



UNITED STATES DEPARTMENT OF COMMERCE
National Oceanic and Atmospheric Administration
OFFICE OF MARINE AND AVIATION OPERATIONS
Silver Spring, Maryland 20910-3282

FEB 23 2015

MEMORANDUM FOR: All Civilian Supervisors of NOAA Corps Officers
FROM: Rear Admiral David A. Score, NOAA
Director, NOAA Corps
SUBJECT: Supervision of NOAA Corps Officers

As the Director of the NOAA Corps, I am charged with overseeing the NOAA Corps and ensuring that the needs of NOAA and the Nation are met. In order to ensure these needs are fulfilled, I personally approve the assignment of billets to the various line offices with input from the Officer Assignment Board which has line office representation. It is important to note that I have more requests for billets than I am able to provide due to legislative restrictions on the number of authorized officers. Thus, I consider the mission of the NOAA Corps when determining where each billet is established and filled. The mission of the NOAA Corps is to provide technically competent officers to assume positions of leadership and command in NOAA, the Department of Commerce programs, and in the Armed Forces during times of war or national emergency. As such, NOAA Corps officers must adhere to the requirements of a uniformed service. The objective of this letter is to focus on some of the requirements for the NOAA Corps officers assigned under your supervision. Listed below are resources to assist you in understanding our unique workforce management system.

- (1) Supervisors Guide to NOAA Commissioned Officers, is a reference and introduction for supervisors to NOAA Corps and NOAA Corps policies and human resources.
http://www.corpscpc.noaa.gov/procedures/pdf/SupervisorGuide_NCOfficers.pdf
- (2) The NOAA Corps Directives (NCD) contains regulations, policy, procedures, and guidance about all aspects of the NOAA Corps human resources system. The NCD is the most comprehensive reference for the NOAA Corps.
<http://www.corpscpc.noaa.gov/procedures/directives.html>
- (3) The Commissioned Personnel Center (CPC) administers the NOAA Corps human resources system. NOAA Corps Officers are governed by various U. S. Codes and Presidential Executive Orders, which are significantly different from those that are used for civilian federal employees. The complexities of the various Titles/Directives/Orders require an understanding of the Uniformed Services human resource systems, and CPC can provide that guidance.
<http://www.corpscpc.noaa.gov/contacts/directory.html>

- (4) Line office liaisons, are senior NOAA Corps officers assigned to each line office and are responsible for acting as liaison between a line office and CPC for management and policy matters related to the use of officers. A current listing can be found at <http://www.corpscpc.noaa.gov/careermgmt/pdf/LiasonList.pdf>.
- (5) Officer Evaluation System, impacts every facet of the officer's career. They are vital to informing future assignments and promotion potential. As a Service, not all officers will be promoted to the next rank and ultimately separated from service. This up or out system demands fair, accurate, and timely evaluations to support the officer's opportunity for advancement and to ensure the health of the NOAA Corps to support NOAA's mission. Thus, it is imperative that supervisors submit evaluations on time for all assigned officers. The Officer Evaluation System Directive provides greater in depth guidance on the system.
http://www.corpscpc.noaa.gov/procedures/persmanual/ncch10_pm.pdf

Officers are required to wear the uniform at all times. This is a condition of employment as a member of a uniformed service. I have been informed by some officers that their supervisor tells them not to wear their uniform with expressed concern that it makes the officer stand out. They want everyone to be equal and discourage the officer from wearing their uniform. This is unacceptable. The officer is different. They are governed by a different set of rules. While civilian attire for an officer is appropriate for certain gatherings or events, this should be the exception rather than the rule.

We view the officer as a very important asset to NOAA and the Nation. Your help in developing the future leaders of the NOAA Corps and NOAA is greatly appreciated. CPC stands ready to assist you with any NOAA Corps human resource issue.