

Commissioned Personnel Center  
**CYBERFLASH**



**September 23, 2010**

**Director's Message**

**LEADERSHIP**

The six most important words: "I admit I made a mistake."

The five most important words: "You did a good job."

The four most important words: "What is your opinion."

The three most important words: "If you please."

The two most important words: "Thank you."

The one most important word: "We"

The least most important word: "I"

-Author unknown

To inspire your workers into higher levels of teamwork, there are certain things you must be, know, and do. The following 11 principles of leadership, from the U.S. Army, will help you:

1. Know yourself and seek self-improvement
2. Be technically proficient
3. Seek responsibility and take responsibility for your actions
4. Make sound and timely decisions
5. Set the example
6. Know your people and look out for their well-being
7. Keep your workers informed
8. Develop a sense of responsibility in your workers
9. Ensure that tasks are understood, supervised, and accomplished
10. Train as a team
11. Use the full capabilities of your organization

A handwritten signature in blue ink that reads "Raymond C. Slagle".

**CAPT Raymond C. Slagle, NOAA  
Director, Commissioned Personnel Center**

## **Announcements**

### **Promotions:**

I am pleased to announce the promotions of the following officers, effective 15 September. Please join me in congratulating:

CDR Mark A. Wetzler

LT Sarah A.T. Harris

LTJG Heather L Moe

LTJG Russell D. Pate

### **Deepwater Horizon Travel and Volunteers**

For those who have participated in the Deepwater Horizon Subsurface Monitoring Unit command at Houma, or New Orleans, LA, please be sure to retain a copy of **all travel documents**. The Office of Response and Restoration will be requesting a copy of this documentation through your Line Office.

At this time it is unclear whether NOAA Corps support will be needed to staff the Subsurface Monitoring Unit beyond 15 October. Therefore, I am encouraging officers to continue volunteering for the Chief, Ops or Wiki Manager positions in New Orleans from beginning of October through the end of December, in the event that NOAA Corps officers are still needed. Volunteers will report to the Unified Area Command, in New Orleans for a two week rotation. Please forward your availability to LCDR Dunsford at ([Sarah.Dunsford@noaa.gov](mailto:Sarah.Dunsford@noaa.gov)) no later than 30 September.

### **Use or Lose Leave Reminder**

You only have until 30 September to use any excess annual leave over the 75 days allowed to be carried over to the next Fiscal Year. Effective 1 October, all leave in excess of 75 days will be lost. As long as leave is taken before 1 October, the Payroll Unit recalculates any approved leave taken even though reported after the start of the new fiscal year. If you have any questions regarding leave processing, please contact Carol Holley or Ron Cunningham at the NOAA Corps Payroll Unit.

### **Submitting Documents to Payroll**

To better expedite payroll requests, please ensure your Officer Employee ID (EMPLID) is included on all documents. The EMPLID is for payroll purposes only.

## **Medical Records**

### **Submission of Medical Records**

To expedite and avoid duplicating effort by the reviewer of Medical/Dental records, please submit documents and reports immediately upon receipt either via OPF Online **or** by mail. Submissions received both by OPF Online and via mail will result in processing delays of your documentation. If you have questions, please contact CDR Hobson-Powell ([Elizabeth.Hobson-Powell@noaa.gov](mailto:Elizabeth.Hobson-Powell@noaa.gov)).

### **Periodic Medical Examinations**

Periodic medical examination requirements for NOAA Corps officers are available at:

[http://www.corpscpc.noaa.gov/medical/medical\\_req.html](http://www.corpscpc.noaa.gov/medical/medical_req.html) (click on medical package). In order to decrease the number of visits to the Military Treatment Facility (MTF) for the completion of your periodic physical examination, officers should download the medical package (DD2808, DD2807-1, MTF letter, NOAA Respirator). The MTF letter included in this package will provide your primary care manager with the specific medical requirements for NOAA Corps officers.

### Required Training Courses for Promotion

The required training courses for promotion are being updated. The updates should be complete by the end of this week. The following link to the CPC Career Management Training site lists all the e-learning courses that are required for promotion specifically to LTJG.

[http://www.corpscpc.noaa.gov/careermgmt/pdf/elearning\\_prom\\_ltjg.pdf](http://www.corpscpc.noaa.gov/careermgmt/pdf/elearning_prom_ltjg.pdf)

If you have any questions regarding this change please contact CDR Swallow ([Jon.Swallow@noaa.gov](mailto:Jon.Swallow@noaa.gov)), Chief Career Management Division, CPC.

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### Uniform Tip of the Day: ODU Footwear

**Topic: Appropriate footwear to be worn with the Operational Dress Uniform (ODU).**

- The standard uniform footwear for the ODU is a black leather safety boot with a composite toe. Steel Toe Boots will no longer be authorized after 31 December 2012.
- When wearing Safety Boots, the trouser legs are to be bloused.
- Black leather Oxfords are authorized for wear at the discretion of the Command and is prescribed only in specific cases.
- Dark brown Moccasin type boat shoes are authorized for small boat and shipboard operations only.
- Safety boots are to be "well blackened" and Oxfords are to be "well shined".

Please refer to the "Uniform Guidance and Tips" section of the Officership Forum on the Fleet Wiki, linked [here](#).

**References:** 3-36 of the USCG Uniform Manual dated February 2009; page 2 & 7 of Chapter 4.A of the NOAA Corps Uniform Manual; Chap. 12, Attach. 1, Sec. 434, Para. B of the NOAA Corps Directives

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### Upcoming Uniform and Awards Board Meetings

October 5
November 2
December 6

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### Approved Retirements/Resignations/Separations

The following officers have approved retirements, resignations, or separations. Be sure to thank them for their service to NOAA and nation and wish them the best the next time you

see these officers!

CDR Paul Schattgen	October 1, 2010
LT Benjamin Sniffen	October 1, 2010
CAPT James Verlaque	October 1, 2010
LTJG Oliver Brown	October 15, 2010
LT David Strausz	October 31, 2010
LTJG William Wells	November 1, 2010
LTJG Mary Gill	November 15, 2010
LT Lindsay Kurelja	December 1, 2010
CDR Steven Beckwith	January 1, 2011
LT Lindsey Wright	January 1, 2011
LT Katherine Peet	April 15, 2011
LT Jason Seifert	June 1, 2011
CDR Carl Groeneveld	June 1, 2011
LCDR James Illg	July 1, 2011
CAPT Michael Francisco	August 1, 2011

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## On the Horizon

October 4-29, 2010	REFTRA, Kings Point, NY (attendees have been notified)
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**Please see CPC website for additional information:**

Ship Augmentation Needs: <http://www.corpscpc.noaa.gov/cpchome/augmentation.html>

Assignments: <http://www.corpscpc.noaa.gov/careermgmt/assignments.html>

Evaluations: <http://www.corpscpc.noaa.gov/careermgmt/evaluation.html>

Training: <http://www.corpscpc.noaa.gov/careermgmt/training.html>

Uniforms & Awards: <http://www.corpscpc.noaa.gov/perservices/awards.html>

Wiki Fleet: <https://www.st.nmfs.noaa.gov/confluence/display/FleetWiki/Home>