



# CPC CyberFlash

September 25, 2006

HONOR

RESPECT

COMMITMENT

## *From the Director's Desk*

DOC's Office of Human Resources Management (OHRM) completed their audit of CPC this past Friday. As mentioned in the previous Cyberflash, CPC was selected as an on-site review location for 2006. The audit focus was primarily on the strategic management of human capital and human resources accountability systems and procedures. Comprehensive record review, policy and procedure review, and numerous interviews took place during the week long audit. Special thanks to the randomly selected officers in the field who participated in the phone interviews. I understand that a final report will be made to NOAA within the next 60 days. I look forward to its receipt and will provide additional information as it becomes available.

A handwritten signature in black ink, reading "Todd Stiles".

Captain Todd C. Stiles, NOAA

Director, Commissioned Personnel Center

## EEO TRAINING REQUIREMENT

In accordance with NCD Chapter, 13106 A, All NOAA Corps officers shall attend a minimum of four hours of training in EEO principles and practices, prevention of sexual harassment, or cultural diversity once every two years. Government-sponsored courses, private industry courses, or correspondence courses may be used to fulfill this requirement, provided that training courses comport with the provisions of NOAA Administrative Order 215-101, NOAA EEO Training Program (see <http://www.ofa.noaa.gov/~nao/index.html>).

It is the NOAA Corps officer's responsibility to arrange for such training, and to ensure documentation of such training is provided for his/her Official Personnel File (OPF).

## ASSIGNMENTS

When looking for assignments, officers are reminded to identify a billet that is within their present grade level. Being assigned to a senior billet is not going to guarantee or significantly increase an officer's chance for promotion. The critical success factors for promotion include: performance, breadth of experience, leadership, management ability, professional development, and potential. Having stated this, officers should recognize that there will be special circumstances in which an officer may be assigned to a senior billet. A few of these reasons include:

- 1) Needs of the service and/or program needs;

- 2) Officer is getting ready to be selected for promotion;
- 3) No billets are available within the officers' present grade level.

Officers should also be aware that our current billet structure requires them to be assigned to billets that are commensurate with their grade. The current NOAA Corps authorized strength is 299 officers. By law, we are authorized to have the following percentages of officers per grade level: 8% for O-6, 14% for O-5, 19% for O-4, 23% for O-3, 18% for O-2, and 18% for O-1. Thus, every effort should be made to assign officers to an appropriate grade billet, unless service needs dictate otherwise.

If anyone should have any questions regarding this guidance, please feel free to contact the Chief, Officer Assignment Branch, LCDR John Caskey, at 301-713-7748 or [assignmentbranch.cpc@noaa.gov](mailto:assignmentbranch.cpc@noaa.gov)

## BILLET OF THE WEEK

Looking for an excellent opportunity to build inter-service relationships with the U.S. Navy and U.S. Coast Guard? Check out Billet #6010

Billet #6010: Science and Technical Liaison Officer, National Ice Center, NOAA Satellite Operations Facility, Suitland, MD

The National Ice Center (NIC) is a joint activity sponsored by NOAA, U.S. Navy, and U.S. Coast Guard. The mission of the NIC is to produce ice analyses and forecast products to ensure the safety of vessels operating in the ice-infested waters of the Arctic, Antarctic, and Great Lakes/Chesapeake Bay/Delaware Bay regions. Primary customers are NOAA, Navy, Coast Guard, and a wide range of commercial and scientific users from the public and private sectors.

The Science and Technical Liaison Officer acts as the primary interface between the NIC and much of its customer base. The officer will receive experience in the production of operational sea ice products, including the use of state-of-the-art geospatial information systems, working with sea ice working groups, will interact with Navy and Coast Guard officers and enlisted personnel, will promote NIC's capabilities and coordinate customer requirements for operational sea ice products at ice operations conferences, and will assist the NIC Chief Scientist and Science Officer in facilitating, managing and promoting the NIC's science projects.

There will be opportunities to participate in U.S. and international ice breaking operations and other sea ice field activities. Such examples are deployments to the Arctic on the USCGC HEALY (the largest ship in the USCG fleet and the Nation's premier Arctic icebreaker/research vessel), the Antarctic on various other icebreakers, and potential participation in Navy-sponsored ice camps on sea ice north of Alaska. Some opportunities may allow the officer to earn Arctic and Antarctic service awards. In addition, the officer will gain technical and administrative experience and develop managerial skills that can be applied to future supervisory and operational assignments, both ashore and afloat.

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