



Office of Oceanic and Atmospheric Research (OAR) Delegations and Directives

Circular Number: 202.2

Effective: 1/25/02

Revised: 10/15/03

Subject: Charter - Personnel Management Advisory Committee
Office of Oceanic and Atmospheric Research

Purpose: A Personnel Management Advisory Committee (PMAC) is established in accordance with the authorities stated below. The Headquarters PMAC serves as the senior advisory body to the Assistant Administrator (AA) and the Deputy Assistant Administrator (DAA) for the Office of Oceanic and Atmospheric Research (OAR) in providing personnel program oversight, advice, and guidance in the development and implementation of personnel policies and programs within OAR.

Authorities: NOAA Directives Manual Chapter 06, Section 06, Issued March 29, 1983, and the NOAA Administrative Order 201-3.

Effective with the issuance of this circular, the Assistant Administrator delegates authority to the OAR Laboratory and Program Directors, to PMAC selection and promotion actions *for already established* positions through Band V (GS-15). Newly established positions must be PMAC'd at the OAR HQ level before recruitment or accretions are processed. (Newly established positions include those for which a Band V (GS-15) has not previously existed at the laboratory/program level and which could impact other similar positions across NOAA.)

Accountability: On June 1, of each year, all Band V (GS-15) laboratory/program PMAC'd promotion actions will be sent to the PMAC Executive Secretary for an annual analysis by the OAR PMAC Committee. The analysis will be used by the Deputy Assistant Administrator to provide feedback during the Laboratory/Program Directors annual performance review in September.

Background: PMACs are established to provide line office management with advice and recommendations regarding personnel policies and practices. All

OAR Laboratories/Programs are directed to establish PMAC's which may be scheduled on an ad-hoc or regular basis.

OAR Headquarters PMAC Membership:

Deputy Assistant Administrator, Chair (non-voting member)

Executive Secretary (non-voting)

OAR Executive Director

OAR EEO Officer and/or Diversity Manager

OAR HQ Program Manager (1) (rotating every 2 years)

OAR Lab Directors (1) (rotating every 2 years)

OAR NIAB Representative (non-voting)

Servicing Personnel Specialist (non-voting member)

Functions/Responsibilities:

The OAR PMAC will review and make recommendations, as required, regarding:

A. Personnel Management Issues

The PMAC will, at the request of the AA or DAA, convene to review policies, procedures, utilization of personnel resources, implementation of position management principles, or personnel and performance management program needs of the organization (this includes reviewing organizational alignments, missions, determining the best use of available skills, and Reduction-In-Force procedures/actions).

B. Individual Personnel Actions

1. Requests for newly established positions at the Pay Band V (GS-15, SES and ST-3104 levels)
2. Recruitment and Promotion actions which affect classification and grade level of other DOC/NOAA/OAR positions

C. Awards

Determine whether nominations are merited, whether there is balance in awards among grade levels, across organizations and occupations, and reflect the diversity of the OAR workforce. The following awards are included:

1. Department of Commerce Medals (Gold, Silver)
2. NOAA's Bronze and Administrator's Awards
3. OAR Employee of the Year
4. NOAA Team Member of the Month
5. NOAA Employee of the Month

PMAC Operating Guidelines:

- C A quorum (no less than four voting members) must be present during meetings requiring a vote. In case of tied vote, the Chair will make the final decision.**
- C The Executive Secretary performs as the Committee liaison and, as such, is responsible for scheduling meetings, notifying members; and preparing and distributing “eyes only” committee agenda.**
- C The Executive Secretary will ensure that all Committee actions are fully documented. Documentation includes pertinent information such as assessments or evaluations influencing approval or disapproval of training, awards, and similar case actions.**
- C All PMAC materials will be treated as private material and will be distributed in an “EYES ONLY” envelope to be opened only by the addressee. Documents retained must be kept in a secure location. Discussion and individual votes of the Committee members shall remain confidential.**
- C The OAR PMAC will meet regularly in accordance with award and personnel management deadlines. However, special meetings may be called by the Chair as needed. Attendance at PMAC meetings will be by principals or DAA-approved substitutes on a case-by-case basis.**
- C The Chair will name the OAR Headquarters PMAC members.**

Other Subordinate PMACs:

Laboratory Directors are delegated authority to conduct PMACs for established laboratory positions 15 and below (demo and non-demo) in accordance with the following guidelines:

- C Membership shall be as selected and appointed by the respective director to include a minimum of five senior staff members chosen to represent the group’s mission, leadership, and occupational structure as equitably as possible. It is also recommended that a senior NOAA staff person, not associated with the organizational unit, serve as a non-voting member to the chair to provide additional perspective on the action to be decided. A Servicing personnel staff member shall serve in an official advisory capacity at all meetings (where possible). The director or acting director shall serve as Chairperson.**
- C Subordinate PMACs, at the request of their Chairperson, shall convene to review their internal policies, procedures, individual actions, utilization of personnel resources, implementation of position management principles,**

or personnel and performance management program needs of the laboratory in determining the best use of available skills.

- C Subordinate PMACs should forward their current Charter to the OAR PMAC Executive Secretary. This ensures compliance with DAO 202-511. Any subsequent updates should also be provided to the Executive Secretary for the record.
- C Both Subordinate and OAR level PMAC promotion actions at Band III (GS-12) level and above will include the information contained in Appendix C, PMAC Submission Requirements.
- C Recommendations affecting the OAR-wide PMAC shall be forwarded to the Executive Secretary for action.
- C Newly established positions (recruitment and promotion) at the Pay Band V or equivalent (GS-15) must be forwarded to the Executive Secretary of the PMAC for OAR review and subsequent PMAC evaluation.
- C Subordinate PMAC members must ensure that the OAR EEO policy and procedures for selections are followed by preparing the Affirmative EEO Efforts Summary Report and Selection Report (Appendix D) and submitting them to the OAR EEO Program Manager. The OAR EEO Program Manager will have “read rights” in the Commerce Opportunities On-Line (COOL) system to review all vacancies and certification lists.

AWARDS

Nominations for proposed Department of Commerce Gold, Silver, and Bronze Medal, NOAA Administrator, NOAA Team Member and NOAA Employee of the Month and OAR Employee of the Year awards are reviewed by the OAR PMAC. QSIs are not subject to OAR PMAC review, but rather are within the purview of laboratory PMACS. The Laboratory Director can approve special act awards up to and including \$5,000; the Assistant Administrator, OAR, \$5,000 non-demo and \$10,000 demo. Special act awards exceeding \$5,000 must be submitted to the PMAC Executive Secretary for concurrence of the Assistant Administrator and approval by the NOAA Incentives Awards Board (NIAB).

Specific preparation instructions, in the call for nominations, take precedence and must be followed. In addition, laboratories/programs prepare the information as specified below.

GOLD, SILVER, and BRONZE MEDAL AND ADMINISTRATOR AWARD NOMINATIONS:

Laboratories/programs are to prepare nominations and submit photos in accordance with the specific guidance distributed by DOC, NOAA, and OAR with the call for nominations.

Special Act Awards

Laboratories/programs are to prepare and submit Form CD-491 and a justification for nomination for awards exceeding \$5,000.

NOAA Team Member, NOAA Employee of the Month, and NOAA Research Employee of the Year Nominations:

1. Laboratories/programs prepare a cover sheet which includes:

Name of Nominee

Title

Grade Level for (NOAA Employee of the Month & OAR Employee of the Year)

Organization and Address

Category for Recognition (Leadership, Personal and Professional Excellence, Employee Development, Customer Service , Administrative/Technical Support, Public Service or Heroism, Quality Improvement to Customers)

Statement of approval and signature of Lab/Program Director

2. One Page Justification

3. Photographs (See criteria below)

Photos of the selected employee/team member can be taken with either digital or standard 35MM camera. Please provide at least three different photos so we can choose the best for the displays, the Access NOAA web site, and NOAA Report.

Photos should be color and vertical (portrait). A good head shot or full body shot against a not-too-busy background is best. If the employee/team member spends time in an unusual, non-office site (an airplane, in dive gear, on board ship, field work, etc.), a photo depicting that would be great. Standard photos, their negatives, or slides are all accepted.

If you have standard (not digital) photos, do not scan them—FedEx them. They will be returned within two weeks.

If you take digital photos, please make sure you use the highest or second highest quality setting of your camera, and that the photos' resolution is a least 1000 pixels across (a full 8x10 photo should be at least 1000x1250). Photos should be e-mailed to mary.manoogian@noaa.gov. If they are too large to email,

please copy the photos to a Zip disk (Mac or Windows) or CD and FedEx them.
(Zip disks and other reusable media will be returned.)

Approved: _____ /s/ _____ Date: 10/15/03
Assistant Administrator
Office of Oceanic and
Atmospheric Research

Attachments:

Appendix A (Justification Criteria for Non-Competitive Promotion Actions)

Appendix B (Reference Letters)

Appendix C (PMAC Submission Requirements)

Appendix D (EEO Form)

Appendix E (PMAC Participant Schedule)

**APPENDIX A
PMAC JUSTIFICATION CRITERIA FOR NON-COMPETITIVE
PROMOTION ACTIONS**

1. **PMAC General Requirements** - Guidance in this section is appropriate and should be used for accretion of duties and career-ladder promotions at all organizational levels, for all grade levels Band III (GS-12) and above.

Supervisors proposing personnel actions are required to contact their Laboratory Program administrative representative prior to beginning the documentation process in order to receive advice on regulatory processing and documentation requirements, including the need for application of the Merit Assignment Program, position management implications, and related matters. This effort will eliminate problems, shorten processing time, and make the first attempt as efficient and successful as possible.

New position descriptions, performance plans, justification, and/or other stated documentation will be required for PMAC consideration. Case materials (new position description, promotion justification, reference letters, etc.), as appropriate, must provide specific evidence in support of the proposed grade level in order that the PMAC members may make an informed judgment of the merits; cases that lack needed specificity will be withheld from PMAC consideration by the PMAC Chairperson until such documentation requirements are met. Appropriate examples should be cited that highlight accomplishments and explain the value, difficulty, and/or application of the position. Explanations should be sufficiently clear that persons not familiar with the specialty can understand the main thrust of the job/accomplishments.

NOTE: “Non-supervisory” Band IV (GS-14 equivalent) positions for promotion to Band V (GS-15 equivalent) “Supervisory” must be recruited.

2. **Format Requirements (indicate “not applicable” where appropriate)**
 - a. **Name.**
 - b. **Current official OPM title, series, and grade**
 - c. **Proposed Functional or organizational title, if any.**
 - d. **Proposed title and grade.**
 - e. **Organizational unit.**
 - f. **Name and title of immediate supervisor.**

- g. State whether the former duties are absorbed by the new position. If not, who will perform?**
- h. Education: Degrees (B.S., M.S., Ph.D.), date, and field of each.**
- i. Employment history, including promotions received after Entry on Duty (EOD) - title, grade, and dates of each.**
- j. Awards received for last 3 years (type, date, and one-line description of each), and last official performance rating of record. If Demo, include score.**
- k. Supervisory positions: (1) Provide specific and substantive information concerning the person's commitment and/or contributions to EEO/affirmative action. (2) Identify supervisory training completed and/or planned for purposes of meeting training requirements. (3) Indicate whether the candidate has completed the probationary requirement for supervisors and/or managers, and (4) State the number, title of position, and grade level of the employees to be supervised.**
- l. Supervisory positions: show evidence of managerial effectiveness through such things as planning effective programs, delegating responsibility and stimulating staff effectively, or success in meeting key organizational objectives.**
- m. Professional society memberships. Identify offices held and any participation of special significance, and appropriate dates.**
- n. Committee memberships or other professional activities. Identify office held and any participation of special significance which relates to this action, and appropriate dates.**
- o. Accomplishments/studies of significance: Explain the scope, significance, and/or impact of at least three major publications or accomplishments since the last promotion (scientists and engineers only).**
- p. Qualifications and contributions: Describe the professional standing and recognition of the incumbent. Describe the overall scientific or engineering contribution of the incumbent, including the quality and importance of these contributions and their impact on the state-of-the-art (scientists and engineers only).**
- q. Productivity and/or achievement: Comment on importance, significance, impact, timeliness, and quality of accomplishments, including the impact of activities, reports, leadership, and**

organizational and managerial skills on mission of unit, on subject matter specialty, and on technical community services (program managers only).

- r. Productivity and/or achievement: Comment on importance, significance, impact, timeliness, and quality of accomplishments, including the impact of activities, reports, analyses, plans, and personal initiative on unit objectives, resources issues, program effectiveness and implementation, and administrative efficiency and effectiveness (program administrative staff only).**
- s. Publications List. Attach a list of publications, technical reports and/or patents (scientists and engineers only). Publications list should be broken out by Type (Refereed, Unrefereed, Archival Refereed, Book Chapters) including full citations and page numbers.**
- t. Presentation List. Attach a list of technical presentations given during the past three years, including location and date (scientists and engineers only).**
- u. Reference List and Letters (See Appendix B)**
- v. Attach a current curriculum vitae/resume**
- w. Attach an organizational chart which shows the employee's position in the laboratory/program.**

I certify that the employee continues to perform the same basic functions. The duties represent an outgrowth, over a significant period of time, of the old position. The duties of the old position have been absorbed into the new position. No new position will be created as a result of this promotion action.

Supervisor Signature/Title

Date

**APPENDIX B
REFERENCE LETTERS**

- C Reference letters are required for promotions and vacancy selections at grades GS-15 (Band V) and ST-3104 (as provided herein). The Laboratory submitting the case is responsible for securing these letters.**

- C Grade 15 (Band V) and ST-3104 cases must be supported by 3 to 5 references. At the GS-15 (Band V) level at least one letter must demonstrate an international reputation and at the ST-3104 level at least two letters must demonstrate an international reputation. In addition, in both cases there must be one letter from a NOAA client, outside of the nominating office, which demonstrates the utility or value of the work done by the employee in advancing NOAA's mission in the client's program area. A NOAA client is defined as a NOAA federal employee at the GS-15 (equivalent) or higher. Where possible, the NOAA client should be from outside OAR.**

- C Reference lists will include a complete title, mailing address, and brief description of the rank and background in the appropriate subject matter specialty which qualifies that person as an expert reference.**

- C Requests for reference letter inquiries for research promotions and vacancy selections will include appropriate lists of the candidate's publications, and will invite comparison of the individual against contemporaries for better calibration. Sample formats for reference letter inquiries are provided in Attachment 1.**

- C Reference letter inquiries, for actions on non-research positions, shall be styled to the specific nature of the position, and addressed to individuals knowledgeable about the individual and the position.**

- C Reference letter inquiries to non-government sources for actions on research positions will describe grades in terms of university positions as follows:

Band III (GS-11/12) = position of Assistant Professor
Band IV (GS-13/14) = position of Associate Professor
Band V (GS-15) = position of Full Professor
ST 3104 - position of Senior Full Professor**

- C Cases for which at least three supportive references have not been received may not be submitted to the PMAC. Therefore, reference inquiries should be mailed as soon as tentative decisions have been made.**

APPENDIX B
Attachment 1 - Example of Government Reference Letter Inquiry

Letter for Government Reference

Dear

Dr. XXX X. XXX is being considered for [(employment in) or (promotion to)] a senior position in the Office of Oceanic and Atmospheric Research (OAR). You have been suggested as one who is sufficiently familiar with his/her work to provide perspective on his/her competence. We regularly obtain viewpoints from outside OAR to achieve a broadly-based judgment.

Dr. XXX is proposed for [(promotion to) or (employment at)] GS-15 and equivalent, a level that would place him/her in the upper * percent of the OAR professional staff. He/she will continue to be associated with the XXXX Laboratory of OAR.

I would appreciate your candid evaluation of his/her professional qualifications for this advancement. It will be especially helpful if you can gauge his/her level of competence against others of similar experience and comparable levels of responsibility in his/her field. Please also address the value of his/her work in advancing the National Oceanic and Atmospheric Administration's mission in your program area. Enclosed is a list of Dr. XXXX publications, to help you make your evaluation.

This information is needed by XXXXX for inclusion in the materials to be forwarded for this action. Thank you for taking time from your busy schedule to respond to this request.

Sincerely,

Enclosure

APPENDIX B
Attachment 2- Example of Non-Government Reference Inquiry

Letter for Non-Government Reference

Dear

Dr. XXX X. XXX is being considered for [(employment in) or (promotion to)] a senior position in the Office of Oceanic and Atmospheric Research (OAR). You have been suggested as one who is sufficiently familiar with his/her work to provide perspective on his/her competence. We regularly obtain viewpoints from outside OAR to achieve a broadly-based judgment.

The position for which Dr. XXX is proposed is at the GS-15 & equivalent), which is equivalent to that of a * in typical major universities. He/she will continue to be associated with the XXXX Laboratory of OAR.

I would appreciate your candid evaluation of his/her professional qualifications for this advancement. It will be especially helpful if you can gauge his/her level of competence against others of similar experience and comparable levels of responsibility in his/her field. Enclosed is a list of Dr. XXXX publications, to help you make your evaluation.

This information is needed by XXXXX for inclusion in the materials to be forwarded for this action. Thank you for taking time from your busy schedule to respond to this request.

Sincerely,

*** Band III (GS-11/12) = position of Assistant Professor
Band IV (GS-13/14) = position of Associate Professor
Band V (GS-15) = position of Full Professor
ST 3104 - position of Senior Full Professor**

APPENDIX C
PMAC Submission Requirements

All actions should be assembled as follows:

1. SF-52 - Request for Personnel Action
2. Position Description
3. CD-516 - Position Description Cover Sheet
4. Promotion Justification (A-W memo)
5. List of References
6. 3-5 Reference Letters (using prescribed format - Attachment 1)

1 letter must be an international reference for the GS-15/Band V level

2 letters must be an international reference for the ST-3104 level

1 letter must be from a NOAA Client outside of the nominating office for all Band V/GS-15/ST-3104 positions. Letter must demonstrate the value of the work done by the employee in advancing the NOAA mission in the client's program area.

- C Organizational Chart
- C Curriculum vitae/resume
- C List of Publications (if applicable)

For actions needing to be PMAC'd at the OAR level, the Laboratory reproduces 8 copies and submits an original and 8 copies to the OAR PMAC Executive Secretary.

