



UNITED STATES DEPARTMENT OF COMMERCE
National Oceanic and Atmospheric Administration
NOAA MARINE AND AVIATION OPERATIONS
Silver Spring, Maryland 20910-3282

APR 18 2013

MEMORANDUM FOR: Chair, Officer Personnel Board

FROM: Rear Admiral Michael S. Devany, NOAA
Director, NOAA Corps

SUBJECT: PRECEPT CONVENING AN OFFICER PERSONNEL BOARD
TO RECOMMEND OFFICERS OF THE NOAA CORPS ON THE
LINEAL LIST FOR PROMOTION TO THE GRADE OF
LIEUTENANT COMMANDER

Pursuant to the National Oceanic and Atmospheric Administration Commissioned Officer Corps (NOAA Corps) Directives 04203, 04204, and 04205, a Selection Board is appointed to consider officers for promotion to the grade of lieutenant commander.

In accordance with NOAA Corps Directives, Chapter Four, Part Three, Qualifications, NOAA Corps officers eligible for promotion shall be found to be mentally, physically, and professionally qualified. The Board's criteria for selection should include performance, leadership ability, management ability and professional development. The NOAA Corps' operational excellence requires an array of skills and expertise. Every community contributes to our overall success. Each community is essential and provides its own path to leadership and technical proficiency, though opportunities for command may come at different levels and numbers depending on the community. High performance in operational, command, and key staff positions is important in showing an officer's potential. Strong consideration should be given to those officers with potential to assume the responsibilities associated with operational duty.

All proceedings of this Board will be undertaken consistent with NOAA-wide policies concerning equal employment opportunity and equal treatment, as well as Executive Branch Principles of Ethical Conduct. To assist the Board deliberations, the Director, CPC, will provide, at your request, summaries of NOAA's current policies. The NOAA Corps' commitment to equal opportunity, without regard to race, creed, color, gender, national origin, or occupational specialty, must be without question and readily apparent to all whom would independently review this commitment.

Subject to existing law, directives, and the oath taken, each Board member is to be governed by his/her own judgment when giving weight to the broad qualification criteria, which are contained in NOAA Corps Directives, Section 04303. You should emphasize to the members of the Board the importance of their obligation to confine themselves to facts of records and not predicate judgments on rumor or hearsay. At the end of your deliberations, all members must be able to say that the officers recommended for promotion are in the opinion of at least a majority of the Board, the best qualified to carry out the duties and responsibilities of the grade for which they are selected.



The promotion zone shall consist of fifteen (15) lieutenants on the lineal list consisting of the most senior officer in the grade of lieutenant; namely, LT Higgins and those fourteen (14) officers junior thereto who have not been previously selected for promotion. Up to twelve (12) best qualified officers shall be recommended for promotion.

The Board shall convene at 0830 on Monday, April 22, 2013, at OMAO, 8403 Colesville Road, Suite 500, Large Conference Room, or as soon thereafter as practicable, for the purpose of considering all officers in the grade of lieutenant who are eligible for consideration for promotion to the grade of lieutenant commander in the NOAA Corps. Members of the Board shall swear or affirm that they will, without prejudice or partiality, and having in view both the records of the officers, and the efficiency of the NOAA Corps, perform the duties imposed upon them.

The following officers will comprise the Board membership:

The following non-voting members are authorized to assist the Board as needed.

Captain Anne K. Lynch, NOAA, Director, Commissioned Personnel Center (CPC)
Monica M. P. Matthews, Deputy Director, CPC
Katherine P. Raymond, Acting Chief, Officer Personnel Management Division (OPMD)
Sherrita Irby, Human Resources Specialist, OPMD
Lieutenant Guinevere R. Lewis, NOAA, Staff Officer, OPMD

The Board shall submit a report in writing signed by all members of the Board. Except for the report of this Board, the proceedings of the Board shall not be disclosed to any person not a member of the Board. You will direct the members of the Board that their recommendations shall be kept confidential until the Secretary approves the report on behalf of the President, and the names of officers selected for promotion are released to the Service at large. The Board deliberations are to remain confidential and are not to be discussed with anyone who was not a member of the Board.