

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

Occupational Category:

Managerial____ Technical____ Analytical X

Administrative X Clerical/Support ____ Other____

Level of Responsibility: GS 11 - 13 Pay Band ____ WG/WM ____

Duration: 3 months ____ 6 months____ Other____

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

Title of Assignment: Financial Management Analysis of OGP

Assignment Objective:

Propose more efficient and accurate procedures and tools so that Program Managers and Management can be optimally advised on all transactions and “up-to-the-minute” status on funding accounts. Propose improvements on procedures and tools for advising OGP Management on the “bottom-line”, i.e., end-of-year projection per expenditures and plans. [Background: The OGP Administrative Officer, GS-13, is retiring within the next year; the current procedures have served well, but they may not be optimum for follow-on continuity given new procedures and tools being implemented by NOAA (e.g., CAMS) and OAR (e.g., FDMS).]

Description of Tasks:

Analyze OGP financial management system (budget execution) in great detail. Consider and propose changes/improvements, e.g., to reduce errors (improve quality control) in data bases and documentation, minimize duplicate entries into databases, integrate OGP accounts, better coordinate transactions, etc. The assignee will also perform normal budget execution actions (BOPs, procurements, etc.) as part of the Financial Team. The assignee will be given great autonomy in carrying out this assignment; will have own enclosed-office; and may work a flexible schedule. (A Cash Award is possible if outstanding results are achieved.)

Special Requirements and Selection Criteria:

Breath/ depth knowledge of NOAA budget execution processes and procedures; CAMS system and subcomponents; etc. Budget execution experience in NOAA and/or in other organizations. Education & training. Professional achievements and awards in the budget execution area, particularly in NOAA. Independent, hard working and productive individual who can excel in a complex, demanding, multi-tasking environment.

NOAA Line/Staff Office: OAR/OGP

Point of Contact: Stephen J. Auer, 301-427-2089 x153

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

Occupational Category:

Managerial Technical Analytical

Administrative Clerical/Support Other

Level of Responsibility: GS-11/12/13/14 Pay Band III/IV WG/WM

Duration: 3 months 6 months
Other Timeline: OE is open to duration of detail

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

Title of Assignment: Archeological Program Analyst; Program Specialist

Assignment Objective:

NOAA's Office of Ocean Exploration (OE) program was created to search and investigate the oceans for the purpose of discovery and the advancement of knowledge of the ocean's physical, chemical and biological environments, processes, characteristics, and resources by means of interdisciplinary expeditions to unknown, or poorly known, regions. The Program advocates discovery-based science and collaboration between multiple partners and disciplines. OE's Maritime Archaeology Program addresses the exploration potential for submerged cultural resources, and supports programs that seek to better understand our maritime past through collaborative projects that discover new submerged cultural resources and help share the knowledge about our maritime heritage. OE may address projects in the following areas:

- All shipwrecks within state and federal waters
- US flag ships wrecked throughout the world
- Submerged, prehistoric landscapes
- Historical structures directly pertaining to maritime heritage
- Shipwrecks holding a unique place in history

OE's activity with cultural resources is primarily on initial phases of exploration and discovery through systematically surveying, locating and evaluating sites for archaeological or historical significance, and properly documenting any information. OE will not directly manage cultural resources through regulation, but it is interested in seeing that the maritime projects it is involved in are properly protected and preserved. Currently, OE is establishing Memorandas of Understanding (MOU) with each coastal and Great Lake state historical preservation offices. The Abandon Shipwreck Act of 1986 (ASA) ceded ownership and management responsibilities of historic shipwrecks to the states in whose boundaries they lie – usually about 3 to 9 miles from shore.

Description of Tasks

Assisting the Maritime Archaeology Program is an opportunity for an employee to gain federal program experience in the marine archaeology community. The RAP detailee will lend their experience to developing the marine archaeology program which will include creating program policy, assisting with project coordination and establishing connections with other federal and state agencies dealing with maritime heritage resources. Time will be spent expanding MOU's created with the coastal and Great Lake states, as well as developing new partnerships with academic and other federal communities. Since the marine archaeology program is still expanding, there is opportunity for the detailee to craft adequate and realistic strategic goals for the program that are in sink with the rest of NOAA's programs.

While marine archaeology support is an integral part of this RAP position, it will not be the primary role. The RAP detailee will also have a responsibility to the OE program in general based upon program needs and the detailee's background and interest. A variety of opportunities exist within OE including involvement with ocean exploration expedition planning and coordination; the matrix and PPBS process; education, outreach and exhibits; budget formulation; policy; and OE's science program.

Ideal Skills:

Strong written, interpersonal, and communication skills
Project planning experience and organization
Creative drive and imagination
Good computer skills and multimedia experience
Flexibility

Special Requirements and Selection Criteria:

NOAA Line/Staff Office: NOAA Office of Ocean Exploration

Point of Contact: Joanne Flanders; (301) 713-9444 x179

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Occupational Category:

Managerial Technical Analytical

Administrative Clerical/Support Other

Level of Responsibility: GS-11/12/13/14 Pay Band III/IV WG/WM

Duration: 3 months 6 months
Other Timeline: OE is open to duration of detail

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

Title of Assignment: Science Program Analyst; Program Specialist

Assignment Objective:

NOAA's Office of Ocean Exploration (OE) program was created to search and investigate the oceans for the purpose of discovery and the advancement of knowledge of the ocean's physical, chemical and biological environments, processes, characteristics, and resources by means of interdisciplinary expeditions to unknown, or poorly known, regions. The Program advocates discovery-based science and collaboration between multiple partners and disciplines. Education and outreach are also important OE Program components. The program seeks to bring the best of our Nation's ocean scientists to ocean science and technological frontiers for the purposes of discovering more about life in the oceans, discovering new ocean processes, learning more about maritime cultural resources and heritage, and prospecting for biological and mineral resources.

Description of Tasks:

A RAP detail with the Ocean Exploration program is an opportunity for a NOAA employee to gain federal program experience in ocean exploration and to interact frequently with the academic, research, and private sector communities who are actively engaged in ocean exploration and science. A primary role for the RAP detailee will involve working with the OE science program but the detailee will also have a responsibility to the Ocean Exploration program in general, based upon current program needs and the detailee's background and interest. These opportunities will not necessarily be limited to OE and/or NOAA, and interagency as well as intra-agency professional development opportunities are available. A variety of opportunities exist within the OE program including involvement with ocean exploration expedition planning and coordination; education, outreach and exhibits; budget formulation; and policy analysis.

Working with the OE science program will enable the detailee to acquire experience in coordinating and implementing science policy priorities and objectives for NOAA's Office of Ocean Exploration. The detailee will be exposed to all areas of the Office's science program which may include drafting the annual Announcement of Funding Opportunity (AO), assisting with the pre-proposal and proposal in-house processes, representing the office at interagency and intra-agency meetings (i.e., National Oceanic Partnership Program and Coral Reef Task Force, Census of Marine Life), project coordination, and cruise support.

Each year through the AO process, OE coordinates and funds interdisciplinary voyages of discovery to unknown or poorly known areas of the world's oceans. The detailee may have the opportunity to provide support for some of these office funded expeditions and projects. The support may consist of web coordination, database management or assisting the expedition coordinator with cruise planning. Previous experience with web site or database development and/or project management is not a requirement of this position.

Ideal Skills:

- Strong written, interpersonal, and communication skills
- Project planning experience
- Good organizational abilities
- Creative drive and imagination
- Good computer skills
- Flexibility

Special Requirements and Selection Criteria:

NOAA Line/Staff Office: NOAA Office of Ocean Exploration

Point of Contact: Joanne Flanders; (301) 713-9444 x179