



CPC CyberFlash

From the Director's Desk

To meet the needs of NOAA by providing the best officers available for each of the designated NOAA Corps billets, the following assignment process has been approved and will be adopted from this day forward:

1. Process

The billet list of 299 officers has almost been finalized and will be published shortly. When we receive authorization to increase the strength of the NOAA Corps, we will allocate additional billets accordingly. It is a zero sum game, which requires strict adherence to the total number of billets on the list. If a new billet is requested by a Line Office (LO), they must eliminate a billet of equal grade. Before each Officer Assignment Board (OAB) meeting the Commissioned Personnel Center will provide a list of all officers eligible to be reassigned within the next twelve months. Therefore, it is incumbent upon all officers and liaisons to have done their homework. Immediately after the Director, NC has approved the recommendations of the OAB and the individual officer is notified; the results will be posted at the CPC web site for all to view. CPC will send to each ship, via e-mail, a copy of the posted assignment changes. All other assignment boards shall be disestablished; all assignments will be handled by the OAB.

2. Membership

Each LO is designating one of their senior officers to represent them at the OAB meetings. Each LO has been granted authority to designate another officer to assist him/her if deemed appropriate. CPC will post the list of OAB members as soon as all the LOs provide that information to CPC. The Chairman of the OAB is Captain Sean White.

3. LO Liaison Officer Duties

The Director, NC expects all liaison officers to be fully engaged in the officer assignment process. Each liaison officer is to provide CPC with their priority billet list, understanding the statutory limits prescribed by law (299 for FY 2005 and FY

2006). As each LO liaison designates their priority billets, the Director, NC has asked that they be cognizant of creating career opportunities at all grade levels enabling advancement within each LO. The liaisons have the authority to designate new billets within their LO at any time but they must also relinquish a billet of similar grade. Liaisons are expected to be prepared to recommend officers for upcoming openings in their LO at each OAB meeting having accomplished the requisite interviews and coordination with both outgoing and incoming officers. Liaison officers are expected to coordinate rotation dates between the program and NMAO's operational commands and provide those dates to the assignment coordinator.

4. NOAA Corps Officer Duties

You are your own best advocate and have the responsibility to seek an assignment, which will challenge you and place you in the best position for advancement in the NOAA Corps. Work with your liaison officer and be proactive. If you are scheduled to be reassigned and have done little to communicate your desires, then the OAB will make a recommendation based on the needs at that time.

5. Assignment Coordinator

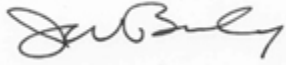
The CPC assignment coordinator is here to support both the officers and the NOAA programs. The assignment coordinator will work with each liaison officer as needed, schedule OAB meetings, and provide strategic workforce planning information to the members. The assignment coordinator will interact with individual officers as needed but we anticipate that the appropriate LO liaison officer will provide most of the support and guidance to the officers interested in an assignment within their LO.

Promotions

The various promotion packages are making their way through the approval process. Once the Secretary of Commerce approves the Officer Personnel Board (OPB) recommendations, CPC will notify all officers of those recommendations. Initially, all officers who have been nominated by the Secretary will receive an e-mail message to that effect. Concurrently, all officers who were not nominated will also receive an e-mail message; that message will also be sent to the officers' rating and reporting official. Those officers who were not nominated are encouraged to discuss the non-selection with their rating and reporting official. If an officer who was not nominated for promotion would like to further discuss their situation, they may contact the Chief, Officer Career Management Division, CPC. Officers should not contact OPB members, they have been sworn to secrecy and cannot discuss Board deliberations with anyone outside the Board.

CPC will send each officer a letter to be included in their Official Personnel File (OPF) informing them of their promotion status. CPC will publish the Secretary's nominations in a cyberflash not less than three days after the e-mail messages have been sent to the individual officers. It is CPC's intent to provide timely information to all officers

regarding promotion results but understand we may not always be able to reach every officer in three days.



Captain Jonathan W. Bailey, NOAA
Director, Commissioned Personnel Center

NOAA CORPS ANNIVERSARY CELEBRATION

May 22nd marks the 88th anniversary of the establishment of the NOAA Corps and its predecessors. The celebration is planned at the Reserve Officers Association (ROA) Headquarters, Washington, DC on May 7, 2005. This is an outstanding facility offering a spectacular view of the Washington skyline. Electronic and formal written invitations will be sent early next week. Each of you are encouraged to join us on this special evening.

TRICARE REMINDER

All active duty personnel must be enrolled in TRICARE; and both your duty station and home addresses must be current in your TRICARE enrollment. TRICARE uses your duty station and home zip codes, to determine if you are eligible for TRICARE Prime Remote. When you move, you must notify TRICARE of your new address for enrollment.

West Region - 888-TRIWEST
North Region - 877-TRICARE
South Region - 800-444-5445

PHYSICAL EXAMINATIONS

Periodic medical examinations are necessary to conserve and promote health, detect impairments, and ensure fitness for duty. **UP-TO-DATE PHYSICAL AND DENTAL EXAMS ARE REQUIRED FOR PROMOTION.**

A periodic medical examination must include the following:

Report of Medical Examination (DD Form 2808, Jan 2003)
Report of Medical History (DD Form 2807-1, Oct 2003)
Laboratory Studies
CBC
Blood Chemistry to include: HDL, LDL, and triglycerides
Urinalysis
Audiogram
PPD (unless contraindicated)

Tonometry – beginning at age 40
Fecal Occult Blood Test (FOBT) – beginning at age 40
Electrocardiogram (EKG) – beginning at age 40
Mammogram – beginning at age 40, then 44, 48, 50, 52, 54, etc
PAP Smear (required every 2 years/recommended annually)
HIV (every 5 years)
Ocular Examination – to include: gross visual acuity and color sense
(Any individual who visual acuity is less than 20/20, must include proof of refraction)
OSHA Respirator Medical Evaluation Questionnaire
Spirometry – if required

Frequency of Required Physical Examination

Age 24-49: every 5 years
Age 50 and over: yearly

Dive and Aviation Physicals do not qualify as a periodic medical examination unless it includes the above required tests.

DENTAL EXAMINATIONS

Dental Examinations are required annually. The "Dental Defects and Disease" section on the front of the DD Form 2808 may be used by the examining dentist. For those officers who use civilian dentist, DD Form 2813 should be used by the examining dentist.

If you have any questions, please contact Neavalj Edoja, 301-713-3453.

This message was generated for the Director of Commissioned Personnel