

**‘Ask CPC’ Webinar – Supervisor’s Guide to NOAA Corps  
Questions and Answers  
24 February 2015**

**Leave/Liberty**

**Q1:** How would you like to be made aware of a leave infraction? Directly to the Director, CPC?

**A1:** Yes, supervisors should make the Director, CPC, aware of a possible Leave/Liberty infraction as early as possible via email to [Director.CPC@noaa.gov](mailto:Director.CPC@noaa.gov) or his/her personal email address . CPC does monitor leave balances on a quarterly basis. However, supervisors should be aware if their officer(s) is taking leave, he/she needs to have an approved leave slip and submit the leave slip to the NOAA Corps Payroll Unit within five (5) days of returning to their duty station.

**Q2:** Should Liberty/Special Liberty be turned in to payroll?

**A2:** Leave slips are required only for Special Liberty. Although not required, as a standard practice, Special Liberty leave slips should be submitted to the NOAA Corps Payroll Unit via email ([NOAACORPS.PayrollUnit@NOAA.gov](mailto:NOAACORPS.PayrollUnit@NOAA.gov)).

**Q3:** Can you speak to the policy regarding taking leave while on work travel?

**A3:** Officers are allowed to take leave while on Government travel so long as it is approved by the supervisor and notated on the TDY orders. TDY orders can only be issued from the duty station to the TDY location and back. A ‘How-To’ document for “[Traveling for CPC Training](#)” is available on the CPC website.

**Q4:** Please clarify the meaning and use of liberty.

**A4:** *Regular liberty*, under normal shore duty working conditions, is granted from the end of the work day to the commencement of the next work day, and weekends from the end of the work day on Friday afternoon until Monday morning. The overall limitations to regular liberty are 250 miles from the duty station or the ability to return to the duty station within four hours.

*Special liberty* is a period of liberty that may be granted at the discretion of the supervisor for circumstances outside of regular liberty. Special liberty may not exceed 96 hours and may not be combined with regular liberty or leave.

**Augmentation**

**Q5:** What is a civilian supervisors' responsibility to let an officer pitch in to help the Corps in another way (e.g. leaving a shore assignment for a 2 week deployment on a vessel; “volunteering” for night watch on a NOAA vessel while vessel in port)?

**A5:** Supervisors are asked to support an officer’s professional development and the needs of the Service as much as possible, realizing of course that there are times when the work load in the officer’s assignment dictates they cannot leave their billet to augment, etc. Requests to augment are only made when necessary to keep the fleet operating.

**Q6:** Are officers allowed to augment on contractor vessels in the event that the science center is short staffed. The officer would be doing deck work and not standing bridge watch. What is the policy for this type of augmentation and where can I find it?

**A6:** Yes, officers may be temporarily assigned via official travel orders (TDY) to contracted vessels, if the duties assigned are within the billet description, and the vessel fulfills NOAA's contracting requirements for safety. At this time there is no official policy available for this situation.

**Q7:** Is the expectation for officers to TDY on ships, *etc.*, written down, so that the officer's supervisor can justify the officer's absence to THEIR supervisor?

**A7:** In 2008, a policy was issued for mandatory augmentation for officers in their first two years of a shore assignment. That policy was created in a time when there was a shortage of qualified officers throughout the Corps. That is not the case now. Officers who do not attain Officer of the Deck or Senior Watch Officer qualifications during their sea tours need these qualifications to be competitive for promotion and to continue in the NOAA Corps. The only way for them to do this in many cases is to augment. These requirements should be discussed early upon officers arriving to their new assignment to allow for the time throughout the duration of the assignment to support any necessary augmentation.

**Q8:** A supervisor's superior has approached an officer about TDY assisting with biological sampling at sea. Is this appropriate use of the officer's time?

**A8:** It can be if the tasks fit within the duties and responsibilities within the billet description, or can be classified as a developmental opportunity.

**Q9:** How does the chain of command work with a civilian supervisor? If an officer is in a shore billet and the Corps needs the officer "somewhere else" for a task, is the Corps supposed to contact the civilian supervisor first, or the officer first?

**A9:** The supervisor and the officer should be notified simultaneously. CPC will make every reasonable effort to minimize impact to the supervisor.

**Q10:** Should the request for officer augmentation come from the ship to the supervisor or from CPC then to the supervisor.

**A10:** CPC does not coordinate augmentation unless it is a special situation such as an extension or by direction of the Director, NOAA Corps. The request should go to the officer from the ship, and the officer will need the permission of his/her supervisor prior to departing.

**Q11:** Is it ok for officers to supervise civilians of other Federal Government agencies?

**A11:** Yes, if it is part of the duties and responsibilities within the billet description.

## **OERs**

**Q12:** In the potential section, how much can a shore side supervisor recommend an officer for Command?

**A12:** Recommendations for Command are typically made by an officer's Commanding Officer during their Executive Officer tour. Additional recommendations from a shore side supervisor can certainly be made to indicate ability for increased responsibility, leadership potential, etc. Recommendations that specify Command at sea will be most effective if they are made by current or former Commanding Officers.

### **Policy**

**Q13:** What is the policy on teleworking?

**A13:** NOAA Corps officers are authorized to telework per DOC guidelines. They are not, however, authorized for flex-time or other alternative working schedules. Officers need to be available to report to their duty station 24 hrs / 365 days, unless on approved leave.

### **Training**

**Q14:** Are there funds available from CPC to provide training to officers?

**A14:** CPC is currently working with OMAO Leadership to develop and review Full-time University Training and Part-time University Training policy. When more information is available on this topic, it will be announced. Information, when available, will be accessible on the [OMAO Chief Learning Officer's Google Site](#) and in the [NOAA Corps Directives](#).

**Q15:** How do officers obtain authority and training to supervise civilians?

**A15:** [NOAA Corps Leadership Development Framework](#) and WFMO/DOC online training available through the [Commerce Learning Center](#).

### **Miscellaneous**

**Q16:** Will the presentation be available on line?

**A16:** Yes, on the CPC website.

**Q17:** Can we get those names associated with those positions?

**A17:** Yes, on the [CPC website](#).