

MEMORANDUM FOR: All NOAA Employees

FROM: Conrad C. Lautenbacher, Jr.
Vice Admiral, U.S. Navy (Ret.)
Under Secretary of Commerce for
Oceans and Atmosphere

SUBJECT: NOAA Rotational Assignment Opportunities at NOAA

I am pleased to announce that the first year of the NOAA Rotational Assignment Program (NRAP) was a success. I am equally pleased to invite you to submit applications for the FY 2004 Program. This Program is designed to enhance your knowledge of the NOAA corporate culture as well as increase your skills and technical expertise. Rotational assignments from the Line and Staff Offices are available to broaden your understanding of NOAA's missions and goals, and its organizational structure from regional and headquarters perspectives.

NRAP is open to all full time permanent civilian NOAA employees, which includes general schedule, pay banding, wage grade and wage marine. All applicants' latest performance rating must have been a "meets or exceeds expectations" or equivalent. Willingness to accept rotational assignments may require temporary mobility.

The available NRAP assignments, a description of the Program, the application requirements and associated forms are available at the following Web site <http://oceanservice.noaa.gov/nrap>. An NRAP Fair will be held February 26, 2004 from 11:00 a.m. to 2:00 p.m. in the SSMC Science Center. Line and Staff Office representatives will be at the Fair to answer questions about the assignments offered. Depending on the requirements of the host office, assignments may begin as soon as early May. Your LO/SO NRAP Coordinator, listed below, is available to provide additional information.

NOS	Ruth Moore	NESDIS	Cynthia Pawlish
OAR	Kristin Kniskern	NWS	Denise Hamilton
NMFS	Janell Richardson	NMAO	Jeanne Kouhestani
		Other Staff Offices	Trudy Shannon

I encourage you to consider applying to this very worthwhile Program. You may apply for assignments from any of the NOAA Line or Staff Offices, but your application must be signed by your supervisor and submitted to your Line or Staff Office coordinator no later than close of business March 5, 2004. An original and three copies of the application should be submitted.

I look forward to another successful year of the NOAA Rotational Assignment Program.