



UNITED STATES DEPARTMENT OF COMMERCE
National Oceanic and Atmospheric Administration
Workforce Management Office
OFA4, SSMC4
1305 East West Highway
Silver Spring, MD 20910

OCT 26 2012

Memorandum for: NOAA Assistant Administrators
NOAA Deputy Assistant Administrators
NOAA Staff Office Directors
NOAA Assistant Chief Information Officers

From: Sandra R. Manning *Sandra R. Manning*
Director of the Workforce Management Office

Joseph F. Klimavicz *Joseph F. Klimavicz*
Chief Information Officer &
Director of High Performance Computing and Communications

Subject: CIO Evaluation and Approval of IT Hiring

The Department of Commerce's (DOC) Information Technology (IT) Portfolio Management Policy, issued June 21, 2012, mandates that IT hiring be approved by the bureau Chief Information Officer (CIO). To implement this direction, the NOAA Chief Information Officer will approve the hiring of IT personnel across NOAA. This will help ensure that NOAA's IT workforce is properly positioned to support enterprise-wide IT initiatives and aligned with NOAA's broader IT enterprise architecture.

After Line Office Chief Financial Officer (CFO) and Line Office Assistant CIOs (ACIOs) clearance, packages will be sent to the NOAA CIO for evaluation and approval to proceed to WFMO. The NOAA CIO will evaluate all new position advertisements across NOAA for IT specialists (2210 series) or positions for which IT-related activities constitute a majority (at least 51%) of the position's duties. The positions will be evaluated based on, but not limited to, the following criteria:

- Compliance with federal laws and regulations, e.g. the Federal Activities Inventory Reform (FAIR) Act of 1998, identifying inherently governmental functions.
- Consistency with NOAA-wide IT initiatives.
- Contingent on broad IT expertise.

To fulfill the NOAA CIO obligation within the IT hiring process, Michelle Reed, NOAA OCIO Chief of Staff, will be the point of contact to review and provide approval for hiring package submission to the Workforce Management Office. She will work in conjunction with the ACIOs to resolve any questions concerning the package. Michelle can be reached at 301-628-5725; packages should be sent to CIO.Positionreview@noaa.gov. NOAA CIO review will be completed within 2 business days after the package is submitted. Please ensure that both Line Office CFO and NOAA CIO approval is obtained prior to submitting the hiring package to WFMO.