DATED: Monday, August 23, 2010

MEMORANDUM FOR: All NOAA Managers and Supervisors

FROM: Sandra R. Manning
Acting Director for Workforce Management

SUBJECT: Change in Submission Procedures for Work Assignments Outside the Department of Commerce

This memorandum serves as notification of a change in submission procedures for all work assignments for NOAA employees outside the Department of Commerce. Effective immediately all requests for outside assignments are to be submitted in an electronic package to PolicyProgramMgmt.IntakeBox@noaa.gov. All submissions must include the financial breakdown of cost (salary and benefits) for the assignment.

As a reminder, all work assignments for NOAA employees outside the Department of Commerce require Departmental approval. This includes all arrangements executed through formal and informal details, Intergovernmental Personnel Act (IPA) Assignments, and transfers to international organizations where an employee has reinstatement rights. This also includes employees under developmental programs, including Presidential Management Fellows, SES Candidate Development Programs and the NOAA Leadership Competency Development Program.

The following procedures must be followed when requesting approval for a work assignment outside the Department of Commerce:

1. Upon receipt of request from an external organization or identification by NOAA Line/Staff Office of an outside Departmental work assignment for a NOAA employee, determine if the assignment can be supported, i.e., the person can be spared from their work assignment, the work assignment benefits the organization, etc.

2. If the assignment is supported by the NOAA Line/Staff Office, the NOAA Line/Staff Office develops the outside work assignment request package, including a requesting memorandum, Memorandum of Understanding or Agreement, as necessary, and the request, if applicable from the outside organization. The requesting memorandum must be from the Line Office Assistant Administrator or Staff Office Director to the Director for Workforce Management and must outline the benefits to NOAA inherent in the assignment, as well as any expenses and/or reimbursement involved, and determination of any effect on NOAA appropriations. These accompanying agreements should not be signed until Departmental approval is received.

**Required documentation:**

MOU for Detail Assignment Template
http://www.wfm.noaa.gov/Word/MOU_DetailAssignmentTemplate.doc

Sample Detail Assignment Memorandum
http://www.wfm.noaa.gov/Word/OutsideDetailSampleMemos.doc

**NOTE: MOU’s are required for reimbursable and non-reimbursable details to another**
executive department or agency.

3. WFMO will review the request ensuring all information is included in the package, and obtain clearance from the NOAA, Office of the Chief Financial Officer and, in cases of congressional assignments, the NOAA Office of Legislative Affairs. Per Departmental requirements, WFMO will develop the Departmental request package. The Director, WFMO will submit the request through the Deputy Under Secretary and Under Secretary to the Department’s Director for Human Resources Management for approval.

4. Upon approval by the Department’s Director for Human Resources Management, the package will be returned to WFMO who will then notify the Line/Staff Office of approval, determine the effective date of the assignment and execute the MOU or IPA agreement, as necessary.

Extensions of these assignments also require Departmental approval, with the above process being followed. All requests for approval or extensions of outside DOC work assignments must be submitted to PolicyProgramMgmt.IntakeBox@noaa.gov at least 60 days in advance of the assignment or not to exceed date.

Should you have any questions or need assistance completing the packages, please contact: Janice A. Nelson, Staffing and Position Program Manager, Policy and Program Management Division via e-mail at Janice.A.Nelson@noaa.gov or by phone at (816) 426-2087.

If you have trouble viewing this email, an html format version is available: http://www.wfm.noaa.gov/emails/WorkOutsideNOAA.html

This message was generated for the Acting Director for Workforce Management by the NOAA Information Technology Center/Financial and Administrative Computing Division.