

NATIONAL OCEANIC & ATMOSPHERIC ADMINISTRATION
COMMERCE ALTERNATIVE PERSONNEL SYSTEM
STEERING COMMITTEE

CHARTER

(Revised 04/23/08)

I. Establishment

The U.S. Office of Personnel Management (OPM) and the U.S. Department of Commerce (DOC) have authorized the National Oceanic and Atmospheric Administration (NOAA) to conduct a Personnel Management Demonstration Project for the purposes of experimenting with new and different human resources concepts to determine whether changes in human resources management policies and procedures result in improved management of human resources. The NOAA Demonstration Project Steering Committee is being established under this authority. With the passage of the FY 2008 Omnibus Appropriations Act, the Demonstration Project was extended indefinitely with allowances to expand participation to more than the limits set during the Demonstration Project period. With the indefinite extension, the Project is now referred to as an Alternative Personnel System.

II. Purpose

The purpose of the NOAA Alternative Personnel System Steering Committee is to provide a forum within NOAA for the discussion and/or decision of Alternative Personnel System topics and issues of common interest/concern to all participating NOAA organizations. The Steering Committee will also seek to form a consensus approach to comments or suggestions whenever possible for presentation to the DOC Departmental Personnel Management Board (DPMB).

III. Jurisdiction

The Steering Committee provides oversight over all NOAA Alternative Personnel System activities/actions dealing with any Alternative Personnel System. However, it is agreed that a consensus is not required and that each participating NOAA organization is free to speak independently at the DPMB.

IV. Functions:

- A. The Committee shall evaluate and provide comments or recommendations on policies and procedures or system changes proposed by the DPMB.
- B. The Committee shall propose new or revised policies and procedures or system changes to the DPMB.
- C. The Committee shall oversee the implementation of any Alternative Personnel System policies, procedures, position classification proposals or automated system changes within NOAA.
- D. The Committee shall oversee NOAA-wide Alternative Personnel System training activities as appropriate.

V. Membership:

- A. The Chair of the Committee shall be assumed by one of the members of the Committee. If one of the members of the Committee is also serving as the Chair of the DPMB, that member will automatically become the Chair of the Committee.
- B. Members of the Committee will include the following:
 - 1. NOAA Executive Director to the Deputy Under Secretary*
 - 2. Deputy Assistant Administrator, National Marine Fisheries Service
 - 3. Deputy Assistant Administrator, Oceanic & Atmospheric Research
 - 4. Deputy Assistant Administrator, National Environmental Satellite, Data and Information Service
 - 5. Deputy Assistant Administrator, National Weather Service
 - 6. Deputy Assistant Administrator, National Ocean Service
 - 7. Deputy Director, Office of Marine and Aviation Operations
 - 8. NOAA Chief Financial Officer
 - 9. NOAA Chief Administrative Officer
 - 10. Director, Workforce Management Office

11. A management official within the Demonstration Project will serve as the Diversity representative on a rotational basis.

- C. A quorum shall constitute 7 of the 11 voting members.
- D. Members of the Committee may designate an alternate to serve as a voting member in their absence if they are unable to attend a Committee meeting.
- E. The NOAA Alternative Personnel System Program Manager will serve as the Executive Secretariat to the Committee.
- F. The NOAA Director, Office of Civil Rights will serve as an ex-officio member of the Committee.

* The NOAA Executive Director to the NOAA Deputy Under Secretary will represent the following NOAA Offices:

Office of the Under Secretary

Office of Internal Affairs

Office of Legislative Affairs

Office of Public and Constituent Affairs

Office of the Federal Coordinator for Meteorology

Office of Education

Office of Program Analysis and Evaluation

Office of Program Planning and Integration