

National Oceanic and Atmospheric Administration	NOAA Administrative Order 202-300B	
NOAA ADMINISTRATIVE ORDER SERIES	DATE OF ISSUANCE 8/31/2022	EFFECTIVE DATE 12/21/2022
SUBJECT NOAA Corps Staffing Policy		

SECTION 1. PURPOSE.

This Order prescribes the policies by which positions in the National Oceanic and Atmospheric Administration (NOAA) Line and Staff Offices (LO/SO) may be established and filled by officers of the NOAA Commissioned Officer Corps (NOAA Corps).

SECTION 2. SCOPE.

- .01 Policies and procedures governing staffing of the NOAA Corps are contained in the NOAA Corps Directives, Department of Commerce Administrative Orders, and NOAA Administrative Orders.

SECTION 3. POLICY.

- .01 Staffing Policy. Management has the option of requesting the assignment of a NOAA Corps officer or filling a position with a civilian at any time. It is the manager’s continuing responsibility when exercising the staffing option to consider the mix of civilian and NOAA Corps officer staffing that will best ensure the accomplishment of program objectives, as well as the attainment of civilian and NOAA Corps officer career goals.
- .02 Positions. Positions may not be designated for competition between NOAA Corps officers and civilians. In order to staff an existing NOAA Corps officer position within an LO or SO, a manager sends a written request through their NOAA Corps Liaison Officer to the NOAA Corps Assignment Coordinator. A manager wishing to develop and staff a new position with a NOAA Corps officer must first complete NOAA Form 56-28A, NOAA Commissioned Officer Billet Description. The billet description describes the duties and responsibilities of the position, career development opportunities, and educational requirements. The completed billet description is forwarded to the Director, NOAA Corps, through the NOAA Corps Liaison Officer, and the NOAA Corps Assignment Coordinator for consideration. If approved by the Director, NOAA Corps, the appropriate changes will be made to the NOAA Corps Authorized Billet List to reflect the position.

- .03 Assignments. Officers are assigned to approved billets by the Director, NOAA Corps, per the provisions of Chapter 5 of the NOAA Corps Directives.
- .04 Performance Management. Upon assignment of a NOAA Corps officer to a shore duty position, the supervisor establishes the NOAA Corps officer's performance appraisal using NOAA Form 56-6A, Officer Evaluation Report (OER). In using the OER, strict and conscientious adherence to the specific wording of the standards is essential. Guidance and timelines for submission of OERs can be found in Chapter 4 of the NOAA Corps Directives. Completed OERs will be forwarded to the Chief, Officer Career Management Division in the Commissioned Personnel Center.
- .05 Full-Time Equivalent (FTE) Ceiling Requirements. NOAA Corps officers' work efforts (i.e., their FTE hours) are not charged against the organization to which they are assigned, but rather to the Commissioned Personnel Center.

SECTION 4. RESPONSIBILITIES.

- .01 All LO/SO's must comply with this Order.
- .02 The Director, NOAA Corps, has final authority to approve billets and assign NOAA Corps officers.

SECTION 5. AUTHORITIES.

- .01 Department Organization Order 25-5, National Oceanic and Atmospheric Administration
- .02 Department Administrative Order 202-250, Delegation of Authority for Human Resources Management

SECTION 6. REFERENCES.

- .01 Policies and procedures governing staffing of the NOAA Corps are contained in the NOAA Corps Directives, Department of Commerce Administrative Orders, and NOAA Administrative Orders.
- .02 NOAA Corps Directives, Chapter 4, Part 4 – Officer Evaluation System
- .03 NOAA Corps Directives, Chapter 5 – Assignments

SECTION 7. EFFECT ON OTHER ISSUANCES.

- .01 This Order supersedes NOAA Administrative Order 202-300A, dated January 15, 2014.
- .02 NOAA UNSEC signs because there is no delegation of authority for this to OMAO.

An electronic copy of this Order will be posted in place of the superseded Order on the NOAA Office of the Chief Administrative Officer website under the NOAA Administrative Issuances Section: www.corporateservices.noaa.gov/~ocao/index.html



Under Secretary of Commerce
for Oceans and Atmosphere

Office of Primary Interest:

- Office of Marine and Aviation Operations (OMAO)
- Commissioned Personnel Center (CPC)