

# NOAA Commissioned Personnel Center

## CYBERFLASH



27 April 2012

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### Director's Message

I have been asked by the Chair of the Uniform and Awards Board to take this opportunity to encourage officers to check the status of their uniforms. As mentioned in the last Cyberflash, the prescribed uniform of the day has changed from Service Dress Blue to Summer White as of the first Monday in April. With many events scheduled for the summer, officers are asked to review the Directives for appropriate wear of uniforms and to ensure their uniforms are in good condition, good fit and not altered (other than required tailoring for fit). White uniforms should not be yellow and navy blue uniforms should not be purple. In addition, the female combination cap should not be altered from purchase...that is, the tails must remain. I know this has been a point of controversy in the past, but the point of the uniform is that we are all uniform, and the hat with the tails is it.

Upcoming events and the prescribed uniforms:

- Department of Commerce Award Ceremony, May 1<sup>st</sup>, Summer White
- NOAA Corps DC Area Dining Out, May 19<sup>th</sup>, Dinner Dress White Jacket or equivalent
- MOC-A Change of Command, June 7<sup>th</sup>, Summer White
- NOAA Ship *Ferdinand Hassler* Commissioning, June 8<sup>th</sup>, Summer White
- OMAO Change of Command, June 29<sup>th</sup>, Summer White

A handwritten signature in black ink that reads "Anne K. Lynch".

**CAPT Anne K. Lynch, NOAA**  
**Director, Commissioned Personnel Center**

### Payroll Unit Update on Leave System

The NOAA Corps Payroll Unit is in the process of transitioning from our current leave processing database to a new system recently implemented by the U.S. Coast Guard. The transition has not been as seamless as originally planned. All leave documents that have been submitted to payroll in the past six weeks have not been processed and therefore not charged to officers' leave accounts. Payroll will devote extra time early next week, once the software issue has been resolved, to ensure the 175 leave documents currently pending are processed. If everything goes according to plan, officers will see recent leave taken reflected on the May LES. Also, everyone who has submitted leave documents will receive two emails after leave is processed by payroll. One will state that a leave document has been submitted and the other will confirm that it has been approved. The emails will not include the dates of leave taken but the specific dates will show on your LES.

If you have already sent your approved leave slips to payroll, please do not resubmit. If, after reviewing your May

LES, any leave you submitted has not been charged, please resubmit your leave slips. Thank you for your patience and if you have any questions please email [noaacorps.payrollunit@noaa.gov](mailto:noaacorps.payrollunit@noaa.gov).

### **EEO Required Training Make-Up Webinar**

The Make-up Required Training Webinar discussing EEO and Diversity for Managers and Supervisors is tentatively scheduled for Thursday, May 10th, from 1200 hrs to 1600 hrs Eastern Daylight Time. There will four presenters covering the following topics: Reasonable Accommodation, The Interactive Process; Management's Responsibility in the EEO Complaint Process; Office of General Counsel Update; and Current OMAO EEO and Diversity Issues. Immediately following each presentation there will be a brief question and answer session for the respective topic. The link information will be sent a long with a reminder message before the event.

### **Active Duty Dental Care Program Update**

Effective January 1, 2011, NOAA Corps officers became eligible to receive dental services under the Department of Defense's Active Duty Dental Program (ADDP). These services are administered by United Concordia Companies, Inc (UCCI). All NOAA Corps officers should have already received an ADDP identification card in the mail. If you have not received your card yet you must contact the ADDP at 1-866-984-2337. NOAA Corps officers may receive dental services from a military dental treatment facility (DTF) or from an authorized private sector dentist via the ADDP-Remote Program. Visit [TRICARE Active Duty Dental Program](#) for more details.

All NOAA Corps officers are required to complete a Type II dental exam at least once per year (class I or class II dental status is required). NOAA Corps officers will not be nominated or promoted to a higher grade until they are deemed dentally qualified for promotion. Therefore, it is the NOAA Corps officer's responsibility to ensure that all dental examinations are completed in a timely manner and that all supporting documentation is submitted (i.e. Dental treatment notes). The "Dental Defects and Disease" section 43 of the DD Form 2808 may be used by the examining Dental Treatment Facility (DTF) and should include copies of the dental treatment notes. Civilian dentists should use the [DD FORM 2813](#) and should also include dental treatment notes. Dental information must be submitted to the Medical Administration Branch via Medical OPF, United States Postal Service (USPS) or UPS.

**Attention: Medical Administration Branch  
NOAA/Commissioned Personnel Center,  
8403 Colesville Road, #500,  
Silver Spring, MD 20910.**

### **On the Horizon**

02 May 2012	Uniform and Awards Board Meeting
19 May 2012	<a href="#">NOAA Corps ACO Anniversary Dinner</a>
28 June 2012	OMAO Change of Command

## Approved Resignations, Separations, and Retirements

The following officers have approved retirements, resignations, or separations within the **next three months**. Be sure to thank them for their service to NOAA and nation.

LT Sean Finney	24 May 2012
CAPT Christopher A. Beaverson	01 June 2012
CAPT John E. Lowell Jr.	01 June 2012