

General Process for Stationing Department of the Interior (DOI) Bureau Staff at DOI Climate Science Centers

Acting on behalf of the Department of the Interior, the U.S. Geological Survey (USGS) has established eight DOI Climate Science Centers (CSCs) under the National Climate Change and Wildlife Science Center (NCCWSC). The USGS is providing a Center director and core administrative staff, as well as scientific capabilities, for each of these centers. This policy describes the general process and strategy for stationing non-USGS employees at the DOI Climate Science Centers.

All DOI bureaus have been invited to station staff at the CSCs. CSCs are able to accommodate a range of duty-station options, including full time permanent, temporary or term assignments, Intergovernmental Personnel Act (IPA) appointments, and others. CSC host institutions may also be able to provide access to graduate students, post-doctoral appointments, or other support for research activities. Agencies should contact the NCCWSC or the relevant CSC to explore proposed stationing of personnel.

Each CSC's Stakeholder Advisory Committee, representing regional management and science partners, is tasked with helping to develop a list of regional key science needs and informing the CSC's regional science agenda. All employees stationed permanently or temporarily at a CSC are expected to address the key science needs of the CSC regional science agenda, as their primary objective, with appropriate focus on issues relevant to their bureau.

Employees stationed at a CSC will report formally to their originating bureau, through normal personnel and supervisory processes. The originating bureau will develop performance and evaluation plans for CSC-stationed individuals that reflect the primary importance of activities that support the CSC regional science agenda. In conducting annual performance reviews, the originating bureau supervisor(s) will consult with the CSC Director to obtain information concerning the employee's CSC-related performance.

The originating bureau is generally expected to provide administrative support for employees stationed at the CSC. As needed, the CSC Director will work with the originating bureau to ensure appropriate work space and administrative support for the employees. The CSC will also work with the originating bureau, as needed, to provide a link to appropriate CSC host institution personnel and guidance about affiliate appointments, access to students or postdocs, and other resources.

Adopted October 2012; Revised September 2014