

SO-01-WMO

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

Occupational Category:

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

Level of Responsibility: GS-7/9/11 Pay Band _____ WG/WM _____

Duration: 3 months _____ 6 months X Other _____

Time frame: 1st quarter_ 2nd quarter__ 3rd quarter X 4th quarter X (April - September 2004)

Title of Assignment: NOAA Leadership Competencies Development Program (LCDP)
Program Assistant

Assignment Objective:

The objective of this NRAP assignment is to provide day-to-day assistance and support to the LCDP program manager in implementing this NOAA leadership development program. The NRAP assignment offers an assignee the opportunity to experience the necessary stages in coordinating an agency-wide program.

The NOAA LCDP is a competitive, 18-month program that provides a series of training and developmental experiences for a cadre of NOAA individuals (GS13-15 and equivalent) who have high potential for assuming greater leadership responsibilities in the next 3 to 5 years.

Description of Tasks:

Assignee will work under the close supervision of the program manager. Specific tasks are dependent upon the implementation stage of the LCDP (for example, stages include Call for Applications, selection process, orientation, etc.) The types of tasks may include:

- Collecting, compiling, and organizing program-related data
Communicating by email and/or phone with program participants
- Responding to requests for information
- Working with the LCDP webmaster to make changes to the website
- Assisting in planning for various LCDP meetings

Special Requirements and Selection Criteria:

Since the NRAP assignee will assist in planning and implementing activities that are NOAA-wide in scope and impact, he/she must have strong written and oral communications skills. Other important personal attributes include being:

- Customer-driven,
- Detail-oriented,
- Organized, and
- Committed to meeting deadlines.

Note: This assignment is targeted for local areas only. The host office cannot support any travel expenses.

NOAA Line/Staff Office: Workforce Management Office (WMO)

Point of Contact: Shirley Miller (301)713-0530 x133 or shirley.a.miller@noaa.gov

SO-02-WMO

NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION
ROTATIONAL ASSIGNMENT PROGRAM OPPORTUNITY

Occupational Category:

Managerial_____ Technical_____ Analytical_____

Administrative x Clerical/Support _____ Other____

Level of Responsibility: GS-12/13 Pay Band III/IV WG/WM _____

Duration: 3 months X 6 months_____ Other_____

Timeframe: 1st quarter__ 2nd quarter__ 3rd quarterX 4th quarter__

Title of Assignment: DEVELOPING HR TRAINING COURSES

Assignment Objective: To assist HRMO Demonstration Project Office staff with the development of HR training courses for delivery to Demo. Project line office managers and employees. Emphasis of the training is on the use of DOC Personnel Management Demonstration Project innovations in the areas of pay banding, pay-for-performance and flexible pay setting.

Description of Tasks: Working under the guidance of HR staff: solicits input from clients on training needs; researches HR subject matter areas; develops draft training packages for review by the HR servicing offices and line office client representatives; completes development of training courses in PowerPoint presentation form for delivery to managers and employees. Subject matter areas include performance management, position classification, and pay administration.

Special Requirements and Selection Criteria: Familiarity of HR programs and Demonstration Project interventions. Skill in the use of PowerPoint software. This position is located in Silver Spring, Maryland. The area of consideration is limited to the local commuting area.

NOAA Line/Staff Office: Demonstration Project Office, WMO

Point of Contact: John Hanson, 301-713-0524, ext. 101

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

Occupational Category:

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

Level of Responsibility: GS 7/9 Pay Band II WG/WM _____

Duration: 3 months X 6 months _____ Other _____

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

Title of Assignment: HUMAN RESOURCES MANAGEMENT

Assignment Objective: To learn the operational aspects of human resources management, including how vacancy announcements are posted, and how promotions, reassignments and other types of personnel actions are processed under the DOC Personnel Management Demonstration Project

Description of Tasks: This assignment will provide a unique opportunity to work along side Human Resources Advisors within the HRMO Demonstration Project Office to learn the intricacies of human resources management at NOAA. Assignments will involve review of position classification requests, the preparation and posting of vacancy announcements, the analysis and referral of candidates, and the analysis and process of pay setting under the DOC Personnel Management Demonstration Project. The participant will gain first-hand knowledge of the documentation required from line offices and the actual processes that are involved with effective and efficient processing of personnel actions.

Special Requirements and Selection Criteria: This assignment is located in Silver Spring, Maryland and is restricted to the local commuting area.

NOAA Line/Staff Office: Demonstration Project Office, WMO

Point of Contact: John Hanson, 301-713-0524, ext. 101

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

Occupational Category:

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

Level of Responsibility: GS 9-13 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: Management and Policy Analyst

Assignment Objective: Broaden employee understanding of NOAA's missions and goals from a management perspective to enhance personal and professional growth.

Description:

As a detailee to the Decision Coordination Office (DCO), you will be provided the opportunity to work with NOAA leadership on key, seminal program and policy issues. You will work regularly with the NOAA Executive Council (NEC) and NOAA Executive Panel (NEP), comprised of Assistant Administrators and Deputy Assistant Administrators of NOAA's line offices, and staff office Directors and Deputy Directors. You will work closely on a daily basis with staff from the Office of the Under Secretary.

You will conduct analyses of decision and policy proposals submitted for approval to the NEC, NEP, and at NOAA senior staff meetings. You will coordinate high-level decision-making processes by developing agendas, scheduling meetings, coordinating briefing documents for NEC/NEP meetings, and reviewing briefing materials for quality.

You will routinely prepare actions and minutes from leadership meetings and formulate decision memoranda for signature by the Under Secretary and Deputy Under Secretary. You will track line and staff office action items and report on progress and review responses to actions for quality, timeliness, and responsiveness. You will provide technical and analytical support as needed to NOAA senior leadership in NOAA-wide policy development and decision-making. You will report directly to the Executive Director to the Chief of Staff and the NOAA Chief of Staff.

NOAA Line/Staff Office: Office of the Under Secretary of Commerce for Oceans and Atmosphere, Decision Coordination Office

Point of Contact: Michael Matthews, Executive Director to the Chief of Staff (202) 482-3454 Fax - 202-408-9674 e.mail: Mike.Matthews@noaa.gov

SO-05-CIO

NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION
ROTATIONAL ASSIGNMENT PROGRAM OPPORTUNITY

Occupational Category:

Managerial X Technical X Analytical _____

Administrative X Clerical/Support _____ Other _____

Level of Responsibility: GS-9/13 Pay Band _____ WG/WM _____

Duration: 3 months _____ 6 months X Other _____

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

Title of Assignment: Program/Performance Management: NOAA Liaison to the Project Manager, Recreation One Stop E-Gov Initiative

Assignment Objective:

- 1) Provide NOAA and DOC liaison and interface to the Recreation One Stop OMB E-Gov initiative.
- 2) Learn/apply program management skills in the multi-agency working environment of the RecOneStop Project Manager (Dept of Interior - DOI).
- 3) Gain exposure to interfacing with OMB.

Description of Tasks:

Candidate will work for the NOAA CIO and directly provide the NOAA interface with the RecOneStop Project Manager. Candidate will interact closely with the Director, Office of Planning and Performance Management at DOI, senior staff of the participating partners, and stakeholders. The position will involve contact and coordination with numerous federal organizations and non-federal entities. This is an excellent opportunity to gain knowledge and exposure to emerging Internet and E-government policy development and overall project management subscribing to and following OMB guidance.

The candidate will represent NOAA's activities which assist the project manager in one or more of the following:

- refine the performance measures for the RecML and Recreation.gov components of the project to update the Performance Reference Model, particularly regarding the interface to NOAA data, information, and services applicable to support recreation.gov as well as requirements and opportunities for NOAA to utilize recreation.gov
- document the "use cases" and update the user requirements for the project for NOAA and other partner agencies
- Help update and maintain the Exhibit 300 for this initiative ensuring NOAA input is identified

- Document how the project generated the results desired in Annual Performance Plans of the partner agencies; ensure NOAA is credited with applicable “in-kind services”.
- Suggest modifications in the project plan and/or the performance goals of DOI, NOAA and the other partner agencies regarding this initiative

Special Requirements and Selection Criteria:

Duty station will be primarily at Main Interior building, C Street SW, D.C. Some duty time in NOAA OCIO, SSMC-3 9th floor will be required. Consideration to minimize time at Main Interior will be given if this is an impediment to qualified candidates and in coordination with DOI.

NOAA Line/Staff Office: Office of the Chief Information Officer

Point of Contact: Carl Staton (carl.staton@noaa.gov) (301)713-9600 x179

**NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION
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Occupational Category:

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

Level of Responsibility: GS 7-12 Pay Band _____ WG/WM _____

Duration: 3 months _____ 6 months X Other _____

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

Title of Assignment: Grants Management Specialist

Assignment Objective:

To develop expertise in the business side of the grants/cooperative agreement award process.

Description of Tasks:

Participants would be responsible for reviewing, resolving problems, conducting cost analysis, negotiating, and awarding grants and/or cooperative agreements in support of NOAA's missions. As well, participants would be responsible for reviewing quarterly, semi-annual, and annual financial reports, processing a variety of no-cost administrative actions, and assisting with the day-to-day operations of the Grants Management Division including responding to inquiries from program offices and recipients, providing advice and guidance regarding grant awards and administration, ensuring adequacy and completeness of file documentation in support of audit activities, and assisting with closing out completed grants/cooperative agreements.

Special Requirements and Selection Criteria:

- MULTIPLE POSITIONS ARE AVAILABLE
- Ability to handle multiple tasks simultaneously
- Ability to communicate effectively both orally and in writing
- Ability to work under pressure
- Strong analytical skills
- Budget, finance, and business-related background is helpful

NOAA Line/Staff Office: Acquisition and Grants Office

Point of Contact: Helen Hurcombe, 713-0325

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Level of Responsibility: GS 7-12 Pay Band _____ WG/WM _____

Duration: 3 months _____ 6 months X Other _____

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

Title of Assignment: Contract Specialist

Assignment Objective:

To develop expertise in the solicitation, negotiation, award, administration and closeout of simplified acquisitions and contracts.

Description of Tasks:

Participants would be responsible for soliciting, analyzing, negotiating, awarding and administering simplified acquisitions and contracts NOAA's missions. Participants would be responsible for processing a variety of administrative actions associated with previously-awarded contracts/orders and assisting with the day-to-day operations of the assigned Acquisition Management Division including responding to inquiries from program offices and contractors, providing advice and guidance regarding simplified acquisition and contract awards and administration, ensuring adequacy and completeness of file documentation in support of audit activities, and assisting with closing out completed orders/contracts. Participants would also be involved with FY 2005 advance acquisition planning activities.

Special Requirements and Selection Criteria:

- MULTIPLE POSITIONS ARE AVAILABLE
- Ability to handle multiple tasks simultaneously
- Ability to communicate effectively both orally and in writing
- Ability to work under pressure
- Strong analytical skills
- Budget, finance, and business-related background is helpful
- Participants must meet mandatory 1102 series educational requirements

NOAA Line/Staff Office: Acquisition and Grants Office

Point of Contact: Helen Hurcombe, 713-0325

Desirable:

- Self-starter with willingness to be a team player.
- Knowledge of T&A, travel, Purchase Card, computer skills.
- Usual strong communication and personal skills.
- Latest computer software facility is a plus.

NOAA Line/Staff Office: Office of Education and Sustainable Development, HCHB Room 6863

Point of Contact: Dr. Richard J. Podgorny 202-482-9183

**NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION
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Occupational Category:

Managerial _____ Technical _____ Analytical XX

Administrative _____ Clerical/Support _____ Other _____

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

Duration: 3 months XX 6 months XX Other XX

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

Title of Assignment: Business Process Reengineering--Facilities

Assignment Objective: NOAA Chief Administrative Officer (CAO) is undertaking a major business process reengineering effort designed to improve the existing business processes employed by NOAA in planning for and managing facilities, including investments for major construction projects. This challenging undertaking will require a variety of analytical competencies: investment planning, process mapping, project management, cost estimation, performance metrics (including earned value management), policy and procedure development, workforce planning.

Therefore, the CAO is seeking between 5-10 talented, motivated individuals who are interested in making an impact on NOAA future by improving the current investment and management processes for facilities. Individuals selected for these assignments (which can range from as little as 3 months, to as much as 1 year duration) will also benefit from being part of an integrated team, working collaboratively to assist in business process change and improvement.

Description of Tasks: The tasks will be varied, dependent on the competencies and interests of the individuals selected. The breadth of the tasks to be accomplished include the following:

- Developing and implementing a standard integrated, cost-estimating methodology for new construction projects.
- Developing and implementing a performance monitoring system (using the principles of earned value management) for major construction projects.
- Developing and implementing a capital investment review process for major construction projects.
- Developing and implementing a standard construction project planning and management process.
- Developing policy, procedures, and guidance to support implementation of the standard business processes.

- Developing and implementing a workforce plan, including competency development, to support implementation of the reengineered business processes across NOAA.

Special Requirements and Selection Criteria:

- Individuals must possess one or more of the following competencies: investment planning, process mapping, project management, cost estimation, performance metrics (including earned value management), policy and procedure development, workforce planning.
- Individual must be committed to business process improvement, and interested in making a positive impact on NOAA future.
- Individuals must be able to work as part of an integrated team, working collaboratively to assist in business process change and improvement.

NOAA Line/Staff Office: Office of Chief Administrative Officer

Point of Contact: John Shanahan (301)713-2034