior management, developing new strategies for service improvement, reviewing and developing budget initiatives, and other related activities.

Special Requirements and Selection Criteria:

This assignment requires knowledge of climate and meteorology; PowerPoint skills; communication skills.

NOAA Line/Staff Office: National Weather Service

Point of Contact: Fiona Horsfall, (301) 713-1970 ext 137, Fiona.Horsfall@noaa.gov

**NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION
ROTATIONAL ASSIGNMENT PROGRAM OPPORTUNITY**

Occupational Category:

Managerial Technical Analytical

Administrative Clerical/Support Other

Level of Responsibility: GS- 13/14 Pay Band WG/WM

Duration: 3 Months 6 Months Other

Timeframe: 1st Quarter 2nd Quarter 3rd Quarter 4th Quarter

Assignment Title: Implementing and overseeing matrix management teams.

Assignment Objective:

To assist a Senior Executive in implementing and overseeing matrix management teams to improve organizational efficiency and effectiveness. The participant will gain valuable experience in working with a Senior Executive by providing support in improving organizational communications and working with newly formed matrix managed teams.

Description of Tasks:

The assignment calls for a person with management, organizational and strong interpersonal skills who can work independently with newly formed matrix management teams. The project may require working directly with the teams in areas of Customer Service, Outreach, Digital Services and Requirements Process. The person will assist in coordination with NOAA teams and Councils.

Special Requirements and Selection Criteria:

The assignment requires good writing, communication, and time management skills.

NOAA Line or Staff Office: NOAA's National Weather Service

Point of Contact: Mr. LeRoy E. Spayd Jr. (301) 713-1858x105, Leroy.Spayd@noaa.gov

NWS-05-OCWWS

**National Oceanic and Atmospheric Administration
Rotational Assignment Program Opportunity**

Occupational Category:

Managerial Technical Analytical

Administrative Clerical/Support Other

Level of Responsibility: GS-12/13/14 Pay Band WG/WM

Duration: 3 Months 6 Months Other

Timeframe (CY): 1st Quarter 2nd Quarter 3rd Quarter 4th Quarter

Assignment Title: Education and Training Coordination

Assignment Objective:

Assist NOAA's National Weather Service (NWS) Office of Climate, Water, and Weather Services (OCWWS), Training Division (TD) with the coordination and implementation of national training activities and the advancement of adult learning objectives throughout NOAA.

Description of Tasks:

The participant will assist OCWWS TD staff to coordinate organizational development and adult learning issues within the NWS. Assist in curriculum development and instructional system design efforts. Assist in development of the conceptual NOAA University. Coordinate the OCWWS Staff Training plan and schedule/manage training activities.

Special Requirements and Selection Criteria:

The assignment calls for a detail oriented person possessing good communication and writing skills. They must enjoy a fast-paced working environment requiring using multiple skills sets each day. A background in training, education and management is desired.

NOAA Line or Staff Office: NWS, OCWWS Training Division

Point of Contact: Mr. Eli Jacks , 301-713-0280, ext. 124, elliott.jacks@noaa.gov.

NWS-06-OCWWS

**National Oceanic and Atmospheric Administration
Rotational Assignment Program Opportunity**

Occupational Category:

Managerial X Technical _____ Analytical _____
Administrative _____ Clerical/Support _____ Other _____

Level of Responsibility: GS 13/14 Pay Band _____ WG/WM _____

Duration: 3 months _____ 6 months X Other _____

Timeframe: 1st quarter ___ 2nd quarter ___ 3rd quarter X 4th quarter X

Title of Assignment:

Special Assistant to NOAA Leadership Council

Assignment Objective: To assist the Chief of the NOAA's National Weather Service (NWS) Office of Climate, Water, and Weather Services (OCWWS), Training Division (TD) with the coordination and implementation of national training policy for all NOAA employees, including management, leadership and team training, as well as the advancement of adult learning objectives throughout NOAA. The participant will gain valuable experience in aspects of major program coordination at the national level.

Description of Tasks: The participant will take a lead role in the creation of NOAA's Training Plan via participation on the NOAA Training Council. The TD Chief serves as chair of this Council. The participant will also serve as Special Assistant to the TD Chief on high-level issues relating to NWS Training, Requirements and Performance/Awareness which impact NWS coordination and operations.

Special Requirements and Selection Criteria: The assignment calls for a detail oriented person who possesses excellent communication and writing skills, and enjoys a fast-paced working environment which calls on multiple skill sets each day. A background in training, education or program management will be helpful.

NOAA Line/Staff Office: NWS, OCWWS Training Division

Point of Contact: Dr. Percy Thomas, 301-713-0280, ext. 178,
piercy.thomas@noaa.gov