Promotion requirement training courses:

The Commerce Learning Center (CLC) has recently updated their training courses, leading to a change in the courses required for promotion to Lieutenant Junior Grade, Lieutenant, and Lieutenant Commander.

There are two options for completing required training and documenting your completion in your OPF:

Option 1: For all officers who have not begun required promotion training

1. Complete all NEW courses listed under the CLC NOAA Corps Approved Management Courses for Promotion Qualification.
2. Print a FINAL transcript demonstrating completion of all required courses.
3. Attach your transcript to a signed cover memo addressed to Chief, Officer Career Management Division (OCMD), and scan or mail your package to CPC.
4. Chief, OCMD will verify your completion and submit an official memo for the record to your OPF. This will trigger the 'eligible for promotion' check mark to display your eligibility.
5. Individual certificates from promotion required CLC courses will **no longer** be accepted and therefore training courses will not be itemized in your training summary. Please only submit **transcripts** demonstrating completion.

Option 2: For all officers who have completed any of the old training requirements

1. Utilize the crosswalk provided on the CLC website, which compares the old courses to the new courses, and complete a combination of OLD and NEW courses.
2. Print both transcripts, and include a signed cover memo that clearly explains how you have met the eligibility requirement, and scan or mail your package to CPC.
3. Chief, OCMD will verify your completion and submit an official memo for the record to your OPF. This will trigger the 'eligible for promotion' check mark to display your eligibility.
4. Individual certificates from promotion required CLC courses will **no longer** be accepted and therefore training courses will not be itemized in your training summary. Please only submit **transcripts** demonstrating completion.

Promotion requirement courses will no longer be listed in the training summary and certificates will no longer be scanned into the OPF. Instead, the transcript and approval memo will be scanned into your OPF as verification of eligibility.

Demonstrating eligibility involves preparation work on your part and verification from CPC. You are encouraged to complete these courses well before the promotion zones.

Further questions can be directed to the training officer @ cpc.training@noaa.gov

Lieutenant Commander	
OLD	**NEW**
2012 No FEAR Act Briefing	1. 2012 No FEAR Act Briefing
An Essential Guide to Giving Feedback	1. Giving Feedback
An Introduction to Project Management	1. Project Management Overview
Averting Problem Performance Simulation	1. Solving Employee Misconduct Problems (NOAA Supervisor Series)
Addressing Problem Performance Simulation	1. First Steps for Turning Around a Performance Problem 2. Using Progressive Discipline to Correct Problem Performance
Budgeting and Controlling Costs	1. Controlling Costs 2. Estimating and Budgeting Project Costs
Dealing with Problem Performance	1. Addressing Unacceptable Performance (NOAA Supervisor Series)
Delegation Basics	1. Delegation Essentials: An Introduction to Delegating
Effective Delegation Simulation	1. Delegation Essentials: The Delegation Process
Effective Mentoring	1. Essential Mentoring Techniques: Mentoring Fundamentals 2. Essential Mentoring Techniques: Designing and Initiating Mentoring Programs 3. Essential Mentoring Techniques: Building and Maintaining Mentoring Relationships 4. Essential Mentoring Techniques: Evaluating and Ending the Mentoring Program
Effective Feedback for Employees and Colleagues Simulation	1. Giving Constructive Criticism 2. Receiving Feedback and Criticism
Elements of Project Time Management	1. Developing and Controlling the Project Schedule
Employee Relations (HRCI/PHR)	1. Employee and Labor Relations: Employment Regulations and Organizational Programs 2. Fair Labor Standards Act (FLSA)
Employment and Labor Law	1. Applying Merit System Principles and Avoiding Prohibited Personnel Practices (NOAA Supervisor Series) 2. HIPAA Privacy Essentials
Equal Employment Opportunity (EEO)	1. Equal Employment Opportunity and Discriminatory Practices in Hiring
Executing, Monitoring & Controlling, and Closing a Project	1. Integrated Project Execution, Monitoring, and Control
Identifying Problem Performance	1. Recognizing and Diagnosing Problem Performance 2. Preventing Problem Performance
Implementing Project Human Resource Management	1. Planning Project Human Resources 2. Managing Project Human Resources 3. Planning and Managing Project Human Resources Simulation
Improving Problem Performance	1. Introduction to Labor-Management Relations (NOAA Supervisor Series)
Introduction to Project Process Groups and Initiating a Project	1. Developing and Controlling the Project Schedule
Managing Sexual Harassment Problems Simulation	1. Managing Sexual Harassment Problems Simulator
Managing the Delegated Environment	1. Delegation Essentials: Overcoming Delegation Problems
Managing Workplace Harassment Complaints Simulation	1. Managing Workplace Harassment Complaints Simulation
Project Life Cycles and Stakeholders	1. Project Management Process Groups
Project Management Essentials Simulation	1. Managing Projects within Organizations
Project Planning	1. Defining and Sequencing Project Activities

Project Scheduling	1. Estimating Activity Resources and Durations
Sexual Harassment in the Workplace (HRCI/PHR)	1. Employee and Labor Relations: Behavioral and Disciplinary Issues and Resolution 2. Workplace Harassment for Supervisors and Managers
Sexual Harassment Prevention for Federal Employees	1. Sexual Harassment for Federal Employees
The Personal Approach in Delegation	1. Delegation Essentials: The Delegation Process
Workplace Safety	1. Workplace Safety

Lieutenant	
OLD	**NEW**
Federal Budgeting Process	1. Federal Budgeting Process
Basics of Budgeting	1. Basic Accounting Principles and Framework 2. Accounting Transactions and Books of Account 3. The Accounting Cycle and Accrual Accounting
Master Budgets	1. Organizational Budgeting Activities and the Master Budget 2. The Balance Sheet 3. The Income Statement
Creating and Analyzing an Operating Budget	1. Planning and Preparing an Operating Budget 2. Preparing Operating Budgets and the Cash Budget
Effective Budget Management	1. The Accounting Equation and Financial Statements 2. Using Budgets for Management and Control 3. Trial Balance & Adjusting Entries 4. The Cash Flow Statement
Professional Assertiveness Assertive Communication Simulation	1. Interpersonal Communication: Communicating Assertively
Assertiveness from Inside to Outside	1. Interpersonal Communication: Communicating with Confidence
Everyday Business Etiquette	1. Professionalism, Business Etiquette, and Personal Accountability

Lieutenant Junior Grade	
OLD	**NEW**
Leading Change from the Front Line	1. Leadership Essentials: Leading Change
	2. Leadership Essentials: Leading with Emotional Intelligence
	3. Leadership Essentials: Leading Business Execution
Dynamics of Leadership	1. Leadership Essentials: Building Your Influence as a Leader
	2. Leadership Essentials: Leading Innovation
	3. Leadership Essentials: Creating Your Own Leadership Development Plan
Communication Skills for Leadership	1. Leadership Essentials: Communicating Vision
	2. Leadership Essentials: Motivating Employees
	3. Using Feedback to Improve Team Performance
	4. Getting Results without Authority: Persuasive Communication
	5. Elements of a Cohesive Team
Leadership without Authority	1. Getting Results without Direct Authority: Influencing Your Boss
	2. Getting Results without Authority: Building Relationships and Credibility
	3. Getting Results without Direct Authority: Reciprocity
Effective Team-building Strategies	1. Establishing Team Goals and Responsibilities
	2. Being an Effective Team Member
	3. Effective Team Communication
Effective Use of Feedback for Teams Simulation	1. Motivating Employees and Leading Change Simulation
Welcome to NOAA: A Journey of Discovery	1. Welcome to NOAA: A Journey of Discovery