



UNITED STATES DEPARTMENT OF COMMERCE
The Under Secretary of Commerce
for Oceans and Atmosphere
Washington, D.C. 20230

MAR 27 2013

MEMORANDUM FOR: NOAA Executive Council
NOAA Executive Panel
CFO Council

FROM: Kathryn D. Sullivan, Ph.D.
Acting Under Secretary of Commerce
for Oceans and Atmosphere

A handwritten signature in black ink, appearing to read "KDS", with a long horizontal flourish extending to the right.

SUBJECT: NOAA-wide Hiring Freeze

Effective as of the date of this memorandum, I am implementing a NOAA-wide hiring freeze for all types of civilian appointments in all funding programs, except those currently advertised under an Open and Continuous Announcement. All new NOAA-reimbursable details and Intergovernmental Personnel Assignments (IPAs) to NOAA from outside organizations are also frozen. No new hiring actions will be accepted by the Workforce Management Office (WFMO) as of the date of this memorandum, until and unless they are authorized to be filled in accordance with the process below. Job Opportunity Announcements (JOAs) that have been advertised and closed by the date of this memo will continue to be processed to completion of hire.

Line Office (LO) Deputy Assistant Administrators (DAAs) and Staff Office (SO) Directors (Directors) should review all other vacancies, including those that have already been submitted to WFMO for recruitment, to determine those they believe are high priority to fill. Positions currently filled by Temporary and/or Term appointments should also be scrutinized. Careful consideration should be given to determine which of these vacancies/positions are assigned to mission critical activities that, if left unfilled, will cause mission failure. WFMO will forward to DAAs and Directors a listing of all recruitment actions for their respective offices currently in WFMO. DAAs and Directors should be prepared to submit a prioritized list of all vacancies they believe necessary to fill, with justification for each.

By this memorandum, I am establishing a NOAA Hiring Freeze Board (NHFB) comprised of the following members:

- Deputy Under Secretary for Operations (DUS/O)
- Director for Workforce Management Office
- Chief, Resource Operations and Management
- Deputy Chief of Staff
- 2 DAAs, to be appointed by the DUS/O

Effective immediately, I am delegating to the Board the authority to review LO/SO priority vacancy lists and approve or disapprove them for processing by WFMO. Priority vacancy lists, and associated documentation, should be forwarded to the Director for Workforce Management, who will forward them to the NHFB upon receipt. The NHFB will meet in person, through VTC, or virtually, as it determines necessary, but at least once each week.

THE ADMINISTRATOR



DAAAs and Directors may present their priorities to the Board at these meetings, but this is not mandatory. After the NHFB reviews the LO/SO priorities, it will approve or disapprove them in whole or in part. WFMO will notify each LO/SO of the Board's decision. All positions for which a hiring request is submitted must be included in the respective Line/Staff Office's Table of Organization (TO) as it stands at the date of this memo.

With regard to recruitment cases that have already been submitted to WFMO:

- All advertised, but not yet closed JOAs will be worked to the point of selection based on the priority established by the LO/SO. Once the hiring freeze has been lifted, or the Board has approved the position for fill, selection certificates will be released. If the position must be readvertised, applicants will be notified that their applications will be considered without further action on their part.
- All pending recruitment actions not yet posted on USAJobs will be worked to the point of advertisement based on the priority established by the LO/SO. Once the hiring freeze has been lifted, or the Board had approved the position for fill, the JOA will be posted and the case processed.

All DAAAs and Directors are delegated the authority to:

1. Determine whether to retain temporary employees
2. Approve or disapprove extensions of term employees in accordance with Reference c., below
3. Determine whether to continue current non-reimbursable details, outside assignments and Intergovernmental Personnel Assignments (IPAs)

These authorities should be used sparingly, and may not be further delegated.

Additional requests for exception to the hiring freeze may be submitted through WFMO to the NHFB for consideration. All requests should be accompanied by a justification and the attached Position Funding Approval Request (PFAR). NOAA will continue to offer competitive lateral reassignment opportunities internal to NOAA, and will submit a request to the Department of Commerce to allow NOAA to advertise promotions "NOAA-only".

References (available on WFMO website):

- a. DAO 202-250 and DOO 25-5, Delegations of Authority for Human Resources Management
- b. OMB Memo M-13-05, Agency Responsibilities for Implementation of Potential Joint Committee Sequestration, dated February 27, 2013
- c. Workforce Management Office (WFMO) Guidance Bulletin FY-001 dated November 29, 2012, Appropriate Use of Term Appointments

Attachment: Position Funding Approval Request (PFAR)

POSITION FUNDING APPROVAL REQUEST

Organization: _____ **Org. Code:** _____

REQUEST TO HIR Student Temporary Full Time Permanent

Billet Number: _____

Position Title: _____

Pay Plan/Series: _____ Initial Grade(s): _____ Target Grade: _____

Career Progression ("X" if applicable): Two-grade progression: One-grade progression:

Funding Source: _____ Salary and estimated benefits: _____

Future Fiscal Year Funding Available: Yes No

Offering Incentives:

Relocation: Yes No Amount Offering: _____

Recruitment: Yes No Amount Offering: _____

Justification:

Backfilling position in current location.
Continuation of current work; Position Description Number _____

Creating new position in current location due to: (Change in Table of Organization needed)
 VERA/SIP New Work

Using billet number to create a new position in different location. (Change in Table of Organization needed)
 VERA/SIP Organizational Change

Creating new position based on settlement agreement.

Other (Explain)

Signature (Hiring Official) Title: _____ Date: _____

	<u>Approved</u>	<u>Disapproved</u>	<u>Date</u>
_____ Line Office Chief Financial Officer	<input type="checkbox"/>	<input type="checkbox"/>	_____

_____ Line Office Deputy Assistant Administrator	<input type="checkbox"/>	<input type="checkbox"/>	_____
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