

	NOAA COMMISSIONED OFFICER CORPS		CHAPTER	VERSION
	DIRECTIVES		05	5.0
	ASSIGNMENTS			
	AUTHORIZED BY:		EFFECTIVE DATE	
	Rear Admiral Chad M. Cary, NOAA Director, NOAA Corps and Office of Marine and Aviation Operations		September 30, 2025	
REVIEW DATE				
		January 2, 2029		

Purpose

This chapter describes the policies and processes of NOAA Corps officer assignments. This chapter prescribes the NOAA Corps telework policy and procedures.

References

- (A) [10 U.S.C. § 701](#) – Entitlement and Accumulation
- (B) [14 U.S.C. § 707](#) – Department of Commerce, Coast Guard Cooperation
- (C) [16 U.S.C. § 1861](#) – Enforcement, National Fishery Management Program
- (D) [22 U.S.C. § 2396](#) – Availability of Funds, Foreign Assistance
- (E) [33 U.S.C. Chapter 43](#) – National Oceanic and Atmospheric Administration Commissioned Officer Corps
- (F) [5 C.F.R. Part 2635](#) – Standards of Ethical Conduct for Employees of the Executive Branch
- (G) [15 C.F.R. Part 998](#) – National Oceanic and Atmospheric Administration Commissioned Officer Corps
- (H) [Department of Commerce Organization Order 25-5](#) – National Oceanic and Atmospheric Administration
- (I) [NOAA Administrative Order 216-104-A](#) – Management and Utilization of Aircraft
- (J) Aircraft Operations Center (AOC) Policy 220-1-2 – Qualifications, Designation, and Training
- (K) Coast Guard Aviation Medicine Manual, COMDTINST M6410.3A

DOCUMENT HISTORY		
Version	Description of Change	Effective Date
5.0	Defines “assignment” and “detail” and clarifies their usage. Removes “Routine Telework” and clarifies that officers are expected to report to their Permanent Duty Station as required. Updates the response time for the Forthcoming Assignment Notification, requiring a response within 45 days of receipt or 14months prior to the report day, whichever is later. Clarifies that the Director is the approving authority for Detachment of Cause memorandum. Adds definition for “fleeting up”. Clarifies that the first sea tour is for officers not assigned to flight duty.	September 2025
4.0	Clarifies that Director, CPC approves 60 days or fewer in length in section 05311(C)	April 15, 2024
3.0	Corrects errors in Part 7 where text regarding unscheduled telework and telework requirements were missing.	January 2, 2024
2.0	Reformatted and revised to include updates made by NOAA Corps Amendments Act of 2020 (Pub. L. 116-259), National Defense Authorization Act for Fiscal Year 2020 (Pub. L. 116-92), National Defense Authorization Act for Fiscal Year 2022 (Pub. L. 117-81), and the James M. Inhofe National Defense Authorization Act for Fiscal Year 2023 (Pub. L. 117-263).	September 2023
1.0	Initial Document	May 2004

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Part 1 – NOAA Corps Assignments, Details, and Transfers Outside of NOAA

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05101 – Definitions

(A) For the purposes of this Part:

- (1) “Assignment” or ‘assign’ refers to the performance of a NOAA Corps officer’s official duties at another location and subject to the direction of the NOAA Corps officer’s supervisor.
- (2) “Detail” refers to the temporary movement of a NOAA Corps officer to a different position and organization for a period of time where they will perform the duties of the receiving entity and will do so under the direction of the receiving entity’s supervisor.

05102 – Department Commerce (DOC) and NOAA

Members of the NOAA Corps may serve throughout DOC and NOAA. For the purposes of this Directive, the terms Line Office and Staff Office refer to those offices described in Department of Commerce Organization Order 25-5, respectively. The term program means any subunit thereof.

05103 – Department of Defense (DOD)

- (A) NOAA Corps officers may be assigned or detailed to military departments.
- (B) NOAA Corps officers may be transferred to military departments during times of national emergency as determined by the President. ([33 U.S.C. Chapter 43, Subchapter IV](#)) NCD Chapter 14 describes these special provisions. NOAA Corps officers transferred to military departments are subject to laws, regulations, and orders of the service to which they are assigned ([33 U.S.C. § 3061\(c\)](#)).
- (C) By mutual written agreement, armed forces and the NOAA Corps may exchange officers to leverage expertise for the benefit of each service and to provide developmental assignments.

05104 – United States Coast Guard (USCG)

Consistent with Memorandum of Understanding 14-224, NOAA and USCG may exchange officers to leverage expertise for the benefit of each agency and to provide developmental assignments.

05105 – Department of State (DOS)

- (A) NOAA Corps officers may be detailed or assigned to the Department of State (DOS) periodically on multinational projects, sending of teams to foreign countries, perform preliminary contact procedures with certain countries, provide liaison with international organizations, and other reasons as required, pursuant to a properly executed agreement.
- (B) The NOAA Corps may appoint up to 20 officers, in addition to those otherwise authorized, to provide services pursuant to 22 U.S.C. Chapter 32. ([22 U.S.C. § 2396\(a\)\(16\)](#))

05106 – All Agencies

- (A) If a NOAA Corps officer is detailed to an agency, the officer will, in addition to these directives, be subject to the regulations of such agency as set forth in any agreement governing the terms of the detail. The detailed NOAA Corps officer's duties will be as agreed upon between the Director and the head of the host agency.
- (B) While detailed to another agency, the NOAA Corps officer will not lose any right, status, or credit for promotion or retirement.

05107 – Legislative Branch

Members of Congress may from time to time request that the Under Secretary detail a NOAA Corps officer to their personal office or committee staff to provide subject matter expertise for oversight, authorization, and appropriations of NOAA and Department of Commerce programs. Such details are made pursuant to the rules and procedures of the U.S. House of Representatives or U.S. Senate, as appropriate, for a mutually agreed upon term.

05108 – Other Nations

NOAA Corps officer details to projects performed with or for other countries are negotiated through the DOS. The circumstances of any such detail will be determined on a case-by-case basis. (5 U.S.C. § 3343; 22 U.S.C. § 2387)

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Part 2 – Billets

05201 – Authority

The Director has final authority to approve billets and assign NOAA Corps officers to billets.

05202 – Definitions

- (A) Billet - a job to which a NOAA Corps officer is assigned.
- (B) NOAA Corps Officer Billet Description - a statement of duties, responsibilities, career development opportunities and educational requirements associated with a specific billet (NOAA Form 56-28A).
- (C) Billet List - An inventory of approved billets representing the use of NOAA Corps officers for carrying out NOAA missions.
- (D) Billet Category - A letter designation describing billet priority.
 - (1) "A" - Billets the Director has committed to fill on a continuous basis. Overlap is required between the incumbent and relieving officer.
 - (2) "B" - Billets that may occasionally become vacant. NOAA Corps officers in these billets may be reassigned to higher priority billets depending on NOAA Corps or program requirements. Overlap will take place whenever possible.
 - (3) "C" - Billets designed to fulfill a one-time need.
 - (4) "T" - Training billets, including but not limited to, aviation, full-time university, and basic officer training.

05203 – Billet Priorities

In determining the priority of billets, the Director shall take into consideration the following factors:

- (A) Contribution of the billet to the fulfillment of NOAA programs and missions;
- (B) NOAA Corps officer professional progression or development; and
- (C) Requirements for special skills or knowledge.

05204 – Changes to the Billet List

- (A) Senior NOAA Officials may request changes to the billet list in response to changing program needs or to better utilize officer talent. Requests must include a justification and be submitted by memorandum to the Director. The program's NOAA Corps Liaison Officer (see 05303 – NOAA Corps Liaison Officers) should be kept informed by the program of all billet description changes. A completed NOAA Corps Billet Description Form (Form 56-28A) for the new or changed billet must be attached to the memorandum. The Director will approve changes to the billet list that are in the best interest of NOAA.
- (B) Changes to the billet list will generally be one of two types:
 - (1) Realignment - The realignment of a billet within a Line or Staff Office.

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- (2) Reallocation - The addition of a new billet and the deletion of an existing billet from a Line or Staff Office.

05205 – Annual Review of Billet List

The Director will conduct an Annual Review of the NOAA Corps Billet List. This review will be conducted in October each year. Prior to this, the Commissioned Personnel Center (CPC) will contact each Line and Staff office for billet changes.

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05301 – Assignment Policy

The assignment of NOAA Corps officers is approved by the Director. The Director will appoint an Officer Assignment Board (OAB) to make recommendations concerning assignments. Membership and specific duties of the OAB are discussed in NCD Chapter 10.

05302 – Assignment Coordinator

The Assignment Coordinator is a NOAA Corps officer and a CPC staff member who is responsible for coordinating and managing the assignment process. The Assignment Coordinator advises the Director; Director, CPC; the Chief, Officer Career Management Division (OCMD); the OAB; NOAA Corps Liaison Officers; Line Office Liaisons; and individual NOAA Corps officers in all matters relating to the assignment of NOAA Corps officers.

05303 – NOAA Corps Liaison Officers

- (A) NOAA Corps Liaison Officers are normally the senior NOAA Corps officers within NOAA Line or Staff Offices designated by the program, and approved by the Director, to perform the following liaison duties:
- (1) Serve as the representative for their respective Line or Staff Offices in billet management and NOAA Corps officer assignment matters;
 - (2) Actively represent the interests of their respective Line or Staff Office in these matters;
 - (3) Actively solicit input from program managers and individual NOAA Corps officers regarding assignment proposals, and advise the Assignment Coordinator and OAB; and
 - (4) Maintain contact with all NOAA Corps officers assigned to their Line or Staff Offices; and
 - (5) May request the Director to assign a Technical Liaison to support the above duties for the respective Line or Staff Office.
- (B) NOAA Corps Liaison Officers are encouraged to monitor the performance of all NOAA Corps officers assigned to their respective Line or Staff Offices.

05304 – Assignment Criteria

The following criteria will be used to effect assignments:

- (A) Needs of NOAA programs, as represented by the billet list;
- (B) Individual NOAA Corps officer's career development;
- (C) Experience and training;
- (D) Performance and promotion potential;
- (E) Balance of sea, shore, flight, and mobile duty assignments and experience of the NOAA Corps officer;

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- (F) Availability of a qualified NOAA Corps officer;
- (G) Grade level of the billet and of the NOAA Corps officer;
- (H) Time in geographical area and in current assignment; and
- (I) Travel costs.
- (J) Other relevant information provided by the Assignment Coordinator and/or NOAA Corps Liaison Officer(s);

05305 – Assignment Process

- (A) Officers are encouraged to be proactive and to seek assignments that will encourage professional growth and will prepare them for future challenging assignments throughout the NOAA Corps.
- (B) The Assignment Coordinator will meet with the Director on a monthly basis and an assignment recommendation may originate from one of the following processes:
 - (1) Lieutenant and below recommendations are provided to the Assignment Coordinator through the respective Line Office Liaison; and
 - (2) Aviation, Command (CO/XO), lieutenant commander and commander assignment recommendations are made by an advisory board as outlined in NCD Chapter 10.
- (C) Captain assignments are made at the discretion of the Director.
- (D) The Assignment Coordinator will facilitate the OAB process and serves primarily in an advisory capacity.
 - (1) Prior to convening the OAB, the Assignment Coordinator compiles relevant information, which must be provided to Board members at least two weeks before a scheduled OAB. Relevant information includes:
 - (a) NOAA Corps officers' most recent assignment preferences;
 - (b) A list of billets to be filled; and
 - (c) Formal endorsements for an officer to a specific billet.
 - (2) These materials are generally provided to Board members at least two weeks before a scheduled OAB. Officer personnel files are made available only to specific Assignment Boards as outlined in NCD Chapter 10.
 - (3) Completed administrative actions that have been levied against a NOAA Corps officer under discussion may be brought forward by CPC during the Board.
 - (4) Within ten working days following the OAB, the Assignment Board Chair shall provide the Director with a list of recommended assignments. Assignment recommendations shall include a short statement detailing the board's rationale.

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- (E) The Director's approval of a recommended assignment will be in the form of a Forthcoming Assignment Notification Letter advising the NOAA Corps officer of the reassignment.
- (F) Approved assignments are posted to the CPC Website and updated on the billet list monthly. In the event an assignment recommendation is not approved, the OAB shall make such further recommendations as are required.
- (G) Officers shall respond to the Forthcoming Assignment notification in writing within 45 days of receipt, or 14 months prior to the report date of the forthcoming assignment, whichever is later, acknowledging receipt and acceptance of the assignment. If the officer elects to decline an assignment, the officer shall submit a written request for voluntary separation or retirement in lieu of orders. Failure to submit a request within 45 days of receipt of the Forthcoming Assignment notification, or 14 months prior to the report date of the forthcoming assignment, whichever is later, implies consent to the assignment.
- (H) Officers who do not report to the new assignment in accordance with the orders will be subject to disciplinary action as described in NCD Chapter 7, up to recommendation to an Officer Personnel Board for consideration of involuntary separation.
- (I) Whenever possible, NOAA Corps officers will be notified of an assignment change 12 months before the effective date of transfer, though pressing needs of the Service may preclude a twelve-month notification.

05306 – Assignment Preferences

- (A) NOAA Corps officers are encouraged to always keep their assignment preferences up to date in their Official Personnel Folder (OPF). This information is used throughout the assignment process and can be shared with NOAA Corps Liaison Officers and/or incumbent officers.
- (B) NOAA Corps officers may at any time submit changes or supporting information to the Assignment Coordinator and/or NOAA Corps Liaison Officer for consideration.

05307 – Assignment of NOAA Corps Officer Married to a NOAA Corps Officer or Other Service Members

- (A) Without Dependents:
 - (1) Every reasonable effort will be made to assign a NOAA Corps officer legally married to another NOAA Corps officer to the same geographic location in order for them to maintain a joint residence. However, the NOAA Corps officers concerned must clearly recognize, and accept, that such assignments will always be weighed within the needs of the Service.
 - (2) A NOAA Corps officer married to another NOAA Corps officer will not be permanently assigned together to the same NOAA ship. A NOAA Corps officer married to another NOAA Corps officer will not be assigned to the same organization where one will be within two levels of the other in the same supervisory management chain.
- (B) With Dependents:

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- (1) All NOAA Corps officers, unless otherwise noted, and regardless of whether an officer has any dependents, are assumed to be eligible for sea, flight, or mobile duty as appropriate. NOAA Corps officers must be available for assignments worldwide, in accordance with the needs of the Service. Except as otherwise provided in these directives, sea and mobile duty assignment durations are not limited due to the needs associated with the care of dependents. In the case of a NOAA Corps officer married to another NOAA Corps officer, reassignment to sea or mobile duty is expected of each such NOAA Corps officer, as the needs of the Service require. Normally the timing of these assignments will be managed so that one of the NOAA Corps officers may provide care for the dependents.
 - (2) The nature of a uniformed service is such that a NOAA Corps officer must make and maintain suitable arrangements for the care of dependents at all times and under all reasonably predictable or foreseeable circumstances. The Director, CPC, shall counsel NOAA Corps officers not fully available for duty due to inadequate dependent care arrangements. NOAA Corps officer assignment rotation dates are normally recommended, approved, and communicated to NOAA Corps officers well in advance of the expected reporting date. NOAA Corps officers are expected to report to each assignment in accordance with the authorizing orders. In unusual circumstances, hardships may be encountered. The Director may delay the reporting date and grant a reasonable amount of time to resolve the difficulties with dependent care. If, subsequently, there is no equitable means for resolving the situation, the Director will take the administrative action deemed to be the most appropriate and consistent with the needs of the Service.
- (C) A NOAA Corps officer who is married to an active duty member of another Service will be co-located whenever possible subject to the needs of the Service, presuming successful coordination with the other Service.

05308 – Assignment of Single NOAA Corps Officer with Dependents

- (A) All NOAA Corps officers, unless otherwise noted, and regardless of whether an officer has any dependents, are assumed to be eligible for sea, flight, or mobile duty as appropriate. NOAA Corps officers must be available for duty assignments worldwide, in accordance with the needs of the Service.
- (B) There is no preferential assignment policy that applies to a single officer with dependents. Such NOAA Corps officers are assigned under the same process and procedures as all other NOAA Corps officers. NOAA Corps officer assignment rotation dates are normally recommended, approved, and communicated to officers well in advance of the expected reporting date. NOAA Corps officers are expected to report to each assignment in accordance with the authorizing orders.
- (C) The nature of a uniformed service is such that NOAA Corps officers must make and maintain suitable arrangements for the care of dependents at all times and under all reasonably predictable or foreseeable circumstances. NOAA Corps officers not fully available for duty due to inadequate dependent care arrangements shall be counseled by the Director, CPC. Should circumstances reveal that the assignment would involve hardship not normally encountered by other NOAA Corps officers, the Director, CPC,

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will consult with the NOAA Corps officer. If there is no equitable means of resolving the situation, the Director will take the administrative action deemed most appropriate and consistent with the needs of the Service.

05309 – Assignment of Pregnant and Post-Partum NOAA Corps Officers

- (A) It is the policy of the NOAA Corps to ensure assignments and tasks are compatible with the health and safety of a pregnant officer and their pregnancy.
- (B) Pregnancy status does not confer upon the NOAA Corps officer any preferential assignment considerations beyond those dictated by medical requirements. Pregnancy itself is not a disqualification for any assignment. In order to afford the NOAA Corps officer who gives birth a reasonable opportunity to make suitable child care arrangements while continuing to fulfill professional responsibilities (2), the following assignment policies will apply:
 - (1) NOAA Corps officers who become pregnant while assigned to flight, sea, or mobile duty may be temporarily reassigned ashore to duties at the officer's request, consistent with medical documentation provided by the NOAA Corps officer.
 - (2) Pregnant NOAA Corps officers assigned to locations outside the continental United States (OCONUS) with inadequate housing or medical facilities, in the discretion of the pregnant officer, may be reassigned to an alternate location where these facilities are available. If adequate housing and medical facilities are available at the OCONUS duty station, the officer will normally remain at the OCONUS duty location until completion of their OCONUS tour.
 - (3) An officer whose pregnancy terminates before childbirth may be reassigned to sea, flight, or mobile duty when fit for full duty.
 - (4) Officers who give birth while on active duty may be assigned to shipboard, flight, or mobile duty assignments, or to training or operations at a location or under circumstances that make it impossible or infeasible for the officer to spend off-duty time in their usual housing during the period of 12 months beginning on the date of such birth with the approval of a health care provider employed at a military treatment facility and at the election of the officer. ([10 U.S.C. 701\(j\)](#))
 - (5) Any reassignments under this section will be coordinated by the OAB and/or the Director, CPC.

05310 – Assignment of NOAA Corps Officer Adopting Children

- (A) The NOAA Corps recognizes the possibility that its officers may wish to adopt children. Thus a NOAA Corps officer contemplating adoption is required to notify the Director, CPC of this intent. The NOAA Corps is committed to providing sufficient flexibility in its flight, sea or mobile duty assignment policies to facilitate the practical needs of the adoption situation.
- (B) If a NOAA Corps officer is ashore and otherwise eligible for flight, sea or mobile duty assignment (see 05402 – Assignment Duration), a single NOAA Corps officer who receives official notification of adoption of a child by a date certain, may be deferred

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from such duty for a period not less than six months from the date the child is received, unless the NOAA Corps officer requests an earlier rotation.

- (C) A single NOAA Corps officer serving in a flight, sea or mobile duty assignment who receives official notification of the adoption of a child, may be temporarily reassigned to suitable duties in sufficient time to accomplish the adoption, given reasonable notice. This reassignment will be coordinated by the OAB and/or the Director, CPC. The temporarily reassigned officer will be eligible to return to duty to complete the assignment not earlier than six months following the date the child is received, unless the NOAA Corps officer requests an earlier return.
- (D) In the case of a NOAA Corps officer married to another NOAA Corps officer, the NOAA Corps officer of the couple who is not serving in an aviation, sea or mobile duty assignment will be presumed to be the initial custodial parent. No temporary reassignment of the other NOAA Corps officer is contemplated. If both NOAA Corps officers are serving in an aviation, sea or mobile duty assignment, the couple shall elect in advance which NOAA Corps officer is to be temporarily reassigned to assume custodial parent duties. Once a child is adopted, the provisions of (B) of these directives apply.
- (E) The above provisions do not apply to a NOAA Corps officer who is married to a non-officer and who choose to adopt jointly. In this case, it is presumed that the non-officer will assume custodial parent duties.

05311 – Temporary Detail Assignments

- (A) NOAA Corps officers engaged in duties or activities within NOAA, but outside of their assigned billet may be placed on a temporary detail assignment (or “detail”) with careful consideration to the needs of the Service and the professional development of individual officers.
- (B) Requests for a NOAA Corps detail must be submitted to the Director, CPC in writing no fewer than 30 days in advance of the first day of the detail. Requests for detail assignments must have written endorsement from the officer’s chain of command, including the Line Office Liaison.
- (C) The Director, CPC may approve details 60 days or fewer in length. The Director, NOAA Corps shall be the approval authority for any detail greater than 60 days in length.
- (D) Details should not exceed six months without consideration of permanently reassigning the officer to the new activity or billet.
- (E) Detail agreements shall be documented by memorandum and included in an officer’s OPF. A detail agreement memorandum must include:
 - (1) Beginning and projected end dates;
 - (2) Supervisor(s) name(s);
 - (3) Office or activity name; and
 - (4) Description of responsibilities while assigned.

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Part 4 – Tour of Duty

05401 – Guidelines

Assignments are designed for fairness and balance while satisfying NOAA's mission. Each NOAA Corps officer should accrue a fair share of sea and mobile duty to prevent disproportionate burdens. NOAA Corps officers should not have to experience an excessive amount of duty in one category. Aviators are not precluded from serving at sea.

05402 – Assignment Duration

Assignment duration is subject to NOAA program requirements, the nature and mission of the assignment, and availability of relief personnel. Emergency assignments are exempt from time limitations and are based on the needs of the Service. The list of approved billets on the CPC website specifies the number of months/years an officer may expect to spend in a billet. The amount of time an officer is assigned to a billet may be extended or shortened as appropriate and consistent with the needs of the Service.

- (A) Sea Duty – Unless assigned to flight duty, the first assignment will generally be aboard a NOAA ship for approximately 24 to 36 months. Subsequent sea tours are normally 24 months, although may be extended or shortened based on the needs of the Service. NOAA Corps officers who "fleet up" (i.e. receive a positional advancement within a command unit) to Operations Officer or Executive Officer can expect to hold the new positions for a minimum of 6 to 12 months. NOAA Corps officers who "fleet up" to Commanding Officer can expect to hold the new position for a minimum of 12 months or as the Director deems to be the most appropriate and consistent with the needs of the Service.
- (B) Mobile Duty - NOAA Corps officers are in a temporary duty (TDY) travel status for the majority of the tour. Assignments are generally for a period of 24 to 36 months with hydrographic field parties, geodetic field parties, photogrammetric parties, tides parties, recruiting duty, operational flight billets, or remote duty. TDY is not to exceed 181 days annually without the Director's approval.
- (C) Shore Duty - Duty ashore for 24 to 36 months normally follows sea or mobile duty assignments. Shore duty depends upon length of service and may include assignments to headquarters, marine centers, laboratories, full-time training, or duty requiring brief travel away from the duty station.
- (D) Flight Duty - Following flight training, assignments to operational flight billets are generally for periods of 60 months.
- (E) Permanent assignments in Alaska, Hawaii, or other OCONUS locations are normally 24 months or more.

05403 – Permanent Change of Station Processing

The Director is the only person authorized to effect a Permanent Change of Station (PCS), and does so by issuing a Travel and/or Organization Change Order (NOAA Form 56-1). The Director can delegate this authority to the Deputy Director, Office of Marine and Aviation Operations (OMAO) or the Director, CPC. Appropriate CPC staff may sign NOAA Form 56-1 at the direction of the Deputy Director, OMAO or Director, CPC. Each PCS order shall include all information requested on NOAA Form 56-1. This information is required to establish pay entitlements, settle travel accounts, and maintain official files. NOAA Corps officers must send copies of endorsed orders to CPC immediately upon departing from the old duty station and upon reporting to the new duty station.

05404 – Permanent Change of Assignment Processing

- (A) A change of assignment within a single locality is considered a Permanent Change of Assignment (PCA) and will be approved by the Director.
- (B) PCA orders will be issued by the Director, CPC. Exception: Officers transferring between shore and sea (or sea to shore) assignments in the same geographic location will be issued a PCS. PCA orders contain the same information as PCS orders and shall be handled as indicated in 0.

05405 – Service Obligation for Permanent Change of Station

- (A) Except as provided in (B) below, officers reassigned on a PCS from any location to another location shall incur a one-year Active Duty Service Obligation (ADSO) computed from the date of arrival at the new duty station. Officers who move on a no-cost PCS will incur a one-year ADSO unless a longer ADSO is incurred as a result of the assignment change pursuant to another requirement, such as for training, as described in NCD Chapter 4. Such ADSO is computed from the date of arrival at the new duty station. The length of ADSO will be documented on the officer's PCS orders.
- (B) Officers reassigned on a PCS to an OCONUS location that is not a U.S. State or territory (i.e. another nation) shall incur an ADSO equal to the duration of that assignment unless recalled back to the United States or U.S. territory for any reason other than normal rotation. The length of ADSO will be documented on the officer's PCS orders.
- (C) Officers who receive PCS assignment instructions and do not wish to incur the associated ADSO may request separation or retirement, as appropriate. Per NCD 05305(G), the officer's written request for separation or retirement must be submitted within 45 days of receipt of the Forthcoming Assignment notification, or 14 months prior to the report date of the forthcoming assignment, whichever is later. Failure to submit a request within that timeframe implies consent to the assignment and the service obligation.
 - (1) To be eligible to apply for retirement under this Directive, an officer must be eligible to retire within six months of the end of their current assignment.
 - (2) Officers whose request for retirement or voluntary separation under this Directive is approved must separate at the earliest opportunity when any other ADSOs are fulfilled, normally at the end of the officer's current approved assignment.

Part 5 – Aviation Assignments

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05501 – Policy

- (A) The mission of NOAA aviation is to support NOAA's objectives through flight and flight-related activities in accordance with the policy and guidelines contained herein. Officers are assigned to aircraft and assigned on a full-time basis for the following broad functions:
- (1) Data acquisition;
 - (2) Research and development;
 - (3) Logistical and administrative support; and
 - (4) Flight training.
- (B) NOAA Corps aviators in non-flying positions may be specifically designated to fly agency aircraft in order to retain current knowledge and experience in the aviation environment. These aviators will serve as emergency relief pilots.
- (C) A NOAA Corps Aviation Advisory Board (AAB) is appointed by the Director. Membership and specific duties of the AAB are discussed in NCD Chapter 10.
- (D) Aviation Career Incentive Pay and Monthly Incentive Pay is contained in NCD Chapter 2.

05502 – Application and Selection

- (A) Operational flight assignments are likely for nine of the first twelve years of aviation service. These flight assignments may require in excess of 180 days per year away from home base.
- (B) AABs for initial flight training are convened once a year in December or as the Director deems to be the most appropriate and consistent with the needs of the Service. The AAB is responsible for reviewing and recommending candidates for entry into flight training. NOAA Corps officers interested in being considered for initial flight training will need to provide CPC with the following documents at least 45 days in advance of an AAB:
- (1) Complete NOAA Form 56-43 (Application for NOAA Corps Aviation Program);
 - (2) Memorandum from the Director, Aviation Medicine notating eligibility for aviation activities based on flight physical requirements established in the NOAA Aviation Medical Manual. Officers shall submit the results of their physical to the Director, Aviation Medicine for review.
- ;
- (3) Air Force Officer Qualifying Test (AFOQT) score;
 - (4) Test of Basic Aviation Skills (TBAS) score. This test must be taken after the AFOQT;
 - (5) Pilot Candidate Selection Method (PCSM) score. The PCSM score is a combination of the two tests above and flight experience; and
 - (6) A recommendation for aviation selection in Section 10 (Potential) of the Officer's Evaluation Report (OER) (NOAA Form 56-6A).

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- (C) Applicants possessing either a current airline transport pilot certificate issued by the Federal Aviation Administration (FAA) or a current commercial pilot certificate issued by the FAA with both multi-engine and instrument ratings may be excused from the requirements to submit AFOQT, TBAS, and PCSM scores described in paragraphs (B)(4) through (B)(6) above.
- (D) Flight physicals are valid for up to a year and candidates are advised the AFOQT and TBAS tests can only be taken twice during their career.
- (E) The AAB shall forward candidate recommendations for flight training to the Director for final selection.

05503 – Training and Designation

- (A) NOAA Corps officers will be selected or designated as aviators, navigators or air crew members by the Director after meeting the minimum qualifications as set forth in the Aircraft Operations Center (AOC) Policy 220-1-2 Qualification, Designation, and Training.
- (B) NOAA Corps officers selected for aviation training will incur an active duty service obligation as described in NCD Chapter 4. ([33 U.S.C. § 3006](#) and [15 C.F.R. 998.24](#))

05504 – NOAA Aviation

The Aircraft Operations Center (AOC) Policy 220-1-2, shall govern personnel training, certification, qualifications, proficiency and aircraft operations for NOAA. NOAA Administrative Order [216-104-A](#), Management and Utilization of Aircraft, effective May 01, 2015, addresses NOAA aviation policies, guidelines and procedures.

Part 6 – Detachment for Cause

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05601 – Policy

Detachment for Cause is the administrative removal of a NOAA Corps officer from a billet due to that NOAA Corps officer's unsatisfactory or marginal performance of duty. Before initiating a request for detachment, the aircraft commander, commanding officer, center commanding officer, or rating supervisor shall ensure that the unsatisfactory or marginal performance of duty is not reasonably susceptible to correction by training, guidance, reassignment within the activity, or supervisory guidance and counseling.

05602 – Procedures

- (A) A detachment request based on unsatisfactory or marginal performance of duty within an organizational unit must be supported by an Exception Officer Evaluation Report (OER)-Special (NOAA Form 56-6A) documenting the NOAA Corps officer's deficiency. A detachment request will also document any counseling given the NOAA Corps officer, or if no counseling was given, the reasons for such decision. Ordinarily an aircraft commander, commanding officer, rating supervisor or center commanding officer should not use the first instance of unsatisfactory or marginal performance as justification for a NOAA Corps officer's Detachment for Cause. Requests for Detachment for Cause are not justified when there is a reasonable alternative to resolve the situation. Acceptable reasons for Detachment for Cause include:
- (1) Unsatisfactory or marginal performance involving one or more significant events where negligence, incompetence, performance failure or disregard is involved; or
 - (2) Documented unsatisfactory and/or marginal performance of duty over an extended period of time.
- (B) Except as provided herein, requests for the detachment of a NOAA Corps officer for cause will be by memorandum, via the chain of command, to the Director. Detachment for Cause under urgent circumstances such as the pending deployment of an aircraft or ship to which the NOAA Corps officer is attached or other exigencies, must be followed immediately by a detailed memorandum as outlined in (C) below, and should be preceded by notifying the next higher level of authority of the detachment (Example: An officer is being recommended for urgent Detachment for Cause by their Supervisor; the Supervisor will notify the next level individual in the Supervisor's chain of command about this forthcoming recommendation).
- (C) A request for Detachment for Cause shall include:
- (1) The reason for the request, which is either unsatisfactory or marginal performance;
 - (2) A reasonably detailed statement of the circumstances of the request, including descriptions of and/or typical instances of inadequate performance, or a detailed description of a single significant event that precipitated the detachment request;
 - (3) A statement of corrective action taken, including changes of assigned duties within the organizational unit, and results thereof. Copies of memoranda documenting the need for improvement of performance, counseling, or instructions for performance of duties should be included; and

Part 6 – Detachment for Cause

- (4) Exception OER – Special (NOAA Form 56-6 (A)) in accordance with NCD 04410.

05603 – NOAA Corps Officer’s Statement

- (A) With the Director’s approval of the Detachment for Cause, the memorandum requesting Detachment for Cause shall be shown to and discussed with the NOAA Corps officer who is the subject of the memorandum. The NOAA Corps officer shall sign a written statement confirming that the officer has seen the memorandum requesting Detachment for Cause. The NOAA Corps officer's signature shall not be interpreted as their consent to or agreement with the statements made in the detachment memorandum. Once the NOAA Corps officer receives the detachment memorandum, the NOAA Corps officer shall be relieved of all duties. The NOAA Corps officer may be placed on administrative leave until detachment is effected. The NOAA Corps officer shall be afforded an opportunity to submit a written statement through the chain of command concerning the matter(s) set forth in the memorandum within ten working days of detachment.
- (B) When the NOAA Corps officer is under medical care and, in the opinion of the attending physician and consultation with the Office of Health Services NOAA Corps Medical Affairs Branch, fulfillment of the requirements noted in (A) above would adversely affect that NOAA Corps officer's condition, the requirements of (A) may be waived. The reasons for such a waiver shall be set forth in detail in the memorandum or in an endorsement to the memorandum requesting detachment.

05604 – Summary Relief

Nothing in this chapter derogates the inherent authority of a superior to relieve a NOAA Corps officer in order to ensure the safety of personnel or government property, the accomplishment of an assigned mission, or the maintenance of discipline.

Part 7 – Telework

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Part 7 – Telework

05701 – Purpose

This Part establishes the NOAA Corps telework policy for eligible officers. This document also defines eligibility and prescribes procedures for NOAA Corps officer telework program participation.

05702 – Background

- (A) Telework is a work flexibility arrangement where eligible officers work at an approved alternative worksite (e.g., an officer’s residence), but must also physically report to their official Permanent Duty Station (PDS) worksite on a regular and recurring basis. Telework may be used to ensure continuity of operations, as well as provide a human capital tool to promote effective mission delivery while helping attract, recruit, and retain a diverse workforce. Telework is a privilege, not an employee right or entitlement, and must support NOAA’s operations without adversely affecting organizational missions and/or functions (e.g., result in reduced performance or productivity, higher costs, etc.).
- (B) An officer’s decision to telework is voluntary unless telework is a condition of employment (i.e., the officer is designated an “emergency employee”) or is required to continue Government operations in times of emergency (i.e., as a member of the Emergency Relocation Group, or as part of Continuity of Operations). In these instances, an officer may be required to work at home or at another approved alternative worksite.
- (C) Remote work is not considered to be Telework under the Telework Enhancement Act. Remote work is not authorized for NOAA Corps officers.

05703 – Definitions

- (A) Alternative Worksite – Also, “Telework Site.” A location away from the officer's regular duty station/official worksite that has been approved by the officer's commanding officer/supervisor. This location may include an officer’s home, a telework center, or another approved worksite that meets the safety and security requirements as outlined in this part.
- (B) Approving Official – An officer’s normal leave-granting authority, usually the officer’s first line supervisor, but may also include the officer’s commanding officer or second level supervisor, depending on the management and reporting structure of the unit to which the officer is assigned.
- (C) Remote Work – An alternative work arrangement by which an employee is scheduled to perform the duties and responsibilities of their position, and other authorized activities, from an approved alternative worksite (e.g., home, other alternative location) other than the employee’s traditional worksite, either within or outside of the locality pay area of the traditional worksite and does NOT physically report to the traditional worksite on a regular/recurring basis. Remote work is not authorized for NOAA Corps officers.
- (D) Telework – Also, “teleworking.” A voluntary work flexibility arrangement under which an officer performs the duties and responsibilities of their position, and other authorized activities, from an approved alternative worksite. The officer must be scheduled to physically report to the traditional worksite on a regular/recurring basis. The officer must

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physically report to the traditional worksite unless excused by their supervisor for legitimate reasons (e.g., approved leave, meeting at an offsite location). The duty station of the officer remains the duty station of the traditional worksite.

- (E) Telework Agreement – A written agreement, completed and signed by the officer and the officer’s Approving Official that outlines the terms and conditions of the telework arrangement.
- (F) Telework-Ready – Telework-ready officers are those with completed telework training, approved telework agreements, and safety checklists. Officers must also have telework-compatible duties and the necessary equipment, technology, and technical support to telework effectively.
- (G) Teleworker – Telework-Ready officers participating in telework arrangements.

05704 – Eligibility

- (A) Non-Discrimination – Telework eligibility criteria will be applied impartially and consistently without consideration of prohibited factors.
- (B) Officer Eligibility
 - (1) NOAA Corps officers who are permanently assigned to billets designated as fixed shore are initially considered eligible to telework subject to the following exclusions:
 - (a) The officer has been officially disciplined for being absent without leave (AWOL) for more than five days in any calendar year. The absences need not be consecutive; the AWOL charge(s) could have occurred in any calendar year of an officer’s appointment in the service;
 - (b) The officer has been officially disciplined for violations of [5 C.F.R. Part 2635](#) (Standards of Ethical Conduct for Employees of the Executive Branch) for viewing, downloading, or exchanging pornography, including child pornography, on a Federal Government computer or while performing official Federal Government duties;
 - (c) The officer has marks below a four on both of their two most recent Officer Evaluation Reports.
 - (2) The criteria in paragraph (B)(1) above will be reviewed by the officer’s Approving Official in consultation with the CPC Chief of Officer of Career Management Division for commanders and below, or Director of CPC for captains and above.
- (C) Position Suitability
 - (1) Although an officer may be found eligible to telework in accordance with this section, management must also determine whether the officer’s position is suitable for telework. Position suitability determinations must be made position-by-position, based on the duties of the position and the needs of the Service.

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- (2) Except in emergency situations, telework is not appropriate if the position requires the officer to perform the following types of work on a daily basis (every work day):
 - (a) Direct handling of secure materials determined to be inappropriate for telework by the agency head; or
 - (b) On-site activity that cannot be handled remotely or at an alternative worksite.

05705 – Types of Telework**(A) Situational Telework**

- (1) Telework performed on an ad hoc, occasional, episodic, one-time, or irregular basis, including unscheduled telework, and modifications to an officer's routine telework schedule. Examples may include the following:
 - (a) Telework due to inclement weather;
 - (b) Partial days where an officer or their dependents have an appointment; or
 - (c) Special work assignments.
- (2) With the exception of unscheduled telework, approval of situational telework is at the discretion of the Approving Official. Situational telework is not subject to a two days per week limitation.

(B) Unscheduled Telework – A subset of situational telework that is available in response to an office closure, weather, or safety event. This type of telework is authorized by the Office of Personal Management (OPM) or an appropriate agency official in response to an appropriate event or condition affecting an employee's duty station. In such cases, officers with a telework agreement will perform unscheduled telework in lieu of reporting to the official worksite (PDS), , or may request approval of accrued leave, as applicable. Generally, telework-ready officers will not receive weather and safety leave. To the greatest extent practicable, officers should monitor possible office closures and Approving Officials should direct officers to be prepared to conduct unscheduled telework if necessary. On a case-by-case basis, approving officials should excuse telework-ready officers from duty without charge to accrued leave or loss of pay during an emergency when:

- (1) The emergency adversely affects the alternative worksite (e.g. disruption of electricity or network connection problems that prevent telework); or
- (2) The telework-ready officer's duties are such that they cannot continue to work without contact with individuals at the traditional worksite and those individuals are not present. When an emergency affects only the alternative worksite for a major portion of the workday, the telework-ready officer may be expected to report to the traditional worksite or to another alternative worksite as approved by the officer's Approving Official, or to request approval of accrued leave, as applicable.

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05706 – Requirements

- (A) **Telework Training** – NOAA Corps officers shall complete all required NOAA web-based required training via the Commerce Learning Center (CLC) as prescribed in the most recent approved NOAA Telework Policy. NOAA Corps officers who are Approving Officials for telework agreements must also have completed the required telework training for managers via the CLC before they can approve any individual telework agreement. Training documents shall be submitted/uploaded to an officer’s Official Personnel Folder (OPF)
- (B) **Approved Telework Agreement** – An officer may not telework if they do not have a current approved telework agreement in place. Officers shall use the NOAA Corps Telework application/agreement and modification form (NOAA Form 56-11) and the eligibility and readiness assessment form and safety checklist prescribed in the most recent approved NOAA Telework Policy, paying particular attention to the following:
- (1) The Approving Official determines the duration of the telework agreement. Telework agreements may be considered indefinite and do not require an expiration date.
 - (2) Officers shall designate and self-certify a space for work at the alternative worksite and be able to communicate effectively with their office and customers.
 - (3) The Office of Marine and Aviation Operations (OMAO) will not provide home office furnishings, except in the case of approved reasonable accommodations (refer to OHCS Reasonable Accommodation Program webpage).
 - (4) Officers shall self-certify their workspaces meet safety and other alternative worksite requirements as outlined in the most recent approved NOAA Telework Policy.
 - (5) Telework agreements may be canceled at any time if the required conditions listed in this Part are not met.
- (C) **Modification and Termination of Telework Agreement** – The operational needs of NOAA Corps supersede an officer’s desire to telework. In addressing any application for telework, including an application to continue teleworking, or in making a decision to modify or terminate an officer’s telework arrangement, management will first consider the operational needs and work requirements of the organizational unit, the duties of the position, and, through the NOAA Telework Eligibility and Readiness Assessment, the officer’s conduct, performance, and capacity or demonstrated ability to telework. While approval is at the discretion of the Approving Official, it may not be based on mere managerial preference. Officers do not have an entitlement to telework, nor do officers who currently telework have an automatic right to continue teleworking.
- (1) **Telework Agreement Modification**
 - (a) **Management Directed Modification**
 - (i) Management may modify the agreement at any time to address the operational needs of the work unit, officers’ performance or conduct, or to comply with law and policy.

- (ii) The Approving Official must provide written documentation supporting the modification, including the reason for modification, to the affected officer. Consent or acknowledgement via signature by the affected officer is not required for the termination of telework to take effect.
 - (iii) Management must provide the officer with sufficient notice, when feasible, prior to implementing the modification to allow the officer to make necessary arrangements.
 - (b) Officer Modification Request
 - (i) An officer may request to modify the current telework agreement (e.g., change the regular teleworking day) by submitting a new NOAA Form 56-11 (check “Modification”) to the officer’s supervisor with the requested changes highlighted. If necessary, the supervisor and the officer shall discuss the officer’s requested modifications.
 - (ii) If the supervisor is the Approving Official, the supervisor will issue a final, written decision within seven working days of submission. If the supervisor is not the Approving Official, the supervisor will forward the request to the Approving Official with their recommendations within five working days of submission, and the Approving Official will issue a final, written decision to the officer and supervisor within seven days of receiving the supervisor’s recommendation.
- (2) Telework Agreement Termination
 - (a) There is no mandatory waiting period following termination prior to submitting a new request to telework.
 - (b) Officer Initiated Termination. An officer may terminate their written telework agreement by written notice to the Approving Official.
 - (c) Management Directed Termination
 - (i) Management may terminate the agreement at any time to address the operational needs of the work unit, officer performance or conduct, or to comply with law and policy.
 - (ii) The Approving Official must provide written documentation supporting the termination, including the reason for termination, to the affected officer. Consent or acknowledgement via signature by the affected officer is not required for the termination of telework to take effect
 - (iii) Management must provide the officer with sufficient notice, if feasible, prior to implementing the termination to allow the officer to make necessary arrangements. In establishing the implementation date, management should consider the nature of

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the arrangements the officer must make, particularly in situations where the officer had been performing significant amounts of routine telework.

- (D) Annual Review – All telework agreements must be reviewed at least annually by the officer and Approving Official to ensure it is current. The date of the review must be documented.
- (E) Appeals – A NOAA Corps officer may appeal, in writing, the denial of a request to telework or the modification or termination of a telework agreement to the Director or the Director's designee within 10 days of the denial, modification, or termination. The Director or his/her designee will review the written appeal, determine the appropriate course of action, and issue a written determination, along with justification for the decision, to the officer. If applicable, this determination will include the actions the officer should take to improve the chances of future approval. Nothing in this section precludes the officer and Approving Official from resolving issues at a lower level

05707 – Official Duty Station

Officers shall physically report to their PDS worksite in accordance with their billet assignment as required on a regular and recurring basis, unless situational telework is approved or the officer is on approved leave, liberty, or temporary duty.

05708 – Family Care

Telework is not a substitute for dependent or other family care. The officer shall be responsible for making necessary arrangements for dependent care in accordance with their applicable work schedule and NOAA Corps leave policies.

05709 – Information Technology (IT) Security Requirements for Telework-Ready Officers

- (A) Officers must abide by the IT security requirements conveyed in the DOC IT Security Program Policy (ITSP), Commerce IT Requirements (CITRs), Frequently Asked Questions (FAQs) and IT Security Policy memos. A complete list of DOC IT security documentation can be accessed at: <https://www.commerce.gov/about/policies/it-policy-archive>.
- (B) In addition to the requirements above, officers must abide by the IT security requirements conveyed in the NOAA IT Security Policy (ITSP), NOAA's Computer Incident Response Team (N-CIRT) Requirements, and IT Security Policies. The telework agreement signed by officers and their Approving Official may describe additional security requirements.
- (C) Supervisors are responsible for ensuring that officers agree to comply with and are held accountable to all existing IT security requirements.

05710 – Protecting the Security and Confidentiality of Records

- (A) All officers must ensure that records maintained on individuals subject to the Privacy Act of 1974 which have sensitive Personally Identifiable Information (PII) or Business Identifiable Information (BII), are not disclosed to any person, or to another agency, except pursuant to a written request by, or with the prior written consent of, the

individual to whom the record pertains, unless disclosure of the record is allowed under [5 U.S.C. § 552a\(b\)](#), Conditions of disclosure. DOC Bureaus/Operating Units (OUs) must ensure that appropriate physical, administrative, and technical safeguards are used to protect the security and confidentiality of such records.

(B) Disclosure of Records from an Agency System of Records

- (1) Officers are responsible for ensuring that their disclosure of a record (information) from any agency system of record complies with the Privacy Act of 1974.
- (2) The Privacy Act of 1974 defines a ‘system of records’ as a group of any records under the control of any agency from which information is retrieved by the name of the individual or by some identifying number, symbol, or other identifying particular assigned to the individual. DOC system of record notices (SORNs) are posted at:
<http://www.gpo.gov/fdsys/browse/collection.action?collectionCode=PAI&browsePath=2005&isCollapsed=false&leafLevelBrowse=false&ycord=0>.
- (3) The Privacy Act of 1974 prohibits the disclosure of information from an agency system of record that is not identified as a routine use in that system’s SORN, does not comply with an exemption identified in the SORN, or does not comply with one of the 12 exceptions listed in [5 U.S.C. § 552a\(b\)](#).
- (4) A Privacy Act incident occurs when an officer or employee of the agency, who by virtue of their employment or official position, has possession of or access to agency records that contain individually identifiable information, the disclosure of which is prohibited by [5 U.S.C. § 552a](#) (or regulations established thereunder), and discloses the material in any manner to any person or agency not entitled to receive it. Knowing misuse or release of information protected by the Privacy Act of 1974 can subject an officer to fines and/or criminal sanctions.
- (5) Officers must immediately report a suspected or confirmed Privacy Act incident to their Bureau/OU privacy officer or the N-CIRT and immediate supervisor.

(C) Proper Handling of PII and BII:

- (1) Officers are responsible for the safeguarding of PII and BII.
- (2) PII is information that can be used to distinguish or trace an individual’s identity, such as name, social security number, biometric records, etc., alone, or when combined with other personal or identifying information, which is linked or linkable to a specific individual, such as date and place of birth, mother’s maiden name, etc. Sensitive PII, if lost, compromised, or disclosed without authorization, could result in substantial harm, embarrassment, inconvenience, or unfairness to an individual.
- (3) Types of PII considered sensitive when associated with an individual are: social security number (including truncated form), place of birth, date of birth, mother’s maiden name, biometric information, medical information (except brief references to absences from work), personal financial information, credit card or purchase

card account numbers, passport numbers, potentially sensitive employment information (e.g., personnel ratings, disciplinary actions, and results of background investigations), criminal history, and any information that may stigmatize or adversely affect an individual. The DOC's Privacy Act, Personally Identifiable Information, and Business Identifiable Information Breach Notification Plan provides that breaches of sensitive PII are subject to notification/reporting requirements.

- (4) When deciding whether PII is sensitive or non-sensitive, it is important to consider the type of information, obligations, or expectations regarding the protection of information, risk (probability and consequences) of loss or compromise of information, and context of information. Context is particularly important. The same types of information can be sensitive or non-sensitive depending upon the context. For example, a list of names and phone numbers found in the Department's public-facing directory is very different from a list of names and phone numbers for individuals being treated for an infectious disease. It is important to use good judgment when deciding whether PII is sensitive or non-sensitive. When in doubt, treat PII as sensitive. Additionally, any use or sharing of PII, even if not sensitive, must be in accordance with the scope of the notice provided and the consent received from the individual about whom the PII pertains.
- (5) The Department's policy states that if sensitive PII must be electronically transmitted, it must be protected by secure methodologies such as encryption, Public Key Infrastructure, or secure socket layers. Federal Information Processing Standards (FIPS) Publication 140-2, "*Security Requirements for Cryptographic Modules*" provides the standard to which encryption methodologies must conform. The transmission of sensitive PII, even if protected by secure means, must be kept to a minimum and shared only on a need-to-know basis with those having the authority to possess the information. Officers should check with the NOAA Office of the Chief Information Officer and/or their respective line, staff, or corporate service office governing IT requirements (e.g. OMAO Marine and Aviation Cyber Center) to determine methods or services they are using to support the electronic transmission of sensitive PII.
- (6) In addition to sensitive PII, officers must ensure the safeguarding of BII. BII is information that is defined in the Freedom of Information Act as "trade secrets and commercial or financial information obtained from a person [that is] privileged or confidential." "Commercial" is not confined to records that reveal "basic commercial operations" but includes any records (information) in which the submitter has a "commercial interest" and can include information submitted by a non-profit entity. Terms for BII that must be protected from disclosure include "confidential business information," "confidential commercial information," and "proprietary information."
- (7) Sensitive PII and BII can be stored on Government systems only, and saved, stored, or hosted only on DOC-authorized equipment (including contractor-owned equipment or a system that is approved to be used as a Government

- system). Computers that are personally-owned may not be used to save, store, or host sensitive PII and BII that is collected or maintained by the Department.
- (8) Sensitive PII and BII must only be transmitted by secure means and kept to a minimum. Non-sensitive PII may be transmitted in an unprotected form, but from one noaa.gov to another noaa.gov email only. PII and BII must also be encrypted on mobile computers, media (e.g., CDs, DVDs, USB drives), and devices (e.g., laptops, hard drives). When faxing sensitive PII and BII, an advisory statement about the contents must be included on the cover sheet, and the recipient must be notified immediately before and after transmission. *Exception:* According to the Commerce Acquisition Manual (CAM) 1313.301, cardholders shall not transmit credit card information over a facsimile machine. When mailing sensitive PII and BII, it must be physically secured when in transit. Do not mail or send by courier sensitive PII and BII on CDs, DVDs, hard drives, flash drives, USB drives, floppy disks, or other removable media unless the data is encrypted. Sensitive PII and BII must be sealed in an opaque envelope or container and mailed using First Class or Priority Mail, or a commercial delivery service (e.g., Federal Express or DHL). Any mailing of social Security Numbers must be consistent with the Social Security Number Fraud Prevention Act. Appropriate methods must be used to destroy sensitive paper PII and BII (e.g., shredding, using a burn bag) and securely delete sensitive electronic PII and BII (e.g., empty the Windows recycle bin).
- (9) Officers and supervisors are responsible for complying with all Bureau/OU guidelines on reporting PII and BII incidents. The Office of Management and Budget Memorandum M-07-16 defines a PII incident as the loss of control, compromise, unauthorized disclosure, unauthorized acquisition, unauthorized access, or any similar term referring to situations where persons other than authorized users, and for other than authorized purpose(s), have access or potential access to PII, whether physical or electronic. Telework-ready officers must immediately report a suspected or confirmed PII and BII incident to their bureau/OU privacy officer or CIRT and immediate supervisor.

05711 – Privacy Act, Sensitive, and Highly Sensitive Information

- (A) Decisions on Proper Use and Handling of Sensitive Information – These decisions will be made by the Approving Official who permits the officer to work at home or another alternative worksite. A telework agreement will be signed by the officer and their Approving Official that contains the specific data types allowed to be accessed. Information is generally categorized into the following groups: Non-Sensitive Information; Sensitive Information; and Classified National Security Information.
- (B) Physical Security Standards – The physical security standard for PII and other Sensitive and Administratively Controlled Information must be addressed prior to allowing telework. Chapter 35 of the Office of Security’s (OSY’s) Security Manual provides minimum physical security standards for the office environment that are also applicable during telework. At a minimum, Controlled Unclassified Information (CUI), including

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PII and BII, should be afforded protection to prevent unauthorized access of the information.

(C) Controlled Unclassified Information (CUI) Registry

(1) The National Archives and Records Administration’s CUI Office developed the CUI Registry, which allows anyone to access the Safeguarding and Dissemination requirements for CUI that must be afforded to information like PII (privacy) and other unclassified information. The registry may not be all inclusive, as only those categories of unclassified information that have a law, regulation, or Government-wide policy governing dissemination and/or safeguarding are provided. Therefore, any Sensitive and Administratively Controlled Information in hard-copy form that does not fall within the parameters of the manual, or the registry, should be brought to the attention of the Information and Personnel Security Division of the OSY.

(2) Teleworking officers and supervisors should visit <http://www.archives.gov/cui/registry/category-list.html> prior to allowing hard copy PII and other administratively controlled information outside the workplace for telework purposes.

(3) CUI, established by Executive Order 13556, is legally protected and covered under the Sensitive Information category.

(D) Highly Sensitive Information – This information is subject to the most stringent security and access control rules, such as courier authorization, hand-to-hand transmission, or agency-specific rules not included in the DOC telework policy. Classified information that requires Secret or Top-Secret security clearances for protecting national security information is included in this category. Classified information (Confidential, Secret, or Top Secret) may only be transmitted or removed from official worksites by classified networks or authorized official couriers. This type of information may not be used or accessed in any manner by teleworkers.

05712 – Telework IT Security Policy

(A) The Department’s Chief Information Officer (CIO) is responsible for issuing and maintaining IT and eGov policies and minimum implementation standards, including remote access and safeguarding sensitive information. These policies and minimum implementation standards outline responsibilities of Bureau/OU CIOs/Assistant CIOs (ACIOs) and teleworkers to enable an effective working environment for the teleworker and the protection of Department systems from undue risk. OU CIOs/ACIOs, with the support of their IT security officers, are responsible for establishing teleworking IT security procedures specific to their OU and providing secure telecommuting resources and operational controls commensurate with the sensitivity of the data processed and with policies and minimum implementation standards provided by the Department’s CIO. The Department’s policy on remote access is accessible via intranet at: https://connection.commerce.gov/sites/connection.commerce.gov/files/media/files/2014/citr-008_remote_access.pdf.

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- (B) Managers/supervisors are responsible for ensuring that officers agree to comply with all existing security policies and procedures, including IT security. Other pertinent bureau or operating unit policies on IT security may also exist; managers/supervisors are responsible for ensuring that officers agree to follow all applicable policies.
- (C) The workplace and workstation must be set up to accomplish secure information processing, including the proper storage of Sensitive Information in both electronic and paper form. The officer, following Bureau/OU policies, must minimize security vulnerabilities to the workstation and the Departmental network.

05713 – Telework During Emergency Situations/Inclement Weather

- (A) Office Closures – Officers voluntarily participating in the telework program are required to telework when offices are closed as a result of a weather or safety incident. Officers may be granted annual leave in lieu of teleworking or may be excused from teleworking consistent with the guidance provided in paragraph (B) below.
- (B) Early Dismissal/Delayed Arrival – When an early dismissal/delayed arrival is announced or provided as a result of an emergency situation or inclement weather, those who are teleworking are not dismissed from duty for any part of the workday, except in emergency situations as described in paragraph (C) below. Teleworking officers are permitted to take advantage of early dismissals granted by management or the President in relation to a holiday, recognition of a special circumstance, and similar occasions.
- (C) Emergency at the Alternative Worksite – When an emergency affects only the alternative worksite for a major portion of the workday, the officer is expected to report to the traditional worksite, an approved alternative telework site, or request supervisory approval of annual leave or liberty. On a case-by-case basis, the officer's approving official may grant liberty, without charge to annual leave, to an officer during an emergency if:
 - (1) The emergency adversely affects the telework site (e.g. disruption of electricity, or network connection problems that prevent telework);
 - (2) The telework-ready officer is unable to safely travel to the traditional worksite;
 - (3) The telework-ready officer is unable to access the traditional worksite within a reasonable period of time; and
 - (4) The officer's duties are such that they cannot continue to work without contact with the traditional worksite.

05714 – Telework and the Continuity of Operations Plan (COOP)

- (A) If an officer occupies a position deemed essential or serves as an Emergency Relocation Group (ERG) member (these designations may vary based on the nature of the emergency) for inclement weather or natural or man-made emergencies, they may be required to report to work.
- (B) If an officer is an ERG member for COOP purposes, management, along with the officer and supervisor, should make advance and/or situational decisions as to whether the

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officer must physically report for duty or may work from home or an alternative worksite. For example, if the purpose of the officer reporting for duty at the traditional worksite is to provide policy guidance or to notify specific individuals of emergency requirements, this may be able to be accomplished from home, provided the officer has access to the resources necessary to perform the required services. However, in some cases, the only way to obtain the services of the officer may be through telework from an alternative worksite. For example, if inclement weather or other emergency situation results in a transportation shutdown, but phone and/or internet services remain functional, the officer may be able to work from their alternative worksite rather than reporting to the traditional worksite or COOP site.

- (C) Officers designated as COOP Team Members may be required to telework during emergency closures or other emergencies, as well as COOP exercises, on any day, even if that day is not a regular telework day or a day with specific approval for situational telework. Officers may also be required to perform duties outside of their usual or customary duties to ensure continuation of agency-essential mission or activities.
- (D) During any period that the Department is operating under COOP, that plan shall supersede any telework policy ([5 U.S.C. § 6504\(d\)\(2\)](#)).
- (E) Officers required to telework only as a result of emergency or ERG responsibility are not required to telework on a regular, unscheduled, or ad hoc basis and will not be subject to telework requirements during office closures. However, if they elect to telework outside of their emergency requirements, their individual telework agreement must specify that as they will be subject to the normal telework requirements therein.

05715 – Other Telework Conditions

- (A) In rare circumstances, a teleworking officer may be required to report for an assignment that requires presence at the worksite (e.g., providing a presentation or performing administrative duties at a pre-scheduled conference) on their scheduled telework day. To the greatest extent practicable, management should notify the teleworking officer in advance of the need to report for an assignment at the traditional worksite on a scheduled telework day.
- (B) Whenever practicable, management should avoid requiring or permitting officers to travel from their alternative worksite to the official worksite (PDS) during the workday. If the requirement to report to the worksite (PDS) is known prior to the day that the officer is required to report to the worksite (PDS), officers should instead be directed to report for a full day of work at the official worksite (PDS). At an officer's request, managers may permit officers to travel from their official worksite to their telework location to complete their workday; this travel must be accomplished on personal time (e.g., lunch) or on approved administrative leave.