OFA-01-AGO

National Oceanic and Atmospheric Administration
Rotational Assignment Program

Occupational Category:

Managerial_____ Technical_____ Analytical_____

Administrative _X____Clerical/Support _____ Other___

Level of Responsibility: GS- 07/12 Pay Band _____ WG/WM _____

Duration: 3 months _X 6 months _X__ Other_____

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

Title of Assignment: Contract Processing

Assignment Objective:
The incumbent will learn how to plan, solicit, negotiate and award contractual actions for products and services that support NOAA programs. The skills learned during this assignment will substantially increase the knowledge base and ultimately the throughput/productivity of anyone involved in initiating and managing contracts for products and services that support NOAA programs.

Description of Tasks:
The incumbent will help shape/define new requirements, advertise opportunities in "FEDBIZOPS", evaluate offers, negotiate terms, and award transactions using simplified acquisition procedures.

Special Requirements and Selection Criteria:
The assignment calls for a person with understanding of business transactions and a desire to learn more about the Federal Acquisition process. The incumbent should have good writing skills and a general understanding of the local (NOAA) administrative process/guidelines associated with initiating an acquisition.

NOAA Line/Staff Office: NOAA Finance and Administration, Acquisition and Grants Office
Point of Contact: Dick Bennett 301-713-0836

OFA-02-MASC/FLD

National Oceanic and Atmospheric Administration
Rotational Assignment Program

Occupational Category:

Managerial____ Technical_____Analytical_____

Administrative __X___Clerical/Support _____ Other___

Level of Responsibility: GS___11/12__ Pay Band _____ WG/WM _____

Duration: 3 months __X___ 6 months_____ Other_____

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

Title of Assignment: Administrative Support for the MASC Facilities Logistics Division

Assignment Objective:
The time spent in this assignment will provide enhanced management skills through team building, written and oral communications, creativity, and vision.

Description of Tasks:
Provide assistance to the Facilities and Logistics Division Chief in support of day to day business line requirements and special projects. The participant will learn how to handle a variety of administrative tasks which require people skills, communication skills, and multitasking abilities. Our objective is a mutual beneficial situation where the participant will gain experience as a management analyst, and MASC will benefit from the knowledge and expertise brought to the position. At the conclusion of the assignment the participant will gain knowledge and perspective in communicating with division Program Managers and staff; assuming the responsibility for special assignments and ensuring the completed project meets the stated requirements and goals; and discovering abilities to successfully coordinate and balance multiple requests with competing priorities.

Special Requirements and Selection Criteria:
The assignment requires strong communication skills, ability to multitask, and outstanding writing skills.

NOAA Line/Staff Office: NOAA Finance and Administration/MASC/FLD
Point of Contact: Tracy Levstik, Boulder, CO - 303-497-4231

OFA-03-WASC

National Oceanic and Atmospheric Administration
Rotational Assignment Program

Occupational Category:

Managerial_____Technical_____Analytical_____

Administrative __X___Clerical/Support _____ Other___

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

Duration: 3 months __X__ 6 months_____ Other__tbd___

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

Title of Assignment: Purchase Card Risk Management

Assignment Objective:
Determine whether current individual purchase card levels are appropriate throughout WASC's customer base and ensure action is taken to ensure that all cardholder accounts are kept at levels necessary to support mission needs with appropriate control.

Description of Tasks:
Review purchase card usage reports for approximately 1400 cardholders under WASC Purchase Card Program to determine whether individual limits should be lowered, which cards should be canceled for non-use, and if the number of cardholders per office and cardholders per Approving Official are appropriate for good control and management of the purchase card program.

This is an opportunity to work with all NOAA line offices and WASC's non-NOAA customers, to learn and support their missions, and to support the DOC Office of Acquisition Management, which has overall responsibility for the DOC Purchase Card Program.

Special Requirements and Selection Criteria: None
NOAA Line/Staff Office: NOAA Finance and Administration, Western Administrative Services Center (WASC)
Point of Contact: Kelly Sandy, 206-526-6026