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1.A. Temporary Appointment of Officers into the NOAA Commissioned Corps

1.A.1. Statutory Authority

Original appointments in the NOAA Corps may be made in the grades of ensign, lieutenant (junior grade) and lieutenant. [33 U.S.C. 3021] Appointments to all permanent grades shall be made by the President, by and with the advice and consent of the Senate. [33 U.S.C. 2026]

1.A.2. Temporary Appointments to the Grade of Ensign

Generally, ensigns are brought into the National Oceanic and Atmospheric Administration Commissioned Corps (NOAA Corps) by a temporary appointment through the authority found in 33 U.S.C. 3029(a). While temporary appointments in the grade of ensign may be made by the President alone, this authority has been delegated to the Secretary of Commerce (Secretary) through Executive Order 11023. Each temporary appointment terminates at the close of the next regular session of Congress unless the Senate sooner gives its advice and consent to the appointment. [33 U.S.C. 3029(a)]

This appointment procedure is memorialized in the temporary appointment checklist, attached hereto as Appendix 1A-1.

1.A.2.a Selecting Applicants for Temporary Appointment

1. In March, the Director, Commissioned Personnel Center (CPC), provides an estimate of the projected Corps strength through the end of the next fiscal year. This estimate is forwarded to the Director of the NOAA Corps (NC).
2. The Director, NC, determines the number of new officers that are needed to meet the needs of the service in the next fiscal year.
3. The Director, NC, determines the beginning dates of the next fiscal year's Basic Officer Training Classes (BOTCs). These classes typically commence in March and September.
4. Once start dates are set, the Director, CPC, coordinates class schedules with the training contractor, the US Merchant Marine Academy at Kings Point, NY.
5. The NOAA Corps recruiter posts the deadline for submitting applications for each scheduled BOTC on the NOAA Corps website. The closing date for applications is approximately four months prior to the start date of BOTC. However, the NOAA Corps accepts applications on an on-going basis.
6. The recruiter receives all applications and ensures minimum qualifications are met. Refer to section three, of this manual, for details relating to recruitment of individuals into the NOAA Corps.
7. Approximately three months prior to the commencement of a BOTC, the Director, NC, convenes an Officer Personnel Board (OPB) to review applications for appointment in the NOAA Corps.

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8. The OPB, after reviewing the applications, recommends which applicants should be selected as primary candidates or alternates, have been found to be academically unqualified, or not selected. The OPB also recommends constructive service commensurate with each applicant's education, prior professional work experience, and/or prior commissioned service. CPC shall prepare a memorandum for the record, signed by the OPB Chair, evidencing the OPB's recommendations.
9. The Director, CPC, advises each applicant, by letter, of his/her status, cautioning that the OPB recommendation is not final until the Secretary acts upon it. Primary and alternate applicants are also advised that they must be found medically qualified prior to the submission to the Secretary of the OPB's recommendations for temporary appointment. Academically unqualified applicants shall be advised what additional coursework is necessary to become academically qualified. Non-selected applicants are also advised of their status. Sample letters are attached hereto as Appendices 1A-2, 1A-3, 1A-4 and 1A-5. Enclosed with the letter for the primary and alternate candidates is DD-Form 2807-1, Report of Medical History and a Notice of Intent (Appendix 1A-6).
10. Upon receipt of DD Form 2807-1, the Director, Office of Health Services and Pastoral Care (OHSPC), reviews and makes an initial recommendation to the Director, NC, as to whether the candidate upon his/her initial review, is medically qualified.
11. If the candidate is found to be medically qualified by the Director, OHSPC, the Chief Recruiter schedules a physical examination for the candidate and sends out a pre-commissioning physical examination package. The pre-commissioning package contains the following, and is attached hereto as Appendix 1A-7:
 - a. Examination Checklist;
 - b. DD Form 2808, Report of Medical Examination; and
 - c. Notice of Drug Testing.
12. If, during the initial medical review, the candidate is found not medically qualified, a letter indicating such will be sent to the candidate from the Director, NC (Appendix 1A-8).
13. Once the Director, OHSPC, receives the pre-commissioning package and accompanying documentation, he/she determines whether or not the candidate is medically qualified for an appointment in the NOAA Corps (Appendix 1A-9).
14. Once medically qualified, the Chief Recruiter, will mail to each candidate the following forms to begin a background check:
 - a. SF-86, Questionnaire for National Security Positions;
 - b. SF-87, Fingerprint Chart;
 - c. SF-312, Classified Information NonDisclosure Agreement; and
 - d. Fair Credit Reporting Act of 1970
15. Prior to the candidates commissioning, the Chief Recruiter sends out the Final Information Package. The final information package contains the following, and is attached hereto as Appendix 1A-10:
 - a. SF-61, Appointment Affidavit;
 - b. certification of physical condition

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1.A.2.b. Nominating Applicants for Temporary Appointment as Ensigns

1. Once it is determined that the primary and alternate applicants are medically qualified for appointment, the Director, CPC, prepares the temporary appointment package for action by the Secretary. The package is prepared and forwarded to the Secretary at least one month prior to the commencement of the BOTC. The nomination package is as follows, and as attached hereto as Appendix 1A-11:
 - a. Cover memorandum signed by the Director, NC;
 - b. Decision memorandum to the Secretary, through the Under Secretary of Commerce for Oceans and Atmosphere (NOAA Administrator);
 - c. Memorandum for the record signed by the Chair of the OPB that the OPB, in fact, recommended the applicants for temporary appointment as ensigns;
 - d. Memorandum for the record signed by the Director, CPC, and Director, Office of Health Services and Pastoral Care, NOAA Marine and Aviation Operations (NMAO), indicating that the recommended applicants have met all requirements for temporary appointment; and,
 - e. Nomination form.
2. The completed nomination package will be transmitted by the Director, NC, via both the NOAA Correspondence Control System (WebCims) and Gold Pouch, to the NOAA Executive Secretariat (ExecSec). The Director, NC, will retain a complete copy of the package, which will be held on file with the Director, CPC.
3. The NOAA ExecSec will normally notify the Director, NC, by phone and e-mail, both when the package has been received and when the Decision Memorandum has been approved by the NOAA Administrator and forwarded to the Department of Commerce (DOC) Executive Secretariat (ExecSec) for review. The NMAO representative in the Program Coordination Office (PCO) will be responsible for follow-up.
4. After DOC ExecSec completes the vetting process, the Secretary reviews the OPB's recommendations.
 - a. If the Secretary concurs, the Secretary will sign the memorandum temporarily appointing the candidates.
 - b. If the Secretary does not accept the recommendations of the OPB, the OPB shall make further recommendations as are acceptable. [33 U.S.C. 3022(c)]
5. The DOC ExecSec will normally notify the Director, NC, by phone and e-mail, when the Secretary has acted upon the OPB recommendations. If the Secretary does not accept the OPB recommendations, the nomination package will be returned to the Director, NC, for appropriate action. The NMAO representative in the PCO will be responsible for follow-up.
6. The Director, CPC, records the date on which the Secretary temporarily appointed the applicants as ensigns in the NOAA Corps. All temporary appointments in the grade of ensign shall expire at the close of the next regular session of Congress unless the Senate sooner gives its advice and consent to the permanent appointment. [33 U.S.C. 3029(a)]. The Director, CPC, also records the expiration date of each temporary appointment.
7. If, despite careful planning, it appears that the Senate will not act on a confirmation package for ensigns appointed temporarily before the close of its session and, as a result of the inaction, the appointments would lapse, a new temporary appointment nomination package will be prepared by the Director, CPC, and forwarded to the Secretary in the manner

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described in this section. This procedure will only be used to avoid a lapse in appointment until such time as the Senate acts on a permanent appointment package.

1.A.2.c. Certificate Evidencing Temporary Appointment

1. One month prior to the BOTC graduation date, the Director, CPC, will prepare temporary appointment certificates for each temporarily appointed ensign. Once the certificates are prepared, the Director, CPC, prepares the package requesting the Secretary sign the certificates. The package consists of the following documents, and is attached hereto as Appendix 1A-12:
 - a. Cover memorandum signed by the Director, NC;
 - b. Decision Memorandum to Secretary, through the NOAA Administrator; recommending that the Secretary sign the certificates; and,
 - c. Certificates.
2. The certificate package will be transmitted by the Director, NC, via both the NOAA Correspondence Control System (WebCims) and Gold Pouch, to the NOAA ExecSec. The Director, NC, will retain a complete copy of the package, which will be held on file with the Director, CPC.
3. NOAA ExecSec will normally notify the Director, NC, by phone and e-mail, both when the package has been received and when the Decision Memorandum has been approved by the NOAA Administrator and forwarded to the DOC ExecSec for review and action. The NMAO representative in the PCO will be responsible for follow-up.
4. Once the signed certificates are received at CPC, the Chief, Officer Services Division (OSD), will prepare a cover memorandum for signature by the Director, NC, for the officer, Appendix 1A-13. This memorandum, along with the signed certificate, will be sent to the officer, and a copy will be placed in the officer's Official Personnel File.
5. Temporary appointment certificates are presented to the ensigns upon graduation from BOTC.

1.B. Permanent Appointment of Officers into the NOAA Commissioned Corps

1.B.1. Selection for Permanent Appointment

This appointment procedure is memorialized in the permanent appointment checklist, attached hereto as Appendix 1B-1.

1.B.1.a. Temporarily Appointed Ensigns

1. Temporarily appointed ensigns who satisfactorily complete Basic Officer Training Class (BOTC) shall be nominated for permanent appointment in the grade of ensign.
2. Because of prior work experience, graduate degrees or prior commissioned service, some temporarily appointed ensigns may qualify to be permanently appointed in the grades of lieutenant (junior grade) or lieutenant. In those circumstances, and upon an Officer Personnel Board (OPB) recommendation and the Secretary of Commerce's (Secretary) approval of such recommendation, these officers will be nominated for permanent appointment in the appropriate grade. Under no circumstances will an individual be recommended for permanent appointment in any grade other than ensign, lieutenant (junior grade), or lieutenant.

1.B.1.b. Applicants Seeking Original Appointment

1. The National Oceanic and Atmospheric Administration Commissioned Corps (NOAA Corps) accepts applications on a rolling basis during each year, indicating the deadline for receipt of applications to be considered for the next BOTC. See section 1.A.2.a.
2. Review of applications by the recruiter and the OPB is conducted in the same manner set forth in section 1.A.2.a.
3. OPB reviews applications at the same time it reviews applicants for each BOTC. See section 1.A.2.a.
4. The OPB, after reviewing the applications, recommends which applicants should be selected as primary candidates, have been found to be academically unqualified or not selected. The OPB also recommends constructive service commensurate with each applicant's education, prior professional work experience, education, and/or prior commissioned service. The Director, Commissioned Personnel Center (CPC) shall prepare a memorandum for the record, signed by the OPB Chair, evidencing the OPB's recommendations. A sample OPB memo appears in Appendix 1B-2.
5. The Director, CPC, advises each applicant, by letter, of their status, cautioning that the OPB recommendation is not effective until the Secretary approves it and the President makes the appointments, by and with the advice and consent of the Senate. Primary applicants are also advised that they must be found medically qualified prior to the submission to the Secretary of the OPB's recommendations for permanent appointment. Academically unqualified applicants shall be advised what additional coursework is necessary to become academically qualified. Non-selected applicants are also advised of their status. Sample letters are attached as Appendix 1B-3, 1B-4, and 1B-5.

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6. The recruiter schedules physical examinations upon receipt of each primary applicant's completed DD Form 2807-1, Report of Medical History.
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1.B.2. Nomination for Permanent Appointment

1. Upon commencement from BOTC, the Director, CPC, prepares a package seeking permanent appointment of those ensigns who have been temporarily appointed to the NOAA Corps and who have successfully completed BOTC. The nomination package is as follows, and as attached hereto as Appendix 1B-6:
 - a. Cover memorandum signed by the Director, NOAA Corps (NC);
 - b. Decision memorandum to the Secretary, through the Under Secretary of Commerce for Ocean and Atmosphere (NOAA Administrator);
 - c. Memorandum for the record signed by the Chair of the OPB that the OPB has recommended the temporary ensigns so listed for permanent appointment in the grades so indicated;
 - d. Memorandum for the record signed by the Director, CPC and Director, Office of Health Services and Pastoral Care, NOAA Marine and Aviation Operations (NMAO), indicating that the temporarily appointed ensigns have met all requirements for permanent appointment;
 - e. Memorandum to the Deputy Assistant to the President;
 - f. Letter to the President; and,
 - g. Nomination Form
2. The nomination package will be transmitted by the Director, NC, via both the NOAA Correspondence Control System (WebCims) and Gold Pouch, to the NOAA Executive Secretariat (ExecSec). The Director, NC, will retain a complete copy of the package, which and will be held on file with the Director, CPC.
3. NOAA ExecSec will normally notify the Director, NC, by phone and e-mail, both when the package has been received and when the Decision Memorandum has been approved by the NOAA Administrator and forwarded to the Department of Commerce (DOC) Executive Secretariat (ExecSec) for review. The NMAO representative in the Program Coordination Office (PCO) will be responsible for follow-up.
4. After DOC ExecSec completes the vetting process, the Secretary reviews the OPB's recommendations.
 - a. If the Secretary concurs, the Secretary will forward the nomination package to the President.
 - b. If the Secretary does not accept the recommendations of the OPB, the OPB shall make further recommendations as are acceptable. [33 U.S.C. 3022 (c)]
5. The DOC ExecSec will normally notify the Director, NC, by phone and e-mail, when the Secretary has acted upon the OPB recommendations and forwarded the nominations, via express mail to the White House for Presidential approval. DOC ExecSec will provide the express mail tracking number to the Director, NC. If the Secretary does not accept the OPB recommendations, the nomination package will be returned to the Director, NC, for appropriate action. The NMAO representative in the PCO will be responsible for follow-up.

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6. The Director, CPC, will contact the Executive Clerk at the White House and will provide the express mail tracking number of the nomination package. The Director, CPC, will confirm receipt by the Clerk.
 7. The date that the nomination list was read into the record as received by the Senate will be verified in the Congressional Record, by the Director, CPC. A copy of the relevant Congressional Record(s) will be maintained in the appropriate file in the CPC.
 8. The date that the Senate confirmed the nominees will be verified in the Congressional Record by the Director, CPC. A copy of the relevant Congressional Record(s) will be maintained in the appropriate file in the CPC.
 9. The Director, CPC, will determine the date of Presidential approval by contacting the Executive Clerk of the White House. The Director, CPC, will also ensure that the document evidencing Presidential approval of the nominations is received. The Chief, Officer Services Division (OSD), enters the dates of confirmation and Presidential approval for each nominee into the CPC database.
 10. After receipt of Presidential approval of the nominations, the Director, CPC, prepares and sends a letter to each nominee advising him/her of the approval. A sample memo appears in Appendix 1B-7.
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1.B.3. Commission Evidencing Permanent Appointment

1. When notification is received from the White House that the Senate has confirmed the nominees, the Director, CPC, will prepare a Commission for each appointment, and as well as a package requesting that the Secretary sign the Commissions. The contents of the package are as follows, and as attached hereto as Appendix 1B-8:
 - a. Cover memorandum signed by the Director, NC;
 - b. Decision memorandum to the Secretary, through the NOAA Administrator, recommending that the Secretary sign the Commissions; and,
 - c. Commissions
2. The Commission package will be transmitted by the Director, NC, via both the NOAA Correspondence Control System (WebCims) and Gold Pouch, to the NOAA ExecSec. The Director, NC, will retain a complete copy of the package, which will be held on file with the Director, CPC.
3. NOAA ExecSec will normally notify the Director, NC, by phone and e-mail, both when the package has been received and when the Decision Memorandum has been approved by the NOAA Administrator and forwarded to the DOC ExecSec for review and action. The NMAO representative in PCO will be responsible for follow-up.
4. The PCO will hand carry the signed Commissions from DOC ExecSec to the Director, CPC, for appropriate action.
5. The Chief, OSD, will ensure that a copy of each officer's signed Commission is maintained in each officer's Official Personnel File. Once the signed memorandum(s) and Commission(s) are received at CPC, the Chief, OSD, will prepare a cover memorandum (Appendix 1B-9) for signature by the Director, CPC, for the officer. This memorandum, along with the signed Commission will be sent to the officer, and a copy of both will be placed in the officer's Official Personnel File.

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6. The Chief, OSD, will forward both a copy of the cover memorandum and a copy of the signed commission to the NOAA Corps Payroll Unit in Topeka, Kansas to effect new pay and allowances.
7. The Director, CPC, is responsible for reviewing all permanent appointments, and ensuring that all necessary information is in the CPC database.

1.C. Inter-Service Transfer of Officers into the NOAA Commissioned Corps

1.C.1 Statutory Authority

1. Notwithstanding any other provision of law, the President, within authorized strengths and with the consent of the officer involved, may transfer any commissioned officer of a uniformed service from his uniformed service to, and appoint him/her in, another uniformed service. [10 U.S.C. 716(a)]. The policies and procedures governing such inter-service transfers are contained in Department of Defense Directive 1300.4 and the National Oceanic and Atmospheric Commissioned Corps (NOAA Corps) Directives Chapter 01301-01304.
 2. An officer so transferred may not be assigned precedence or relative rank higher than that held on the day before such transfer. [10 U.S.C. 716(b)]
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1.C.2 Transfer to the NOAA Corps

This transfer procedure is memorialized in the inter-service transfer checklist, attached hereto as Appendix 1C-1.

1. Upon receiving a request from a commissioned officer of a uniformed service desiring a transfer to the NOAA Corps, the Director, NOAA Corps (NC), forwards the request to the Commissioned Personnel Center (CPC) for consideration.
2. If the officer to be transferred is found to be medically qualified, the Director, CPC, will forward the officer's name to the Officer Personnel Board (OPB). A sample letter is attached hereto as Appendix 1C-2.
3. The Director, NC, provides the OPB with a precept memorandum identifying the needs of the service. A sample precept memorandum is attached hereto as Appendix 1C-3.
4. The OPB reviews all requests and recommends to the Secretary of Commerce (Secretary) whether the transfer is consistent with the needs of the service.
5. If the OPB recommends the transfer be approved, the Director, CPC, notifies the officer of the OPB recommendation, cautioning that such a transfer is conditioned upon the receipt of the officer's written consent to the transfer, the Secretary's approval of the transfer, the losing service's consent to the transfer and Presidential approval. Sample letters are attached hereto as Appendices 1C-4 and 1C-5. If the OPB does not recommend the transfer be approved, the Director, CPC, notifies the officer of such recommendation. A sample letter is attached as Appendix 1C-6.
6. Upon receipt of the officer's consent to the transfer, the Director, CPC, prepares a transfer package as follows and as attached hereto as Appendix 1C-7:
 - a. Cover memorandum signed by the Director, NC;

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- b. Decision memorandum to the Secretary, through the Under Secretary of Commerce for Oceans and Atmosphere (NOAA Administrator) recommending the Secretary accept the OPB transfer recommendation;
 - c. A memorandum for the record signed by the OPB Chair indicating the OPB recommended the listed officer be transferred into the NOAA Corps;
 - d. Memorandum for the record signed by the Director, CPC, and Director, Office of Health Services and Pastoral Care, NOAA Marine and Aviation Operations (NMAO), indicating that the officer at issue has met all requirements for inter-service transfer;
 - e. The officer's consent to the transfer; and,
 - f. Memorandum from the Secretary accepting the OPB recommendation
 7. The transfer package will be transmitted by the Director, NC, via both the NOAA Correspondence Control System (WebCims) and Gold Pouch, to the NOAA Executive Secretariat (ExecSec). The Director, NC, will retain a complete copy of the package, which will be held on file with the Director, CPC.
 8. NOAA ExecSec will normally notify the Director, NC, by phone and e-mail, both when the package has been received and when the Decision Memorandum has been approved by the NOAA Administrator and forwarded to the Department of Commerce (DOC) Executive Secretariat (ExecSec) for review and action. The NMAO representative in the Program Coordination Office (PCO) will be responsible for follow-up.
 9. DOC ExecSec will notify the Director, NC, by both phone and e-mail, when the Secretary has acted upon the OPB recommendations.
 - a. If the Secretary concurs with the OPB, the Secretary will sign the memorandum letter approving the transfer.
 - b. If the Secretary disapproves the OPB recommendations, the OPB shall make further recommendations as are acceptable. [33 U.S.C. 3022(c)]
 10. Upon notification that the Secretary has approved the OPB recommendation for an inter-service transfer, the Director, NC, requests that the losing service concur with the transfer. Attached to this letter shall be the officer's written consent to the transfer. Appendix 1C-8 contains a sample letter to the losing service.
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1.C.3. Effecting Inter-Service Transfer to the NOAA Corps

1. After receiving consent from the losing service, the Director, CPC, prepares an inter-service transfer implementation package. The contents of the package are as follows, and as attached hereto as Appendix 1C-9;
 - a. Cover memorandum signed by the Director, NC;
 - b. Decision memorandum to the Secretary, through the NOAA Administrator recommending the Secretary forward the inter-service transfer request to the President;
 - c. The losing service's concurrence with the transfer into the NOAA Corps;
 - d. The officer's consent to the transfer;
 - e. Memorandum from the Secretary accepting OPB recommendation;
 - f. Memorandum to the Deputy Assistant to the President;
 - g. Letter for the President's signature approving the transfer; and,
 - h. Memorandum for the Secretary from the President approving the transfer
2. The transfer implementation package will be transmitted by the Director, NC, via both the NOAA Correspondence Control System (WebCims) and Gold Pouch, to the NOAA ExecSec.

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The Director, NC, will retain a complete copy of the package, which will be held on file with the Director, CPC.

3. NOAA ExecSec will normally notify the Director, NC, by phone and e-mail, both when the package has been received and when the Decision Memorandum has been approved by the NOAA Administrator and forwarded to the DOC ExecSec for review and action. The NMAO representative in the PCO will be responsible for follow-up.
 4. DOC ExecSec will notify the Director, NC, by both phone and e-mail, when the Secretary has acted upon the transfer package.
 5. The DOC ExecSec will normally notify the Director, NC, by phone and e-mail, when the Secretary has acted upon the transfer package and forwarded the nominations, via express mail to the White House for Presidential approval. DOC ExecSec will provide the express mail tracking number to the Director, NC. If the Secretary does not accept the OPB recommendations, the nomination package will be returned to the Director, NC, for appropriate action. The NMAO representative in the PCO will be responsible for follow-up.
 6. The Director, CPC, will contact the Executive Clerk at the White House and will provide the express mail tracking number of the nomination package. The Director, CPC, will confirm receipt by the Clerk.
 7. The Director, CPC, will determine the date of Presidential approval by contacting the Executive Clerk of the White House. The Director, CPC, will also ensure that the document evidencing Presidential approval of the inter-service transfer is received. The Chief, Officer Service Division (OSD), enters the date of Presidential approval for each inter-service transfer into the CPC database.
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1.C.4. Commission Evidencing Inter-Service Transfer

1. When notification is received from the White House that the President has approved the inter-service transfer, the Director, CPC, will prepare a commission for each officer as well as a package requesting that the Secretary sign each commission. The contents of the package are as follows, and as attached hereto as Appendix 1C-10:
 - a. Cover memorandum signed by the Director, NC;
 - b. Decision memorandum to the Secretary, through the NOAA Administrator, recommending that the Secretary sign the commissions; and,
 - c. Commission(s).
2. Commission package will be transmitted by the Director, NC, via both the NOAA Correspondence Control System (WebCims) and Gold Pouch, to the NOAA ExecSec. The Director, NC, will retain a complete copy of the package, which will be held on file with the Director, CPC.
3. NOAA ExecSec will normally notify the Director, NC, by phone and e-mail, both when the package has been received and when the Decision Memorandum has been approved by the NOAA Administrator and forwarded to the DOC ExecSec for review and action. The NMAO representative in the PCO will be responsible for follow-up.
4. DOC ExecSec will notify the Director, NC, by both phone and e-mail, when the Secretary has completed, dated, and signed the commission(s). The NMAO representative in the PCO will hand carry the signed commission(s) from DOC ExecSec to the Director, CPC.

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5. Once the signed commission(s) are received at CPC, the Chief, OSD, will prepare a cover memorandum for signature by the Director, NC, for each officer, Appendix 1C-11. This memorandum, along with the signed commission, will be sent to each officer, and a copy will be placed in the officer's Official Personnel File.
6. The Chief, OSD, will forward both a copy of the cover memorandum and a copy of the signed commission to the NOAA Corps Payroll Unit in Topeka, Kansas to effect pay and allowances.
7. The Chief, OSD, will ensure that a copy of each officer's signed commission is maintained in each officer's Official Personnel File.

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Temporary Appointment Checklist

Checklist - Original Appointment (Temporary)

Certified by Director, CPC _____
Initials Date

Candidate's Name: _____

Selecting Applicants for Temporary Appointment

In March of each year, the Director, Commissioned Personnel Center (CPC), provides an estimate of projected Corps strength through the end of the fiscal year and establishes Basic Officer Training Class (BOTC) dates for each class.

Approximately three months prior to commencement of BOTC, the Director, NOAA Corps (NC), convenes the Officer Personnel Board (OPB) to make recommendations to the Secretary for temporary appointment.

_____ OPB appointed
(mm/dd/yr)

_____ OPB convened
(mm/dd/yr)

Listed candidate was (check one):

_____ Primary _____ Alternate _____ Academically Unqualified _____ Non-select
_____ Waiver(s) Recommended for _____

OPB Recommended Credit for Prior Qualifications (NCD 01208):

_____ months for Advanced Degree
_____ months for Prior Professional Work
_____ months for Prior Commissioned Service

_____ The Director, CPC, prepares a memorandum for each candidate based on their
(mm/dd/yr) status as recommended by the OPB. Candidates will receive a letter indicating
whether they have been selected as a primary candidate, selected as an
alternate, have been found to be academically unqualified, or not selected.
[Appendix 1A-2, 1A-3, 1A-4, 1A-5]

_____ Memorandum for primary candidates and alternates is sent out along with
(mm/dd/yr) DD Form 2807-1, Report of Medical History and a Notice of Intent [Appendix
1A-6]

_____ NOAA Corps Recruiting Unit receives Letter of Intent
(mm/dd/yr) Candidates accepts _____ Candidate declines _____

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Temporary Appointment Checklist

- _____
(mm/dd/yr) NOAA Corps Recruiting Unit receives completed DD Form 2807-1
- _____
(mm/dd/yr) Director, Office of Health Services and Pastoral Care (OHSPC), reviews DD Form 2807-1 and makes a recommendation to the Director, NC, on whether this candidate is found to be medically qualified on the initial review
- _____
(mm/dd/yr) If on the initial review the candidate is found to be medically qualified, the Chief Recruiter schedules a physical examination for the candidate and sends out a pre-commissioning physical examination package [Appendix 1A-7]
- _____
(mm/dd/yr) If during the initial medical review the candidate is found not to be medically qualified, a letter indicating such will be sent to the candidate from the Director, NC [Appendix 1A-8]
- _____
(mm/dd/yr) Director, OHSPC, receives the completed pre-commissioning package and accompanying documentation, he/she determines whether or not the candidate is medically qualified for an appointment in the NOAA Corps [Appendix 1A-9]
- _____
Candidate meets US Coast Guard Medial Standards (Yes/No/Waiver)
- _____
Candidate meets height/weight standards (Yes/No/Waiver)
- _____
Drug Test Passed (Yes/No)
- _____
(mm/dd/yr) Once medically qualified, the Chief Recruiter, will mail to each candidate the following forms to begin a background check:
- a. SF-86, Questionnaire for National Security Positions;
 - b. SF-87, Fingerprint Chart;
 - c. SF-312, Classified Information NonDisclosure Agreement; and
 - d. Fair Credit Reporting Act of 1970
- _____
(mm/dd/yr) SF-86, Questionnaire for National Security Positions received
- _____
(mm/dd/yr) SF-87, Completed Fingerprint Chart received
- _____
(mm/dd/yr) SF-189, Completed Classified Information NonDisclosure Agreement received
- _____
(mm/dd/yr) Completed Fair Credit Reporting Act of 1970 received
- _____
(mm/dd/yr) Prior to candidates commissioning, the Chief Recruiter sends out the Final Information Package [Appendix 1A-10]

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Temporary Appointment Checklist

Nominating Applicants for Temporary Appointment as Ensigns

- _____
(mm/dd/yr) Cover and decision memorandum prepared by the Director, NC, to the Secretary of Commerce (Secretary) through the Under Secretary of Commerce for Oceans and Atmosphere (NOAA Administrator), recommending that the Secretary approve the OPB recommendations for temporary appointment (includes qualification memorandum) [Appendix 1A-11]
- _____
(mm/dd/yr) Nomination package entered in WebCims and sent by the Director, NC, to the Secretary, through the NOAA Administrator
- _____
(mm/dd/yr) Nomination package received by NOAA Executive Secretariat (ExecSec)
- _____
(mm/dd/yr) NOAA ExecSec forwards nomination package to Department of Commerce (DOC) Executive Secretariat (ExecSec)
- _____
(mm/dd/yr) Nomination package vetted through DOC ExecSec
- _____
(mm/dd/yr) DOC ExecSec notifies the Director, NC, when the Secretary approves recommendations
- _____
(mm/dd/yr) If OPB recommendation is not accepted by the Secretary, the Board shall make such recommendations as are acceptable

Certificate Evidencing Temporary Appointment

- _____
(mm/dd/yr) The Director, CPC, prepares temporary appointment certificate package evidencing appointment one month prior to graduation
- _____
(mm/dd/yr) Cover and decision memorandum prepared by the Director, NC, to the Secretary, through the NOAA Administrator recommending that the Secretary sign the certificates [Appendix 1A-12]
- _____
(mm/dd/yr) Temporary appointment certificate package sent by the Director, NC, to the Secretary, through the NOAA Administrator for signature, one month after the start of BOTC
- _____
(mm/dd/yr) Temporary appointment certificate package received by NOAA ExecSec
- _____
(mm/dd/yr) NOAA ExecSec forwards package to DOC ExecSec
- _____
(mm/dd/yr) Certificate signed by the Secretary and returned to the Director, CPC, to affix DOC seal

Commissioned Personnel Center
Office Instruction Manual
Temporary Appointment Checklist

_____	Copy of certificate scanned and retained in officer's file
(mm/dd/yr)	
_____	Certificate [Appendix 1A-12] and memorandum [Appendix 1A-13] presented to
(mm/dd/yr)	officer upon graduation from BOTC
_____	Date temporary appointment terminates (at the next regular session of
(mm/dd/yr)	Congress unless permanently appointed)

Commissioned Personnel Center
Office Instruction Manual
Temporary Appointment
Officer Candidate-Primary Select

(Date)

Name
Address
City, State, Zip Code

Dear (Name):

Based on the recommendations of the National Oceanic and Atmospheric Administration Commissioned Corps (NOAA Corps) Officer Personnel Board (OPB), you have been placed on the primary candidate list. Your name will be forwarded to the Secretary of Commerce (Secretary) for temporary appointment in the NOAA Corps, in the grade of ensign, if you satisfactorily pass the mental and physical examination as prescribed by the NOAA Corps Directives. Your temporary appointment will last until the close of the next regular session of the Congress unless the Senate sooner gives its advice and consent to the appointment.

Candidates who are found mentally and physically qualified and who are temporarily appointed by the Secretary to the grade of ensign will come aboard as members of the (number) NOAA Basic Officer Training Class (BOTC). The three-month BOTC is tentatively scheduled to convene on (date), at the U.S. Merchant Marine Academy, Kings Point, New York. Upon completion of initial training, you will be assigned to one of the NOAA ships.

If you intend to accept a temporary appointment, you are required to submit written notification of your intent to the Director, Commissioned Personnel Center (CPC) not later than (date). Your notice of intent (enclosed) should be mailed in the envelope provided to:

Director, Commissioned Personnel Center
1315 East-West Highway
Room 12100
Silver Spring, MD 20910-3282

If you fail to respond by this date, we will be unable to schedule your physical and forward your name in a timely manner to the Secretary for temporary appointment as an ensign in BOTC (number).

Your temporary appointment is dependent upon your being found mentally and physically qualified. If you intend to accept a commission in the NOAA Corps, please forward the attached SF-93, Report of Medical History (instructions attached), to the address listed above by (date). Upon receiving this form, this office will arrange for your physical examination at a NOAA clinic in Norfolk, Virginia; Tampa, Florida; or Seattle, Washington. If you wear corrective lenses for your vision (including contact lenses), you must bring a current copy of your prescription to the examination facility. In addition, if you have had a complete dental examination or a chest x-ray within the past 12 months, you must bring a copy of your dental records and/or x-ray report with you. Candidates should also bring all pertinent medical records, immunization histories and results of any routine tests. NOAA Corps recommends that you do not terminate present employment or refuse other job offers until you are found both mentally and physically qualified and have been notified that the Secretary has approved your temporary appointment. If you have difficulty obtaining an exam appointment, contact the Recruiting Unit via e-mail at NOAACorps.Recruiting@noaa.gov.

I have enclosed a pre-commissioning administrative package, the first in a series of information packages you will receive before the start of BOTC. The enclosed package describes documents and forms that are to be returned to CPC not later than (date). Complete and forward these documents to the address listed above.

Commissioned Personnel Center
Office Instruction Manual
Temporary Appointment
Officer Candidate-Primary Select

You are to be congratulated for being among those determined to be the most qualified for temporary appointment in the NOAA Corps. Thank you for considering a NOAA Corps career and I look forward to the opportunity to personally meet you. Additional details concerning your appointment and travel will be forwarded at a later date. If you decide that you are no longer interested in a commission in the NOAA Corps, I wish you all the best in your future endeavors.

Sincerely,

(Rank and Name of Officer), NOAA
Director, Commissioned Personnel Center

Enclosures

Commissioned Personnel Center
Office Instruction Manual
Temporary Appointment
Officer Candidate-Alternate

(Date)

Name
Address
City, State, Zip Code

Dear (Name):

Based on the recommendations of the National Oceanic and Atmospheric Administration Commissioned Corps (NOAA Corps) Officer Personnel Board (OPB), your name has been placed on the alternate candidate list. Your name will be forwarded to the Secretary of Commerce (Secretary) for temporary appointment in the NOAA Corps, in the grade of ensign, if a position becomes available and you have satisfactorily passed the mental and physical examination as prescribed by the NOAA Corps Directives. If a position becomes available and you are temporarily appointed, your temporary appointment will last until the close of the next regular session of the Congress unless the Senate sooner gives its advice and consent to the appointment.

Candidates who are found mentally and physically qualified and who are temporarily appointed by the Secretary to the grade of ensign will come aboard as members of the (number) NOAA Basic Officer Training Class (BOTC). The three-month BOTC is tentatively scheduled to convene on (date), at the U.S. Merchant Marine Academy, Kings Point, New York. Upon completion of initial training, you will be assigned to one of the NOAA ships.

If you intend to accept a temporary appointment, if offered, you are required to submit written notification of your intent to the Director, Commissioned Personnel Center (CPC), not later than (date). Your notice of intent (enclosed) should be mailed in the envelope provided to:

Director, Commissioned Personnel Center
1315 East-West Highway
Room 12100
Silver Spring, MD 20910

If you fail to respond by this date, we will be unable to schedule your physical and forward your name in a timely manner to the Secretary for temporary appointment and a place in BOTC (number) if a position becomes available.

Your temporary appointment is dependent upon the availability of a position in BOTC (number) and your being found mentally and physically qualified. If a position becomes available and you intend to accept a commission in the NOAA Corps, this office will arrange for your physical examination at a NOAA clinic in Norfolk, Virginia; Tampa, Florida; or Seattle, Washington. In the meantime, please forward the attached SF-93, Report of Medical History (instructions attached), to the address listed above by (date). After this form is received, and a physical examination is warranted, (Rank and Name), Chief, Recruiting Unit, will contact you directly to schedule a physical. If you wear corrective lenses for your vision (including contact lenses), you must bring a current copy of your prescription to the examination facility. In addition, if you have had a complete dental examination or a chest x-ray within the past 12 months, you must bring a copy of your dental records and/or x-ray report with you. Candidates should also bring all pertinent medical records, immunization history, and results of any routine tests. NOAA Corps recommends that you do not terminate present employment or refuse other job offers until you are found both mentally and physically qualified and have been notified that the Secretary has approved your temporary appointment. If you have difficulty obtaining an exam appointment, contact the Recruiting Unit via e-mail at NOAACorps.Recruiting@noaa.gov.

Commissioned Personnel Center
Office Instruction Manual
Officer Candidate-Alternate

I have enclosed a pre-commissioning administrative package. The enclosed package describes documents and forms that are to be returned to CPC not later than (date). Complete and forward these documents to the address listed above.

You are to be congratulated for being among those determined to be qualified for temporary appointment in the NOAA Corps. You will be notified immediately if your status as an alternate candidate is upgraded. Thank you for considering a NOAA Corps career and I look forward to the opportunity to personally meet you. If your status as an alternate candidate does not appear likely to improve, (Rank and Name of Recruiting Officer) will notify you at the earliest opportunity. If you are not afforded the opportunity for a commission prior to BOTC (number), I encourage you to resubmit your application. I wish you all the best in your future endeavors.

Sincerely,

(Rank and Name of Officer), NOAA
Director, Commissioned Personnel Center

Enclosures

Commissioned Personnel Center
Office Instruction Manual
Temporary Appointment
Officer Candidate-Academically Unqualified

(Date)

Name
Address
City, State, Zip Code

Dear (Name):

Recently, the National Oceanic and Atmospheric Commissioned Corps (NOAA Corps) Officer Personnel Board (OPB) convened to review your application for an appointment in the NOAA Corps. The OPB could not make a final decision on your application due to a deficiency in one or more of the following academic requirements:

Calculus I
Calculus II
Physics I
Physics II
Technical Credits

Your application for appointment will be reviewed when you provide documentation that you have met all the academic requirements.

I encourage you to continually update your application package for future appointment consideration. Please send the recruiting office revised resumes, transcripts, employment updates or any other materials you believe will better qualify you for appointment in the NOAA Corps.

If you have any questions please contact the NOAA Corps Recruiting Unit at 800-299-6622, ext. 119 or 122.

Sincerely,

(Rank and Name of Officer), NOAA
Director, Commissioned Personnel Center

Commissioned Personnel Center
Office Instruction Manual
Temporary Appointment
Officer Candidate-Non-Select

(Date)

Name
Address
City, State, Zip Code

Dear (Name):

The National Oceanic and Atmospheric Administration Commissioned Corps (NOAA Corps) Officer Personnel Board (OPB) recently convened to recommend those applicants the Board determined to be the best qualified for a commission in NOAA Corps at the Basic Officer Training Class (BOTC). Criteria used in the review and selection process included academic grade point average, academic performance in core scientific courses, letters of reference, interview evaluations, professional work experience, and leadership potential. Based on an in-depth evaluation and comparison of all applicants' qualifications, the Board concluded that you were not among those considered to be the most qualified for an appointment in the NOAA Corps; you have therefore not been recommended for an appointment.

The Board appreciated the opportunity to review your application. The competition for limited opportunities in the NOAA Corps is intense and your non-selection is not a reflection on your competitiveness for future appointment opportunities and should you choose to reapply, the Board will reevaluate your qualifications at that time.

Thank you for your interest in the NOAA Corps.

Sincerely,

(Rank and Name of Officer), NOAA
Director, Commissioned Personnel Center

Commissioned Personnel Center
Office Instruction Manual
Temporary Appointment
Officer Candidate - Notice of Intent

(Date)

(Rank and Name of Officer), NOAA
Director, Commissioned Personnel Center
1315 East-West Highway, Room 12100
Silver Spring, MD 20910-3282

Re: Notice of Intent

Dear (Name):

☐ I intend to accept a temporary appointment in the National Oceanic and Atmospheric Administration Commissioned Corps (NOAA Corps), if appointed by the Secretary of Commerce.

☐ I do not intend to accept a commission in the NOAA Corps.

Printed Name

Signature

Date

Commissioned Personnel Center
Office Instruction Manual
Temporary Appointment
Officer Candidate-Pre-Commissioning Package

MEMORANDUM TO: (number) BOTC Officer Candidates

FROM: (Rank and Name of Officer), NOAA
Chief, NOAA Corps Recruiting Unit

SUBJECT: Pre-Commissioning Physical Examination

Your pre-commissioning physical examination package contains the following:

Examination Checklist
DD Form 2808 – Report of Medical Examination
Notice of Drug Testing

The recruiting office schedules the examinations for you, thus, the administrative paperwork deadline indicated on your cover letter does not apply.

You will be scheduled for a complete physical at one of the following facilities:

- ❖ Fleet Medical Office, 439 W. York Street, Norfolk, Virginia
CDR Aronson at (757) 441-3760
- ❖ Fleet Medical Office, 1801 Fairview Avenue E., Seattle, Washington
CDR Exner at (206) 553-8704

Prior to your arrival to your designated facility please contact the medical officer listed above.

Prior to your physical examination, you are instructed to:

- ___ Fast for 12 hours prior to the exam, consume only water during the 12-hour fast
- ___ Refrain from wearing contacts for 48 hours prior to the exam, bring all prescription eye wear
- ___ Abstain from alcoholic beverages for 72 hours prior to the exam

Please bring the DD Form 2808 enclosed herewith, a copy of your previously completed DD Form 2807-1 (Report of Medical History), all previous medical records, results of any routine tests, and immunization histories with you to the medical facility.

You will be provided with travel orders and access to the medical facility. Do not attempt to make your own flight reservations. You cannot be reimbursed for airline tickets you purchase on your own. If you purchase any airline tickets, you will assume the full cost of the travel.

Commissioned Personnel Center
Office Instruction Manual
Temporary Appointment
Officer Candidate-Pre-Commissioning Package

MEMORANDUM FOR: (number) Basic Officer Training Class (BOTC) Candidates

FROM: (Rank and Name of Officer), NOAA
Director, Commissioned Personnel Center

SUBJECT: Notice of Drug Testing

Many functions associated with the National Oceanic and Atmospheric Administration Commissioned Corps (NOAA Corps) officer assignments have a direct impact on public health and safety, the protection of life and property, law enforcement, or national security. Therefore, the Department of Commerce (DOC) plan for a Drug-Free Workplace requires that all NOAA Corps officers entering on active duty be tested for illegal drug use.

Testing will occur prior to your appointment. The test will be conducted at a local test site and you will be given approximately 48-hour notice of the scheduled test. The government will not reimburse you for travel expenses associated with travel to and from the test facility. Even if a drug test was performed as part of a pre-commissioning physical examination, you will be required to complete the aforementioned test again. NOAA Corps officers are subject to random testing throughout their careers.

Testing will be performed through urinalysis by an independent contract laboratory certified by the Federal Government. You will be given the opportunity to report any prescription or over-the-counter drug(s) that you have taken. The test method consists of an immunoassay screen for drugs. Gas chromatography/mass spectrometry will be used to confirm a positive test. The following conditions are disqualifying for employment consideration within the DOC for a period of six months:

- a confirmed positive test;
- refusal to submit to testing or failure to cooperate with the collection process;
- failing to appear for a scheduled test without acceptable explanation; or
- tampering/adulterating/substituting sample.

The testing procedures have been designed to ensure reliable and accurate results. The contracted laboratory is required to observe strict quality control to ensure that samples are properly collected, identified, and handled. All test results are confidential.

Commissioned Personnel Center
Office Instruction Manual
Temporary Appointment
Officer Candidate-Found Not Medically Qualified (Initial Screening)

(Date)

Name
Address
City, State, Zip Code

Dear (Name):

I regret to inform you that based on the results of your medical history screening; you have been found physically disqualified for appointment in the NOAA Corps. An applicant for appointment must meet the standards prescribed in the U.S Coast Guard Medical Manual (COMDTINST M6000.1). The reason for your disqualification is *list specific condition here*.

The U.S. Coast Guard Medical Policy Manual (site chapter and section) reads in part:

Quote from manual

Unfortunately, we are unable to issue a waiver for this condition.

The opportunity to consider you as an applicant to the NOAA Corps is much appreciated and I thank you for your interest. Good luck in your future endeavors.

Sincerely,

Rear Admiral (Name of Director), NOAA
Director, NOAA Corps

Commissioned Personnel Center
Office Instruction Manual
Temporary Appointment
Officer Candidate-Found Medically Qualified (Pre-Commissioning Physical)

(Date)

Name
Address
City, State, Zip Code

Dear (Name):

You have been found both mentally and physically qualified for an appointment in the NOAA Commissioned Corps and your name has been forwarded to the Director, Security, Department of Commerce, to begin a background check. Your name will be forwarded, within the next few weeks, to the Secretary of Commerce for temporary appointment in the NOAA Corps, in the grade of ensign. A temporary appointment, in the NOAA Corps, is to continue in force during the pleasure of the President of the United States of America, until it terminates at the close of the next regular session of Congress, unless the Senate gives its advice and consent to the appointment prior to that time.

Enclosed is travel information, an application to apply for a Citibank government travel card, and information regarding mandatory online government travel card training. You will be required to pass the online Travel Charge Card Training before you are issued a government travel card. Please follow the enclosed instructions and complete the travel card training and application as soon as possible. Send both the completed training certificate and application, via facsimile (301) 713-4140, to the Commissioned Personnel Center. Travel credit cards will initially be issued to CPC and distributed to you in (City, State) if temporarily appointed to the NOAA Corps. If for any reason you are not temporarily appointed in the NOAA Corps, the government travel card will be returned to Citibank. If a government travel card is sent to your address, by mistake, return the card to CPC as soon as possible. This office will contact you as soon as we receive confirmation, by the Secretary, of your temporary appointment in the grade of ensign.

Sincerely,

(Rank and Name of Officer), NOAA
Director, Commissioned Personnel Center

Enclosures

Commissioned Personnel Center
Office Instruction Manual
Temporary Appointment
Officer Candidate-Found Not Medically Qualified (Pre-Commissioning Physical)

(Date)

Name
Address
City, State, Zip Code

Dear (Name):

I regret to inform you that based on the results of your pre-commissioning physical examination; you have been found physically disqualified for appointment in the NOAA Corps. An applicant for appointment must meet the standards prescribed in the U.S Coast Guard Medical Manual (COMDTINST M6000.1). The reason for your disqualification is *list specific condition here*.

The U.S. Coast Guard Medical Policy Manual (site chapter and section) reads in part:

Quote from manual

There is a small possibility of a waiver for this condition, but it would involve further testing and a consultation with a specialist. For more information on what would be required for a waiver, please contact Captain Michael Vitch, USPHS, at 1-800-299-6622 x186.

Alternately....

Unfortunately, we are unable to issue a waiver for this condition.

The opportunity to consider you as an applicant to the NOAA Corps is much appreciated and I thank you for your interest. Good luck in your future endeavors.

Sincerely,

Rear Admiral (Name of Director), NOAA
Director, NOAA Corps

Commissioned Personnel Center
Office Instruction Manual
Temporary Appointment
Officer Candidate-Final Information Package

(Date)

MEMORANDUM FOR: Name
NOAA Corps Officer Candidate

FROM: (Rank and Name of Officer), NOAA
Chief, NOAA Corps Recruiting Unit

SUBJECT: Final Information Package

The enclosed packet contains the final set of forms and information you will receive prior to your commissioning. **As of this date, your Temporary Appointment has not been approved by the Secretary of Commerce. Do not execute these orders until you receive word from Commissioned Personnel Center.**

Once approved by the Secretary of Commerce, you will receive notification from Commissioned Personnel Center and you will also receive your travel orders via facsimile or email. You may then complete the enclosed paperwork and travel to Norfolk, VA. The Oath of Office (SF-61, Appointment Affidavit) **must** be completed prior to traveling. The oath should be administered on the date you begin travel (date). The oath must be administered by an approved official, which include active duty commissioned officers of U. S. Armed Services, U.S. Postmasters, and licensed Notary Publics. **Travel is not authorized until you are officially sworn in as a NOAA Corps officer.** Pay and benefits begin immediately upon commencing travel. The effective date of your commission is the date you are administered the oath of office. Maintain in your possession at all times during your travel period the following forms:

SF-61 Appointment Affidavit
Certification of Physical Condition

Complete and sign the SF-61 and have each approving official sign the form. Sign the Certification of Physical Condition letter and have it witnessed and dated. If it is found that you have not been administered the oath of office by an approved official, the oath will be administered in (City, State), and you may be liable for travel costs incurred. If you have questions or need assistance, call the NOAA Corps Recruiting Unit at (800) 299-6622 x 119.

Commissioned Personnel Center
Office Instruction Manual
Temporary Appointment
Nomination Package – Cover Memorandum

MEMORANDUM FOR: Name of Current Under Secretary
Under Secretary of Commerce for Oceans and Atmosphere

FROM: Rear Admiral (Name of Director), NOAA
Director, NOAA Corps

SUBJECT: Decision Memorandum - Temporary Appointments

Attached for your signature is a decision memorandum to Secretary (name of current Secretary of Commerce). This decision memorandum recommends the Secretary, in accordance with 33 U.S.C.A. 3021(a)(2)(A), 3021(a)(2)(B), and 3021 (a)(3), 33 U.S.C.A. 3022 (b)(2), 33 U.S.C.A. 3029(a) and pursuant to Executive Order 11023, approve the recommendations of the National Oceanic and Atmospheric Administration Commissioned Corps (NOAA Corps) Officer Personnel Board to temporarily appoint (number of candidates) individuals in the grade of ensign in the NOAA Corps.

The candidates have passed the mental and physical examinations given in accordance with regulations prescribed by the Secretary.

Attachments (2)

Commissioned Personnel Center
Office Instruction Manual
Temporary Appointment
Nomination Package – Decision Memorandum

DECISION MEMORANDUM FOR THE SECRETARY

FROM: Name of Current Under Secretary
Under Secretary of Commerce for Oceans and Atmosphere

SUBJECT: Temporary Appointments

ACTION-FORCING EVENT

The recommendation of these individuals for temporary appointment in the grade of ensign.

ANALYSIS

In accordance with 33 U.S.C.A. 3022(b)(2), the National Oceanic and Atmospheric Administration Commissioned Corps (NOAA Corps) Officer Personnel Board has reviewed the qualifications of persons seeking appointment in the NOAA Corps and recommends the appointment of (number of candidates) whom they have determined to be the most qualified.

The statute, 33 U.S.C.A. 3029(a), allows the President alone to make temporary appointments in the grade of ensign in the NOAA Corps. Executive Order 11023 delegates this temporary appointment authority to the Secretary. Each such temporary appointment terminates at the close of the next regular session of the Congress unless the Senate sooner gives its advice and consent to the appointment.

In accordance with 33 U.S.C.A. 3021(a)(2)(A), 3021 (a)(2)(B), and 3021 (a)(3) these (number of candidates) candidates have been found qualified for original appointment as a commissioned officer.

RECOMMENDATION

I recommend that you sign the attached memorandum effecting the temporary appointment of officers in the grade of ensign in the NOAA Corps.

Attachments (1)

Commissioned Personnel Center
Office Instruction Manual
Temporary Appointment
Nomination Package – OPB Recommendation

MEMORANDUM FOR: Rear Admiral (Name of Director), NOAA
Director, NOAA Corps

FROM: (Rank and Name of Officer), NOAA
Chair, Officer Personnel Board

SUBJECT: Officer Personnel Board Recommendations for Appointment
in the NOAA Corps

An Officer Personnel Board (OPB) convened on (date) to consider applications for appointment to the National Oceanic and Atmospheric Administration Commissioned Corps (NOAA Corps). The OPB recommended that the following applicants be temporarily appointed as ensigns in the NOAA Corps and receive additional credit, as listed, if temporarily appointed by the Secretary of Commerce.

Applicant

Additional Credit

Chair, OPB

Commissioned Personnel Center
Office Instruction Manual
Temporary Appointment
Nomination Package – Qualification Statement

MEMORANDUM FOR: THE RECORD

FROM: Rear Admiral (Name of Director), NOAA
Director, NOAA Corps

SUBJECT: Qualifications of Applicants for Appointment in the NOAA Corps

Section 3021(a)(2) of Title 33 of the United States Code provides that appointment to the National Oceanic and Atmospheric Administration Commissioned Corps (NOAA Corps) may be offered to an applicant if he or she is found mentally and physically qualified and meets the requirements specified in 10 U.S.C. 532(a). This memorandum for the record certifies that the following applicants nominated for temporary appointment have met all requirements for appointment to the NOAA Corps:

(LIST OF APPLICANTS)

In particular, the following requirements for appointment have been verified by the Director, Commissioned Personnel Center (CPC), and the Director, Office of Health Services and Pastoral Care (OHSPC), NOAA Marine and Aviation Operations (NMAO):

33 U.S.C. 3021(a)(3), 10 U.S.C. 532(a)	Mental Qualifications	CPC
33 U.S.C. 3021 (a)(3), 10 U.S.C. 532(a) and NCD 01205	Physical Qualifications	OHSPC
NCD 01206	Educational Qualifications	CPC

This verification is current as of the date of this memorandum.

Respectfully submitted:

Rank and Name of Officer, NOAA
Director, CPC
Date:

Rank and Name of Officer, USPHS
Director, OHSPC, NMAO
Date:

Commissioned Personnel Center
Office Instruction Manual
Temporary Appointment
Nomination Package - Nomination List

In accordance with 33 U.S.C.A. 3029(a) and pursuant to Executive Order 11023, I hereby temporarily appoint the following individuals in the National Oceanic and Atmospheric Administration Commissioned Corps (NOAA Corps) to the grade of ensign:

Name of Candidate
Name of Candidate
Name of Candidate

Each such temporary appointment terminates at the close of the next regular session of Congress unless the Senate sooner gives its advice and consent to the appointment.

Name of Current Secretary of Commerce

Commissioned Personnel Center
Office Instruction Manual
Temporary Appointment
Certificate Package – Cover Memorandum

MEMORANDUM FOR: Name of Current Under Secretary
Under Secretary of Commerce for Oceans and Atmosphere

FROM: Rear Admiral (Name of Director), NOAA
Director, NOAA Corps

SUBJECT: Decision Memorandum - Signing of Certificates Evidencing Temporary Appointment of
Ensigns in the NOAA Corps

Attached for your signature is a decision memorandum to Secretary (Name of Current Secretary of Commerce). This decision memorandum requests that the Secretary, in accordance with Executive Order 11023 (Section 3), sign a certificate evidencing the temporary appointment of the officer(s) he/she temporarily appointed to the grade of ensign on (date). Those appointments were made pursuant to 33 U.S.C. 3029(a). The signed certificates will be returned to the Director, Commissioned Personnel Center, who will affix the seal of the Department of Commerce before it is sent to the officer(s).

Attachments (2)

Commissioned Personnel Center
Office Instruction Manual
Temporary Appointment
Certificate Package

DECISION MEMORANDUM FOR THE SECRETARY

FROM: Name of Current Under Secretary
Under Secretary of Commerce for Oceans and Atmosphere

SUBJECT: Signing of Certificates Evidencing Temporary Appointment of Ensigns in the NOAA Corps

ACTION-FORCING EVENT

The temporary appointment to the grade of ensign in the National Oceanic and Atmospheric Administration Commissioned Corps (NOAA Corps) of the officers so listed.

ANALYSIS

On (date) and pursuant to 33 U.S.C. 3029(a), the Secretary of Commerce temporarily appointed (number) of individuals to the grade of ensign in the NOAA Corps. Executive Order 11023 provides that the Secretary shall issue certificates evidencing such temporary appointments.

Signed certificates will be forwarded to the NOAA Corps Commissioned Personnel Center and the Department of Commerce seal will be affixed to the commission before it is sent to the officer.

RECOMMENDATION

I recommend that you sign the attached certificates for each officer listed.

Attachments (number)

Commissioned Personnel Center
Office Instruction Manual
Temporary Appointment
Certificate Package



This certifies that I have temporarily appointed _____ *an* _____ *two*
in the National Oceanic and Atmospheric Administration from the _____ *day of* _____ *thousand and*
the office to which appointed by doing and performing all manner of things thereto belonging.

And I do strictly charge and require those Officers and other personnel of lesser rank to render such
obedience as is due an officer of the grade and position. And this Officer is to observe and follow such orders
and directions from time to time, as may be given by me, or the future President of the United States of
America, or other Superior Officers acting in accordance with the laws of the United States of America.

This temporary appointment is to continue in force during the pleasure of the President of the United
States of America, until it terminates at the close of the next regular session of Congress unless the Senate
gives its advice and consent to the appointment prior to that time.

Done at the City of Washington, this _____ *day of* _____ *in the year of our Lord two*
thousand and _____

By the President:

Secretary of Commerce

Commissioned Personnel Center
Office Instruction Manual
Temporary Appointment
Cover Memorandum for Certificate

MEMORANDUM FOR: (Rank and Name of Officer), NOAA

FROM: (Rank and Name of Officer), NOAA
Director, Commissioned Personnel Center

SUBJECT: Temporary Appointment Certificate

Enclosed is a certificate evidencing your temporary appointment as an ensign in the National Oceanic and Atmospheric Administration Commissioned Corps (NOAA Corps). Section 3029 of Title 33 of the United States Code states "Each temporary appointment terminates at the close of the next regular session of the Congress unless the Senate sooner gives its advice and consent to the appointment."

Should you have any questions, please contact the Chief, Officer Service Division, at (301) 713-3444. A copy of this certificate has been placed in your official personnel file.

Enclosure

Commissioned Personnel Center
Office Instruction Manual
Permanent Appointment Checklist

Checklist - Original Appointment (Permanent)

Certified by Director, CPC _____
Initials Date

Candidate's Name: _____

Officer Personnel Board (OPB) Recommendations

_____ OPB appointed
(mm/dd/yr)

_____ OPB convened
(mm/dd/yr)

Listed candidate was (check one):

_____ Primary _____ Academically Unqualified _____ Non-Select

_____ Waiver(s) Recommended for _____

OPB Recommended Credit for Prior Qualifications (NCD 01208):

_____ months for Advanced Degree

_____ months for Prior Professional Work

_____ months for Prior Commissioned Service

_____ Memorandum prepared for the Director, NOAA Corps (NC), with recommendations by
(mm/dd/yr) OPB Chair [Appendix 1B-2]

_____ The Director, Commissioned Personnel Center (CPC), prepares memorandum for each
(mm/dd/yr) candidate based on their status as recommended by the OPB. Candidates will receive a memorandum indicating whether they have been selected as a primary candidate, have been found to be academically unqualified, or not selected. [Appendix 1B-3, 1B-4, 1B-5]

_____ Recruiter schedules physical examinations upon receipt of primary applicant's
(mm/dd/yr) completed SF-93, Report of Medical History

Nomination Package

_____ Nomination package is prepared by the Director, CPC
(mm/dd/yr)

Commissioned Personnel Center
Office Instruction Manual
Permanent Appointment Checklist

(mm/dd/yr) Cover and decision memorandum prepared by the Director, NC, to the Secretary of Commerce (Secretary) through the Under Secretary of Commerce for Oceans and Atmosphere (NOAA Administrator), recommending that the Secretary approve the OPB recommendations for permanent appointment (includes qualification memorandum) [Appendix 1B-6]

Nomination Procedure

(mm/dd/yr) Nomination package entered in WebCims and sent by the Director, NC, to the Secretary, through the NOAA Administrator

(mm/dd/yr) Nomination package received by NOAA Executive Secretariat (ExecSec)

(mm/dd/yr) NOAA ExecSec forwards nomination package to Department of Commerce (DOC) Executive Secretariat (ExecSec)

(mm/dd/yr) Nomination package vetted through DOC ExecSec

(mm/dd/yr) DOC ExecSec notifies the Director, NC, when the Secretary approves recommendations

(mm/dd/yr) If OPB recommendation is not accepted by the Secretary, the Board shall make such recommendations as are acceptable.

(mm/dd/yr) DOC ExecSec notifies the Director, NC, when the Secretary forwards nomination package to White House

(mm/dd/yr) The Director, CPC, contacts White House Executive Clerk and provides package tracking number

(mm/dd/yr) Director, CPC, contacts the White House to verify nomination package forwarded to Senate for confirmation

(mm/dd/yr) Nomination received by the Senate per Congressional Record

(mm/dd/yr) Nomination confirmed by the Senate per Congressional Record

Commissioned Personnel Center
Office Instruction Manual
Permanent Appointment Checklist

(mm/dd/yr) Nomination certified by the White House

(mm/dd/yr) Nomination package returned to DOC ExecSec

(mm/dd/yr) DOC ExecSec forwards package to the Director, NC

(mm/dd/yr) The Director, CPC, prepares and sends permanent appointment approval letter to the officer. See Appendix 1B-7 for sample memo. Copy of letter is placed in OPF

Commission Evidencing Permanent Appointment

(mm/dd/yr) The Director, CPC, prepares permanent appointment commission package

(mm/dd/yr) Cover and decision memorandum prepared by the Director, NC, to the Secretary, through the NOAA Administrator recommending that the Secretary sign the commissions [Appendix 1B-8]

(mm/dd/yr) Appointment/commission package entered in *WebCims*

(mm/dd/yr) Appointment/commission package received by NOAA ExecSec for clearance

(mm/dd/yr) NOAA ExecSec forwards package to DOC ExecSec for signature by Secretary

(mm/dd/yr) Commissions signed by the Secretary and returned to the Director, CPC, to affix DOC seal

(mm/dd/yr) Permanent appointment letter (see Appendix 1B-9) and commission sent to officer by the Director, CPC

(mm/dd/yr) Copy of commission retained in officer's file

(mm/dd/yr) Copy of commission sent to Payroll

Commissioned Personnel Center
Office Instruction Manual
Permanent Appointment
OPB Recommendation

MEMORANDUM FOR: Rear Admiral (Name of Director), NOAA
Director, NOAA Corps

FROM: (Rank and Name of Officer), NOAA
Chair, Officer Personnel Board

SUBJECT: Officer Personnel Board Recommendations for Appointment
in the NOAA Corps

An Officer Personnel Board (OPB) convened on (date) to consider applications for permanent appointment to the National Oceanic and Atmospheric Administration Commissioned Corps (NOAA Corps). The OPB recommended that the following applicants be permanently appointed to the grades indicated in the NOAA Corps and receive additional credit, as listed, if appointed by the President, by and with the advice and consent of the Senate.

<u>Applicant</u>	<u>Grade</u>	<u>Additional Credit</u>
------------------	--------------	--------------------------

Chair, OPB

Commissioned Personnel Center
Office Instruction Manual
Permanent Appointment
Officer Candidate – Primary Select

(Date)

Name
Address
City, State, Zip Code

Dear (Name):

Based on the recommendations of the National Oceanic and Atmospheric Administration Commissioned Corps (NOAA Corps) Officer Personnel Board (OPB), your name will be forwarded to the Secretary of Commerce (Secretary) for permanent appointment in the NOAA Corps, in the grade of (rank), if you satisfactorily pass the mental and physical examination as prescribed by the NOAA Corps Directives. If the Secretary approves the recommendations of the OPB, your name will be forwarded to the President for nomination and appointment, by and with the advice and consent of the Senate. All permanent appointments in the NOAA Corps must be approved by the President, by and with the advice and consent of the Senate.

Candidates who are found mentally and physically qualified and who are permanently appointed by the President, with the advice and consent of the Senate shall be assigned, based on the needs of the service, to: the next NOAA Basic Officer Training Class (BOTC); a NOAA ship; a NOAA aircraft; or a NOAA program office. You will be advised of your assignment in a forthcoming letter if your permanent appointment is approved by the President, by and with the consent of the Senate.

If you intend to accept a permanent appointment you are required to submit written notification of your intent to the Director, Commissioned Personnel Center (CPC) not later than (date). Your notice of intent (enclosed) should be mailed in the envelope provided to:

Director, Commissioned Personnel Center
1315 East-West Highway
Room 12100
Silver Spring, MD 20910-3282

If you fail to respond by this date, we will be unable to schedule your physical and forward your name in a timely manner to the Secretary, President, and Senate for permanent appointment as (grade) and this may adversely affect your first assignment.

Your permanent appointment is dependent upon your being found both mentally and physically qualified. If you intend to accept a commission in the NOAA Corps, please forward the attached SF-93, Report of Medical History (instructions attached), to the address listed above by (date). Upon receiving this form, this office will arrange for your physical examination at a NOAA clinic in Norfolk, Virginia; Tampa, Florida; or Seattle, Washington. If you wear corrective lenses for your vision (including contact lenses), you must bring a current copy of your prescription to the examination facility. In addition, if you have had a complete dental examination or a chest x-ray within the past 12 months, you must bring a copy of your dental records and/or x-ray report with you. Candidates should also bring all pertinent medical records, immunization histories and results of any routine tests. NOAA Corps recommends that you do not terminate present employment or refuse other job offers until you are found both mentally and physically qualified and have been notified that the Secretary, President, and Senate have

Commissioned Personnel Center
Office Instruction Manual
Permanent Appointment
Officer Candidate – Primary Select

approved your permanent appointment. If you have difficulty obtaining an exam appointment, contact the Recruiting Unit via e-mail at NOAACorps.Recruiting@noaa.gov.

I have enclosed a pre-commissioning administrative package, the first in a series of information packages you will receive before you receive your commission in the NOAA Corps. The enclosed package describes documents and forms that are to be returned to CPC not later than (date). Complete and forward these documents to the address listed above.

You are to be congratulated for being among those determined to be the most qualified for permanent appointment in the NOAA Corps. Thank you for considering a NOAA Corps career and I look forward to the opportunity to personally meet you. Additional details concerning your appointment and travel will be forwarded at a later date. If you decide that you are no longer interested in a commission in the NOAA Corps, I wish you all the best in your future endeavors.

Sincerely,

(Rank and Name of Officer), NOAA
Director, Commissioned Personnel Center

Enclosures

Commissioned Personnel Center
Office Instruction Manual
Permanent Appointment
Officer Candidate-Academically Unqualified

(Date)

Name
Address
City, State, Zip Code

Dear (Name):

Recently, the National Oceanic and Atmospheric Administrations Commissioned Corps (NOAA Corps) Officer Personnel Board (OPB) convened to review your application for an appointment in the NOAA Corps. The OPB could not make a final decision on your application due to a deficiency in one or more of the following academic requirements:

Calculus I
Calculus II
Physics I
Physics II
Technical Credits

Your application for appointment will be reviewed when you provide documentation that you have met all the academic requirements.

I encourage you to continually update your application package for future appointment consideration. Please send the recruiting office revised resumes, transcripts, employment updates or any other materials you believe will better qualify you for appointment in the NOAA Corps.

If you have any questions please contact the NOAA Corps Recruiting Unit at 800-299-6622, ext. 119 or 122.

Sincerely,

(Rank and Name of Officer), NOAA
Director, Commissioned Personnel Center

Commissioned Personnel Center
Office Instruction Manual
Permanent Appointment
Officer Candidate-Non-Select

(Date)

Name
Address
City, State, Zip Code

Dear (Name):

The National Oceanic and Atmospheric Administration Commissioned Corps (NOAA Corps) Officer Personnel Board (OPB) recently convened to recommend those applicants the Board determined to be the most qualified for a commission in NOAA Corps. Criteria used in the review and selection process included academic grade point average, academic performance in core scientific courses, letters of reference, interview evaluations, professional work experience, and leadership potential. Based on an in-depth evaluation of your application and review of the needs of the service, the Board concluded that you were not among those considered to be the most qualified for an appointment in the NOAA Corps; you have therefore not been recommended for an appointment.

The Board appreciated the opportunity to review your application. The competition for limited opportunities in the NOAA Corps is intense and your non-selection is not a reflection on your competitiveness for future appointment opportunities and should you choose to reapply, the Board will reevaluate your qualifications at that time.

Thank you for your interest in the NOAA Corps.

Sincerely,

(Rank and Name of Officer), NOAA
Director, Commissioned Personnel Center

Commissioned Personnel Center
Office Instruction Manual
Permanent Appointment
Nomination Package-Cover Memorandum

MEMORANDUM FOR: Name of Current Under Secretary
Under Secretary of Commerce for Oceans and Atmosphere

FROM: Rear Admiral (Name of Director), NOAA
Director, NOAA Corps

SUBJECT: Decision Memorandum - Executive Nomination

Attached for your signature is a decision memorandum to Secretary (Name of Current Secretary of Commerce). This decision memorandum recommends that the Secretary accept the Officer Personnel Board (OPB) recommendations and forward the nomination of (number) candidates for permanent appointment to the grades so indicated to the President for his nomination and appointment, by and with the advice and consent of the Senate.

An OPB convened on (date) to consider permanent appointments in each of the grades indicated, and recommended the permanent appointment of the candidates. Under 33 U.S.C. 3026, all appointments to permanent grades shall be made by the President, by and with the advice and consent of the Senate.

Attachments (2)

Commissioned Personnel Center
Office Instruction Manual
Permanent Appointment
Nomination Package - Decision Memorandum

DECISION MEMORANDUM FOR THE SECRETARY

FROM: Name of Current Under Secretary
 Under Secretary of Commerce for Oceans and Atmosphere

SUBJECT: Executive Nomination

ACTION-FORCING EVENT

The Officer Personnel Board (OPB) recommendation that the attached list of individuals be nominated for permanent appointment in the grades(s) listed in the National Oceanic and Atmospheric Administration Commissioned Corps (NOAA Corps).

ANALYSIS

This decision memorandum recommends that the Secretary of Commerce (Secretary) accept the OPB's recommendations for permanent appointment of (number) of individuals. Assuming the Secretary accepts such recommendations, the Secretary is asked to forward the nominations to the President pursuant to 33 U.S.C. 3026. That statute states that only the President, by and with the advice and consent of the Senate, may make appointments to permanent grades. An OPB convened on (date) and has recommended the permanent appointment of the individuals appearing on the attached list. All nominated individuals have met all qualifications for permanent appointment, as required under 33 U.S.C. 3021 and 10 U.S.C. 532.

RECOMMENDATION

I recommend that you approve the OPB's recommendations and forward the nominations to the President by signing the attached letter to the President.

Attachments (5)

Commissioned Personnel Center
Office Instruction Manual
Permanent Appointment
Nomination Package – OPB Recommendation

MEMORANDUM FOR: Rear Admiral (Name of Director), NOAA
Director, NOAA Corps

FROM: (Rank and Name of Officer), NOAA
Chair, Officer Personnel Board

SUBJECT: Office Personnel Board Recommendations for Permanent Appointment in the
NOAA Corps

An Officer Personnel Board (OPB) convened on (date) to consider applications for permanent appointment to the National Oceanic and Atmospheric Administration Commissioned Corps (NOAA Corps). The OPB recommended that the following applicants be permanently appointed in the grades indicated in the NOAA Corps and receive additional credit, as listed, if appointed by the President, by and with the advice and consent of the Senate:

<u>Applicant</u>	<u>Grade</u>	<u>Additional Credit</u>
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Chair, OPB

Commissioned Personnel Center
Office Instruction Manual
Permanent Appointment
Nomination Package – Qualification Memorandum

MEMORANDUM FOR: THE RECORD

FROM: (Rank and Name of Director), NOAA
Director, NOAA Corps

SUBJECT: Qualifications of Applicants for Appointment in the NOAA Corps

Section 3021(a)(2) of Title 33 of the United States Code provides that appointment to the National Oceanic and Atmospheric Administration Commissioned Corps (NOAA Corps) may be offered to an applicant if he or she is found mentally and physically qualified and meets the requirements specified in 10 U.S.C. 532(a). This memorandum for the record certifies that the following applicants nominated for permanent appointment have met all requirements for appointment to the NOAA Corps:

(LIST OF APPLICANTS)

In particular, the following requirements for appointment have been verified by the Director, Commissioned Personnel Center (CPC), and the Director, Office of Health Services and Pastoral Care (OHSPC), NOAA Marine and Aviation Operations (NMAO):

33 U.S.C. 3021(a)(3), 10 U.S.C. 532(a)	Mental Qualifications	CPC
33 U.S.C. 3021 (a)(3), 10 U.S.C. 532(a) and NCD 01205	Physical Qualifications	OHSPC
NCD 01206	Educational Qualifications	CPC

This verification is current as of the date of this memorandum.

Respectfully submitted:

Rank and Name of Director, NOAA
Director, CPC
Date:

Rank and Name of Director, USPHS
Director, OHSPC, NMAO
Date:

Commissioned Personnel Center
Office Instruction Manual
Permanent Appointment
Nomination Package

MEMORANDUM FOR: The Honorable (Name of Individual)
Deputy Assistant to the President and
Deputy Secretary to the Cabinet

FROM: Name of Individual
Chief of Staff

SUBJECT: Executive Nominations

Attached is a letter to the President, along with the nomination form, from the Secretary of Commerce recommending (number) of individuals for permanent appointment in the National Oceanic and Atmospheric Administration Commissioned Corps in the grades listed. These nominations are made pursuant to 33 U.S.C. 3026.

Attachments (2)

Commissioned Personnel Center
Office Instruction Manual
Permanent Appointment
Nomination Package

The President
The White House
Washington, DC 20500

Dear Mr. President:

It is my honor to recommend the enclosed list of individual(s) for permanent appointment in the National Oceanic and Atmospheric Administration Commissioned Corps to the grades indicated on the enclosed nomination form. This nomination is made pursuant to 33 U.S.C. 3026. Nominated individuals have met all qualifications for permanent appointment as required under 33 U.S.C. 3021 and 10 U.S.C. 532.

Respectfully

Name of Current Secretary of Commerce

Enclosure

Commissioned Personnel Center
Office Instruction Manual
Permanent Appointment
Nomination Package

The following individuals are nominated for permanent appointment to the grades indicated in the Commissioned Corps of the National Oceanic and Atmospheric Administration:

TO BE LIEUTENANT:
Names to be determined

TO BE LIEUTENANT (junior grade):
Names to be determined

TO BE ENSIGN:
Names to be determined

Current President of the United States

Commissioned Personnel Center
Office Instruction Manual
Permanent Appointment
Appointment Approval

(Date)

Name
Address
City, State, Zip Code

Dear (Name):

Congratulations, I am pleased to inform you that your permanent appointment in the National Oceanic and Atmospheric Administration Commissioned Corps (NOAA Corps) in the grade of (rank) has been approved by the President with the advice and consent of the Senate. Unless you expressly decline it, your permanent appointment will be effective on the date the Secretary of Commerce signs your commission. You must complete the oath of office before your permanent appointment is effected. If you accept a permanent appointment in the NOAA Corps, a signed commission evidencing your permanent appointment in the grade of (rank) will be forthcoming.

A copy of your signed commission will be forwarded to the NOAA Corps Payroll Unit starting your pay and entitlements. You must provide evidence that you completed the oath of office before pay and entitlements can begin.

You should obtain your new identification card in accordance with NOAA Corps Directives, Chapter 1, Part 5. You will be assigned to (place) and this office will require information regarding travel requirements to your new duty station as soon as possible.

This news of your permanent appointment is forwarded with both my congratulations and best wishes.

Sincerely,

(Rank and Name of Officer), NOAA
Director, Commissioned Personnel Center

Commissioned Personnel Center
Office Instruction Manual
Permanent Appointment
Commission Package-Cover Memorandum

MEMORANDUM FOR: Name of Current Under Secretary
Under Secretary of Commerce for Oceans and Atmosphere

FROM: Rear Admiral (Name of Officer), NOAA
Director, NOAA Corps

SUBJECT: Decision Memorandum - Signing of Commission Evidencing Permanent Appointment of
Officers in NOAA Corps

Attached for your signature is a decision memorandum to Secretary (name of current Secretary of Commerce). This decision memorandum recommends the Secretary, in accordance with Executive Order 11023 (Section 2), sign a commission evidencing the permanent appointment of the officer(s) listed. In accordance with 33 U.S.C. 3026, the President has approved the permanent appointment of these individuals, by and with the advice and consent of the Senate. The signed commission will be returned to the Director, Commissioned Personnel Center, who will affix the seal of the Department of Commerce to the commission before it is sent to the officer(s).

Attachments (2)

Commissioned Personnel Center
Office Instruction Manual
Permanent Appointment
Commission Package

DECISION MEMORANDUM FOR THE SECRETARY

FROM: Name of Current Under Secretary
Under Secretary of Commerce for Oceans and Atmosphere

SUBJECT: Signing of Commission Evidencing Permanent Appointment of Officers in NOAA Corps

ACTION-FORCING EVENT

The recommendation to sign a commission evidencing the permanent appointment of the officer(s) listed.

ANALYSIS

In accordance with 33 U.S.C. 3026, the President has approved the permanent appointment of the individuals so listed, by and with the advice and consent of the Senate. Executive Order 11023 provides that, upon such appointment, the Secretary shall issue a commission evidencing the appointment.

Signed commissions will be forward to the Director, National Oceanic and Atmospheric Administration Commissioned Corps (NOAA Corps) Commissioned Personnel Center, who will affix the Department of Commerce seal to the commission before it is sent to the officer(s).

RECOMMENDATION

I recommend that you sign the attached commission(s) for the officers listed.

Attachments (# of Commissions)

Commissioned Personnel Center
Office Instruction Manual
Permanent Appointment
Commission Package

To all who shall see these presents, greeting:

Know ye, that reposing special trust and confidence in the patriotism, fidelity and abilities of

I do, appoint , *by and with*

the advice and consent of the Senate,

in the

National Oceanic and Atmospheric Administration

to rank as such from the day of *two thousand and*

This Officer will therefore carefully and diligently discharge the duties of the office to which appointed by doing and performing all manner of things thereunto belonging.

And I do strictly charge and require those Officers and other personnel of lesser rank to render such obedience as is due an officer of this grade and position. And this Officer is to observe and follow such orders and directions, from time to time, as may be given by me, or the future President of the United States of America, or other Superior Officers acting in accordance with the laws of the United States of America.

This commission is to continue in force during the pleasure of the President of the United States of America, for the time being, under the provisions of those Public Laws relating to Officers of the National Oceanic and Atmospheric Administration in which this appointment is made.

Done at the City of Washington, this day of
in the year of our Lord two thousand and of the Independence of the
United States of America the two hundred

By the President:

Secretary of Commerce

Commissioned Personnel Center
Office Instruction Manual
Permanent Appointment
Cover Memorandum for Commission

MEMORANDUM FOR: (Rank and Name of Officer), NOAA

FROM: (Rank and Name of Officer), NOAA
Director, Commissioned Personnel Center

SUBJECT: Permanent Appointment and Commission- (Grade)

In accordance with Section 3026 of Title 33 of the United States Code, the President has approved your permanent appointment in the grade of (rank) in the National Oceanic and Atmospheric Administration Commissioned Corps (NOAA Corps). Enclosed is your commission evidencing your permanent appointment to that grade.

Executive Order 11023 provides that, upon appointment by the President, the Secretary of Commerce shall issue a commission evidencing such appointment. The date shown on the commission is your actual appointment date. A copy of your commission will be placed in your Official Personnel File and a copy will be sent to NOAA Corps Payroll Unit, Topeka, Kansas to effect pay and allowances.

Congratulations and should you have any questions, please contact the Chief, Officer Services Division, at (301) 713-3444.

Enclosure

Commissioned Personnel Center
Office Instruction Manual
Inter-Service Transfer Checklist

Checklist – Inter-Service Transfer

Certified by Director, CPC _____
Initials Date

Candidate's Name: _____(Service)

Transfer to the National Oceanic and Atmospheric Administration Commissioned Corps (NOAA Corps)

Upon receiving a request from a commissioned officer of a uniformed service desiring a transfer to the NOAA Corps, the Director, NOAA Corps (NC), forwards the request to the Commissioned Personnel Center (CPC) for consideration

The recruiter shall request the officer submit medical examination information to verify qualification for commissioning [Appendix 1C-2]

If the officer wishing to be transferred, is found to be mentally and physically qualified, the Director, CPC, will forward the officer's name to the Officer Personnel Board (OPB)

The Director, NC, provides the OPB with a precept memorandum identifying the needs of the service. A sample precept memorandum is attached hereto as [Appendix 1C-3]

(mm/dd/yr) OPB appointed

(mm/dd/yr) OPB convened

(mm/dd/yr) OPB recommendations are forwarded to Director, CPC, and s/he notifies the officer of the OPB recommendation [Appendices: 1C-4 -BOTC assignment; 1C-5 -assignment other than BOTC; and 1C-6 -Non-selection]

(mm/dd/yr) Upon receipt of the officer's consent to the transfer, the Director, CPC, prepares a transfer package [Appendix 1C-7]

- a. Cover memorandum signed by the Director, NC;
- b. Decision memorandum to the Secretary of Commerce (Secretary), through the Under Secretary of Commerce for Oceans and Atmosphere (NOAA Administrator) recommending the Secretary accept the OPB transfer recommendation;

Commissioned Personnel Center
Office Instruction Manual
Inter-Service Transfer Checklist

- c. A memorandum for the record signed by the OPB Chair indicating the OPB recommended the listed officer be transferred into the NOAA Corps;
- d. Memorandum for the record signed by the Director, CPC, and Director, Office of Health Service and Pastoral Care, NOAA Marine and Aviation Operations, indicating that the officer at issue has met all requirements for inter-service transfer;
- e. The officer's consent to the transfer; and
- f. Memorandum from the Secretary accepting OPB recommendation

(mm/dd/yr) The transfer package will be transmitted by the Director, NC, via both the NOAA Controlled Correspondence Control System (WebCims) and the Gold Pouch, to the NOAA Executive Secretariat (ExecSec)

(mm/dd/yr) The transfer package received by NOAA ExecSec

(mm/dd/yr) NOAA ExecSec forwards transfer package to Department of Commerce (DOC) Executive Secretariat (ExecSec)

- a. If the Secretary concurs with the OPB, the Secretary will sign the memorandum letter approving the transfer
- b. If the Secretary disapproves the OPB recommendations, the OPB shall make further recommendations as are acceptable

(mm/dd/yr) DOC ExecSec notifies Director, NC, when the Secretary approves recommendations

(mm/dd/yr) The Director, NC, requests the losing service concur with the transfer [Appendix 1C-8]

Effecting Inter-Service Transfer to the NOAA Corps

(mm/dd/yr) After receiving consent from the losing service, the Director, CPC, prepares an inter-service transfer implementation package. The contents of the package are as follows, and as attached hereto as [Appendix 1C-9];

- a. Cover memorandum signed by the Director, NC;
- b. Decision memorandum to the Secretary, through the NOAA Administrator recommending the Secretary forward the inter-service transfer request to the President;
- c. The losing service's concurrence with the transfer into the NOAA Corps;
- d. The officer's consent to the transfer;
- e. Memorandum from Secretary accepting OPB recommendation;

Commissioned Personnel Center
Office Instruction Manual
Inter-Service Transfer Checklist

- f. Memorandum to the Deputy Assistant to the President;
- g. Letter for the President's signature approving the transfer; and,
- h. Memorandum for the Secretary from the President approving the transfer.

(mm/dd/yr) Transfer package will be transmitted by the Director, NC, via both the NOAA NOAA Controlled Correspondence Control System (WebCims) and the Gold Pouch, to NOAA ExecSec

(mm/dd/yr) Transfer package received by NOAA ExecSec

(mm/dd/yr) NOAA ExecSec forwards transfer package to DOC ExecSec

(mm/dd/yr) The DOC ExecSec will normally notify the Director, NC, by phone and e-mail, when the Secretary has acted upon the OPB recommendations and forwarded the transfer package, via express mail to the White House for Presidential approval.

(mm/dd/yr) The Director, CPC, will contact the Executive Clerk at the White House and will provide the tracking number of the package.

Commission Evidencing Inter-Service Transfer

(mm/dd/yr) The Director, CPC, will prepare a package requesting the Secretary sign the Inter-Service Transfer (IST) commission evidencing the transfer [Appendix 1C-10]

- a. Cover memorandum signed by the Director, NC;
- b. Decision memorandum to the Secretary, through the NOAA Administrator; and
- c. IST Commission.

(mm/dd/yr) IST commission package will be transmitted by the Director, NC, via both the NOAA Controlled Correspondence Control System (WebCims) and the Gold Pouch, to NOAA ExecSec

(mm/dd/yr) IST commission transfer package received by NOAA ExecSec

(mm/dd/yr) NOAA ExecSec forwards IST commission package to DOC ExecSec

(mm/dd/yr) DOC ExecSec notifies the Director, NC, when the Secretary has signed the IST commission

Commissioned Personnel Center
Office Instruction Manual
Inter-Service Transfer Checklist

- _____
(mm/dd/yr) Once the signed commission is received at CPC, the Chief, Officer Service Division (OSD), will prepare a cover memorandum [Appendix 1C-11] for signature by the Director, NC, and the memorandum will be sent with the IST commission to the officer
- _____
(mm/dd/yr) The Chief, OSD, will forward both a copy of the cover memorandum and a copy of the signed IST commission to the NOAA Corps Payroll Unit in Topeka, KS to effect pay and allowances
- _____
(mm/dd/yr) The Chief, OSD, will ensure a copy of signed IST commission is included in officer's OPF

Commissioned Personnel Center
Office Instruction Manual
Inter-Service Transfer
Medical Qualification Letter

(Date)

Name
Address
City, State, Zip Code

Dear (rank and name):

Thank you for your interest in the National Oceanic and Atmospheric Administration Commissioned Corps (NOAA Corps). Before you are eligible for consideration by the NOAA Corp's Officer Personnel Board for transfer, you must first be found to be medically qualified as prescribed by the U.S. Coast Guard Manual. Enclosed are the necessary forms and requirements to meet our medical qualifications.

If you have had a physical and/or dental examination within the last 12 months you may submit it for review and approval. However, you must make sure that all requirements as prescribed by the U.S. Coast Guard Medical Manual for appointment in the NOAA Corps have been completed. If you have not had a physical or dental exam within 12 months, this office will make arrangements for the specific examination. If you wear corrective lenses for your vision (inclusive of contact lenses), you must bring a current copy of your prescription to the examination facility. Upon being found medically qualified, you will receive further instructions.

Enclosures

Sincerely,

(Rank and Name of Officer), NOAA
Director, Commissioned Personnel Center

Commissioned Personnel Center
Office Instruction Manual
Inter-Service Transfer
Precept Memorandum

MEMORANDUM FOR: (Rank and Name of Officer), NOAA
Chair, Officer Personnel Board

FROM: Rear Admiral (Name of Director), NOAA
Director, NOAA Corps

SUBJECT: Inter-Service Transfer

In accordance with National Oceanic and Atmospheric Administration Commissioned Corps (NOAA Corps) Directives (NCD), Chapter 1, Part 3, the Officer Personnel Board (OPB) will convene on (date) to consider candidates for appointment into the NOAA Corps via inter-service transfer. The meeting will take place at the (location), room (xx) in (city), (state) at (time). Out of town board members will participate by teleconference. The Board will serve under oath to perform the duties imposed by 33 U.S.C. 3022.

Members in attendance:

(Rank and Name of Officer), Chair
(Rank and Name of Officer)
(Rank and Name of Officer)
(Rank and Name of Officer)
(Rank and Name of Officer)

Non-Voting Members:

(Rank and Name of Officer), Director, Commissioned Personnel Center (CPC)
Chief, Officer Services Division (OSD)
(Rank and Name of Officer), Chief, Recruiting Unit

NCD 01304 requires that officers desiring an inter-service transfer submit a request to the Director, NOAA Corps (NC). The Director, NC, will forward the request to the OPB for consideration and provide guidance to the OPB identifying the needs of the service. That guidance follows.

Commissioned Personnel Center
Office Instruction Manual
Inter-Service Transfer
Precept Memorandum

There continues to be a shortage of officers with six to ten years experience, due to the four-year recruiting moratorium that ended in January 1999. Although the shortage is not as serious as it once was, there is still a need for additional officers with certain skill sets in the mid-grade range. The OPB should take into consideration promotion opportunities for NOAA Corps officers junior to those transferred from other services.

I have consulted with the NOAA Marine and Aviation Operations Centers and the Officer Assignment Board to identify specific skills which would be of benefit to NOAA. The results of those discussions are as follows:

MOA: (insert type of skill set needed)

MOP: (insert type of skill set needed)

AOC: (insert type of skill set needed)

While considering these officers for appointment in the NOAA Corps, weigh the value of their experience, the needs of the Service, and their potential for future assignments.

cc:

(Rank and Name of Officer), Chair
(Rank and Name of Officer)
(Rank and Name of Officer)
(Rank and Name of Officer)
(Rank and Name of Officer)

Non-Voting Members:

(Rank and Name of Officer), Director, CPC
Chief, OSD
(Rank and Name of Officer), Chief, Recruiting Unit

Commissioned Personnel Center
Office Instruction Manual
Inter-Service Transfer
BOTC

(Date)

Name
Address
City, State, Zip Code

Dear (rank and name):

The Officer Personnel Board of the National Oceanic and Atmospheric Administration Commissioned Corps (NOAA Corps) will recommend to the Secretary of Commerce (Secretary) your inter-service transfer to the NOAA Corps, provided you have given written consent to the transfer and you are found to be both mentally and physically qualified. If the Secretary approves the transfer, the Director, NOAA Corps, will request concurrence from the Secretary of the (service). The Director, NOAA Corps, will then request the Secretary forward the request for transfer to the President for approval. Once you receive your commission, you will be assigned to the (number) Basic Officer Training Class (BOTC). The three-month BOTC is scheduled to convene on (date), at the U.S. Merchant Marine Academy, Kings Point, New York. Upon completion of initial training, you will be assigned to one of the NOAA ships.

If you give consent to this transfer and will accept a commission, you are required to submit written notification of your consent and intent. This notice must be received by (date). Your notice of consent and intent should be mailed to:

Director, Commissioned Personnel Center
1315 East-West Highway
Room 12100
Silver Spring, MD 20910-3282

Alternatively, notification may be sent via e-mail to NOAACorps.Recruiting@noaa.gov. If you fail to respond by this date we will be unable to forward your name in a timely manner to the Secretary for approval.

I have enclosed a pre-commissioning administrative package. The enclosed list describes documents and forms that are to be submitted by (date). Complete and forward these documents to the address listed above. Once the administrative work is complete, the request for transfer will be forwarded to the Secretary of Commerce for approval. Close coordination with the Commissioned Personnel Center will be required to ensure that your transfer from the (service) is effected on the proper date.

Commissioned Personnel Center
Office Instruction Manual
Inter-Service Transfer
BOTC

You are to be congratulated for being among those determined to be the most qualified for appointment in the NOAA Corps. I thank you for considering a NOAA Corps career and hope that you will decide to accept a commission if approved by the President. I look forward to the opportunity to personally meet you. Additional details concerning your transfer and travel will be forwarded at a later date. If you decide that you are no longer interested in a commission in the NOAA Corps, I wish you all the best in your future endeavors.

Enclosures

Sincerely,

(Rank and Name of Officer), NOAA
Director, Commissioned Personnel Center

Commissioned Personnel Center
Office Instruction Manual
Inter-Service Transfer
Non-BOTC

(Date)

Name
Address
City, State, Zip Code

Dear (rank and name):

The Officer Personnel Board of the National Oceanic and Atmospheric Administration Commissioned Corps (NOAA Corps) will recommend to the Secretary of Commerce (Secretary) your inter-service transfer to the NOAA Corps, provided you have given written consent to the transfer and you are found to be both mentally and physically qualified. If the Secretary approves the transfer, the Director, NOAA Corps, will request concurrence from the Secretary of the (service). The Director, NOAA Corps, will then request the Secretary forward the request for transfer to the President for approval. Once you receive your commission, you may anticipate an initial assignment to (duty type) at (location), under orders you will receive separately.

If you to give consent to this transfer and will accept a commission, you are required to submit written notification of your consent and intent. This notice must be received by (date). Your notice of consent and intent should be mailed to:

Director, Commissioned Personnel Center
1315 East-West Highway
Room 12100
Silver Spring, MD 20910-3282

Alternatively, notification may be sent via e-mail to NOAACorps.Recruiting@noaa.gov. If you fail to respond by this date we will be unable to forward your name in a timely manner to the Secretary for approval.

I have enclosed a pre-commissioning administrative package. The enclosed list describes documents and forms that are to be submitted by (date). Complete and forward these documents to the address listed above. Once the administrative work is complete, the request for transfer will be forwarded to the Secretary for approval. Close coordination with the Commissioned Personnel Center will be required to ensure that your transfer from the (service) is effected on the proper date.

Commissioned Personnel Center
Office Instruction Manual
Inter-Service Transfer
Non-BOTC

You are to be congratulated for being among those determined to be the most qualified for appointment in the NOAA Corps. I thank you for considering a NOAA Corps career and hope that you will decide to accept a commission if approved by the President. I look forward to the opportunity to personally meet you. Additional details concerning your transfer and travel will be forwarded at a later date. If you decide that you are no longer interested in a commission in the NOAA Corps, I wish you all the best in your future endeavors.

Enclosures

Sincerely,

(Rank and Name of Officer), NOAA
Director, Commissioned Personnel Center

Commissioned Personnel Center
Office Instruction Manual
Inter-Service Transfer
Non-Select

(Date)

Name
Address
City, State, Zip Code

Dear (rank and name):

The Officer Personnel Board of the National Oceanic and Atmospheric Administration Commissioned Corps (NOAA Corps) recently convened to consider your request for an inter-service transfer to the NOAA Corps. Criteria used in the review and selection process included academic grade point average, academic performance in core scientific courses, letters of reference, interview evaluations, professional work experience, and leadership potential. Based on an in-depth evaluation of your background and review of the needs of the service, the Board concluded that an inter-service transfer is not appropriate at this time.

The Board appreciated the opportunity to review your application. The competition for limited opportunity in the NOAA Corps is intense and our decision not to pursue an inter-service transfer at this time is not a reflection on your competitiveness for future appointment opportunities and should you choose to reapply, the Board will re-evaluate your qualifications and the needs of the service at that time.

Thank you for your interest in the NOAA Corps.

Sincerely,

(Rank and Name of Officer), NOAA
Director, Commissioned Personnel Center

Commissioned Personnel Center
Office Instruction Manual
Inter-Service Transfer
Transfer Package-Cover Memorandum

MEMORANDUM FOR: Name of Current Under Secretary.
Under Secretary of Commerce for Oceans and Atmosphere

FROM: Rear Admiral (Name of Director), NOAA
Director, NOAA Corps

SUBJECT: Decision Memorandum - Inter-Service Transfer

Attached for your signature is a decision memorandum to Secretary (Name of Current Secretary of Commerce). This decision memorandum recommends the Secretary sign a letter approving the National Oceanic and Atmospheric Administration Commissioned Corps (NOAA Corps) Officer Personnel Board (OPB) recommendation to transfer (officer's rank, name, service) from the United States (losing service) to the NOAA Corps in accordance with 10 U.S.C. 716 and Department of Defense Directive 1300.4.

This transfer will not be effected without the consent of the Secretary of the (losing service) and Presidential approval.

(Rank and name) has passed the mental and physical examination in accordance with regulations prescribed by the Secretary.

Attachments (3)

Commissioned Personnel Center
Office Instruction Manual
Inter-Service Transfer
Transfer Package-Decision Memorandum

DECISION MEMORANDUM FOR THE SECRETARY

FROM: Name of Current Under Secretary
Under Secretary of Commerce for Oceans and Atmosphere

SUBJECT: Inter-Service Transfer

ACTION-FORCING EVENT

The National Oceanic and Atmospheric Administration Commissioned Corps (NOAA Corps) Officer Personnel Board (OPB) recommendation that (rank and name of officer)'s request for an inter-service transfer from the United States (name of service) to the NOAA Corps be approved by the Secretary of Commerce.

ANALYSIS

Attached for your signature is a letter approving the recommendation of the NOAA Corps OPB for the inter-service transfer of (rank, name), U.S. (losing service), from the United States (losing service) and permanent appointment in the NOAA Corps in accordance with 10 U.S.C. 716 and the procedures established for implementing this statutory provision found in Department of Defense Directive 1300.4.¹ An OPB convened on (date) and considered (name, rank and service of officer)'s request for an inter-service transfer from (losing service) to the NOAA Corps pursuant to 10 U.S.C. 716. The OPB recommended that this inter-service transfer is in the best interest of the service as (rank and name of officer) possesses technical skills for which the NOAA Corps is in need. This officer has already provided written consent to this inter-service transfer, if approved.² Additionally, this officer has met all qualifications for appointment in the NOAA Corps.

This transfer will not be effected without the consent of the Secretary of the (losing service), and Presidential approval.

¹ Department of Defense Directive 1300.4 contains the jointly established policies of the Secretary of Defense, the Secretary of Transportation, the Secretary of Commerce and the Secretary of Health and Human Services for such transfers as authorized under 10 U.S.C. 716.

² Memorandum from (rank, name) to (rank, name, position) with (rank, name)'s consent.

Commissioned Personnel Center
Office Instruction Manual
Inter-Service Transfer
Transfer Package-Decision Memorandum

If approved, (grade and name) will be assigned relative rank equal to that which he/she holds on the day before his/her transfer.

RECOMMENDATION

I recommend that you approve and sign the attached letter approving the request for transfer.

Commissioned Personnel Center
Office Instruction Manual
Inter-Service Transfer
Transfer Package-OPB Recommendation

MEMORANDUM FOR: Rear Admiral (Name of Director), NOAA
Director, NOAA Corps

FROM: (Rank and Name of Officer), NOAA
Chair, Officer Personnel Board

SUBJECT: Officer Personnel Board Recommendations for Inter-Service Transfer into the
NOAA Corps

In accordance with 33 U.S.C. 3022(b)(2), an Officer Personnel Board (OPB) convened on (date) to consider (name, rank and service)'s request for an inter-service transfer to the National Oceanic and Atmospheric Administration Commissioned Corps (NOAA Corps). The OPB recommended that the request be approved by the Secretary of Commerce (Secretary). Therefore, I request that you forward to the Secretary the name of (rank, name, losing service) for transfer from the United States (losing service) and permanent appointment in the NOAA Corps.

Chair, OPB

Commissioned Personnel Center
Office Instruction Manual
Inter-Service Transfer
Transfer Package-Qualification Statement

MEMORANDUM FOR: THE RECORD

FROM: Rear Admiral (Name of Director), NOAA
Director, NOAA Corps

SUBJECT: Qualifications of Applicants for Appointment in the NOAA Corps

Section 3021(a)(2) of Title 33 of the United States Code provides that an appointment to the National Oceanic and Atmospheric Administration Commissioned Corps (NOAA Corps) may be offered to an applicant if he or she is found mentally and physically qualified and meets the requirements specified in 10 U.S.C. 532(a). The NOAA Corps Directive 01304 governing inter-service transfer mandates that all applicants for transfer to the NOAA Corps must satisfy these same requirements. This memorandum for the record certifies that the following individual(s) requesting an inter-service transfer meet(s) all requirements for appointment to the NOAA Corps:

(LIST OF APPLICANTS)

In particular, the following requirements for appointment have been verified by the Director, Commissioned Personnel Center (CPC), and the Director, Office of Health Services and Pastoral Care (OHSPC), NOAA Marine and Aviation Operations (NMAO):

33 U.S.C. 3021(a) (3) and 10 U.S.C. 532(a)	Mental Qualifications	CPC
33 U.S.C. 3021 (a) (3), 10 U.S.C. 532(a) and NCD 01205	Physical Qualifications	OHSPC
NCD 01206	Educational Qualifications	CPC

This verification is current as of the date of this memorandum.

Respectfully submitted:

Rank and Name of Director, NOAA
Director, CPC
Date:

Rank and Name of Director, USPHS
Director, OHSPC, NMAO
Date:

Commissioned Personnel Center
Office Instruction Manual
Inter-Service Transfer
Transfer Package-Officer's Concurrence

Date

From: Rank and Name of Officer, Service

To: Rear Admiral (Name of Director), NOAA
Director, NOAA Corps

SUBJ: Request for Inter-Service Transfer to the National Oceanic and Atmospheric Administration Commissioned Corps (NOAA Corps)

1. I hereby request an inter-service transfer to the NOAA Corps.
2. If approved by the Secretary of the (Service), I voluntarily consent to such a transfer.

Very respectfully,

Signature
Rank and Name of Officer

Commissioned Personnel Center
Office Instruction Manual
Inter-Service Transfer
Transfer Package-Secretary's Concurrence

In accordance with 10 U.S.C. 716 and Department of Defense Directive 1300.4, I approve the recommendation of the Officer Personnel Board to permit the inter-service transfer of (rank and name), from the United States (Service) into the National Oceanic and Atmospheric Administration Commissioned Corps (NOAA Corps).

This transfer will not be effected without consent of the Secretary of the (losing service), and Presidential approval. I hereby authorize the Director, NOAA Corps, to seek the consent of the Secretary of (losing service).

Name of Current Secretary of Commerce

Commissioned Personnel Center
Office Instruction Manual
Inter-Service Transfer
Sample Letter-Losing Service

(Date)

Secretary (name)
(Losing Service)
(Address)

Re: Inter-Service Transfer Request

Dear Secretary (Secretary of Losing Service)

In accordance with 10 U.S.C. 716, and Department of Defense Directive 1300.4, (rank and name of officer) has requested an inter-service transfer from the United States (Service) into the National Oceanic and Atmospheric Administrations Commissioned Corps (NOAA Corps). The Secretary of Commerce supports this inter-service transfer (see attached memorandum) and (rank and name of officer) has consented to the transfer.

Department of Defense Directive 1300.4 requires written concurrence or non-concurrence from the Secretary of the (losing service). Please provide your decision at your earliest convenience.

Respectfully,

Rear Admiral (Name of Director), NOAA
Director, NOAA Corps

Attachments (2)

Commissioned Personnel Center
Office Instruction Manual
Inter-Service Transfer
Implementation Package-Cover Memorandum

MEMORANDUM FOR: Name of Current Under Secretary
Under Secretary of Commerce for Oceans and Atmosphere

FROM: Rear Director (Name of Director), NOAA
Director, NOAA Corps

SUBJECT: Decision Memorandum - Inter-Service Transfer

Attached for your signature is a decision memorandum to Secretary (name of current Secretary of Commerce). This decision memorandum recommends that the Secretary sign a letter forwarding the name of (rank and name), United States (Service), to the President for his/her approval of the inter-service transfer of (rank and name) to the National Oceanic and Atmospheric Administration (NOAA Corps) in accordance with 10 U.S.C. 716 and Department of Defense Directive 1300.4. Both (rank and name) and the Secretary of (Service) have provided written consent to this transfer.

Attachments (3)

Commissioned Personnel Center
Office Instruction Manual
Inter-Service Transfer
Implementation Package-Decision Memorandum

DECISION MEMORANDUM FOR THE SECRETARY

FROM: Name of Current Under Secretary
 Under Secretary of Commerce for Oceans and Atmosphere

SUBJECT: Inter-Service Transfer

ACTION-FORCING EVENT

The Secretary of Commerce's acceptance of the Officer Personnel Board's recommendation to approve (rank and name)'s inter-service transfer from the United States (Service) to the National Oceanic and Atmospheric Administration Commissioned Corps (NOAA Corps) and the Secretary of the (Service)'s concurrence to the inter-service transfer.

ANALYSIS

Attached for your signature is a letter to the President. This letter recommends the inter-service transfer of (rank and name) from the United States (Service) and permanent appointment in the NOAA Corps in accordance with 10 U.S.C. 716 and the procedures established for implementing this statutory provision found in Department of Defense Directive 1300.4.¹ (Rank and name) possesses technical skills of benefit to NOAA, he has consented to the transfer, and the Secretary of the (Service) supports the transfer.²

If approved, (rank and name) will be assigned relative rank equal to that which he/she holds on the day before his/her transfer.

¹ Department of Defense Directive 1300.4 contains the jointly established policies of the Secretary of Defense, the Secretary of Transportation, the Secretary of Commerce and the Secretary of Health and Human Services for such transfers as authorized under 10 U.S.C. 716.

² Memorandum from (officer) and Memorandum from (losing service consent).

Commissioned Personnel Center
Office Instruction Manual
Inter-Service Transfer
Implementation Package-Decision Memorandum

RECOMMENDATION

I recommend that you approve and sign the attached letter to the President.

Commissioned Personnel Center
Office Instruction Manual
Inter-Service Transfer
Implementation Package – Losing Service Concurrence



DEPARTMENT OF THE NAVY
OFFICE OF THE ASSISTANT SECRETARY
(MANPOWER AND RESERVE AFFAIRS)
1939 NAVY PENTAGON
WASHINGTON, D.C. 20380-1000

SCANNED

From: Assistant Secretary of the Navy (Manpower and Reserve Affairs)
To: Under Secretary of the National Oceanic and Atmospheric Administration

Subj: INTERSERVICE TRANSFER REQUEST IN THE CASE OF
LTJG , USNR,

Encl: (1) LTJG ltr of 10 Jan 03 w/end

1. Enclosure (1) is forwarded for your consideration.
2. I support the interservice transfer of Lieutenant Junior Grade no earlier than July 2003, contingent upon his acceptance into the National Oceanic and Atmospheric Administration.

William A. Navas, Jr. APR 8 2003
WILLIAM A. NAVAS, JR.

Copy to:
NAVPERSCOM (PERS-449)

Commissioned Personnel Center
Office Instruction Manual
Inter-Service Transfer
Implementation Package-Officer's Concurrence

Date

From: Rank and Name of Officer, Service

To: Rear Admiral (Name of Director), NOAA
Director, NOAA Corps

SUBJ: Request for Inter-Service Transfer to the National Oceanic and Atmospheric Administration Commissioned Corps (NOAA Corps)

1. I hereby request an inter-service transfer to the NOAA Corps.
2. If approved by the Secretary of the (Service), I voluntarily consent to such a transfer.

Very respectfully,

Signature
Rank and Name of Officer

Commissioned Personnel Center
Office Instruction Manual
Inter-Service Transfer
Implementation Package – Secretary’s Concurrence

In accordance with 10 U.S.C. 716 and Department of Defense Directive 1300.4, I approve the recommendations of the Officer Personnel Board to permit the inter-service transfer of (rank and name), from the United States (Service) into the National Oceanic and Atmospheric Administration Commissioned Corps (NOAA Corps).

This transfer will not be effected without consent of the Secretary of the losing service, and Presidential approval. I hereby authorize the Director, NOAA Corps, to seek the consent of the Secretary of (losing service).

Name of Current Secretary of Commerce

Commissioned Personnel Center
Office Instruction Manual
Inter-Service Transfer
Implementation Package

MEMORANDUM FOR: The Honorable (Name of Individual)
Deputy Assistant to the President and
Deputy Secretary to the Cabinet

FROM: Name of Individual
Chief of Staff

SUBJECT: Inter-Service Transfer

Attached is a letter to the President recommending that he/she transfer (rank and name) from the United States (service) and permanently appoint him/her in the National Oceanic and Atmospheric Administration Commissioned Corps (NOAA Corps) in accordance with the provisions of 10 U.S.C. 716 and Department of Defense Directive 1300.4. (Rank and name) has consented to the transfer and the United States (Service) supports the transfer.

Attachment (1)

Commissioned Personnel Center
Office Instruction Manual
Inter-Service Transfer
Implementation Package

The President
The White House
Washington, D.C. 20500

Dear Mr. President:

It is my honor to recommend for your approval the inter-service transfer of (rank and name) from the United States (Service) to the National Oceanic and Atmospheric Administration Commissioned Corps (NOAA Corps) in accordance with 10 U.S.C. 716. (Rank and name) has consented to the transfer and the United States (Service) supports the transfer.

Respectfully,

Name of Current Secretary of Commerce

Commissioned Personnel Center
Office Instruction Manual
Inter-Service Transfer
Implementation Package

MEMORANDUM FOR THE SECRETARY OF COMMERCE

SUBJECT: Inter-Service Transfer

Pursuant to the authority vested in me as President by the Constitution and section 716 of title 10 of the United States Code, I hereby approve the transfer of (Rank and Name, Losing Service), to and appointment in the National Oceanic and Atmospheric Administration Commissioned Corps.

Commissioned Personnel Center
Office Instruction Manual
Inter-Service Transfer
Commission Package-Cover Memorandum

MEMORANDUM FOR: Name of Current Under Secretary
Under Secretary of Commerce for Oceans and Atmosphere

FROM: Rear Admiral (Name of Director), NOAA
Director, NOAA Corps

SUBJECT: Decision Memorandum - Signing of Commission Evidencing Permanent Appointment of
Officer(s) in NOAA Corps

Attached for your signature is a decision memorandum to Secretary (name of current Secretary of Commerce). This decision memorandum recommends the Secretary, in accordance with Executive Order 11023 (Section 2), sign a commission evidencing the permanent appointment of (rank and name) in the National Oceanic and Atmospheric Administration Commissioned Corps (NOAA Corps). In accordance with 10 U.S.C. 716, and on (date), the President approved the inter-service transfer of (rank and name, service) to the NOAA Corps. The signed commission will be returned to the Director, Commissioned Personnel Center, who will affix the seal of the Department of Commerce to the commission before it is sent to the officer(s). The signing of the commission will effect the appointment.

Attachments (2)

Commissioned Personnel Center
Office Instruction Manual
Inter-Service Transfer
Commission Package-Decision Memorandum

DECISION MEMORANDUM FOR THE SECRETARY

FROM: Name of Current Under Secretary
 Under Secretary of Commerce for Oceans and Atmosphere

SUBJECT: Signing of Commission Evidencing Permanent Appointment in NOAA Corps

ACTION-FORCING EVENT

The recommendation to sign a commission evidencing the permanent appointment of the officer(s) listed.

ANALYSIS

In accordance with 10 U.S.C. 716, and on (date), the President approved the inter-service transfer of (rank and name) from (losing service) to the National Oceanic and Atmospheric Administration Commissioned Corps (NOAA Corps). As such, he/she is deemed permanently appointed in the NOAA Corps when the commission is signed. Executive Order 11023 provides that upon such appointment, the Secretary shall issue a commission evidencing the appointment.

The signed commission(s) will be forwarded to the Director, NOAA Corps Commissioned Personnel Center, who will affix the Department of Commerce seal to the commission(s) before it is sent to the officer(s).

RECOMMENDATION

I recommend that you sign the attached commission(s) for the officer(s) listed.

Attachments (# of commissions)

Commissioned Personnel Center
Office Instruction Manual
Inter-Service Transfer
Commission Package-Copy of Commission



To all who shall see these presents, greeting:

Know Ye, that reposing special trust and confidence in the patriotism, fidelity and abilities of Daniel James Price I do, appoint this Officer to the grade of Lieutenant (junior grade) in the National Oceanic and Atmospheric Administration to rank as such from the 19th day of September, in the year of two thousand and three.

This Officer will therefore carefully and diligently discharge the duties of the office to which appointed by doing and performing all manner of things thereunto belonging. And I do strictly charge and require those Officers and other personnel of lesser rank to render such obedience as is due an officer of this grade and position. And this Officer is to observe and follow such orders and directions from time to time, as may be given by me, or the future President of the United States of America, or other Superior Officers acting in accordance with the laws of the United States of America.

This commission is to continue in force during the pleasure of the President of the United States of America for the time being, under the provisions of those Public Laws relating to Officers of the National Oceanic and Atmospheric Administration in which this appointment is made.



By the President:

A handwritten signature in dark ink, appearing to read "J. Edgar Hoover".

Secretary of Commerce

Commissioned Personnel Center
Office Instruction Manual
Inter-Service Transfer
Cover Memorandum for Commission

MEMORANDUM FOR: (Rank and Name of Officer), NOAA

FROM: (Rank and Name of Officer), NOAA
Director, Commissioned Personnel Center

SUBJECT: Inter-Service Transfer and Commission - (Grade)

In accordance with Section 716(a) of Title 10 of the United States Code, and the policies and procedures governing such inter-service transfers contained in Department of Defense Directive 1300.4, the President has approved your transfer from (service) and permanent appointment in the National Oceanic and Atmospheric Administration Commissioned Corps (NOAA Corps). Enclosed is your commission evidencing your transfer in the grade of (grade).

Executive Order 11023 provides that, upon appointment by the President, the Secretary of Commerce shall issue a commission evidencing such appointment. The date shown on the commission is your actual transfer date. A copy of your commission will be placed in your Official Personnel File and a copy will be sent to NOAA Corps Payroll Unit, Topeka, Kansas to effect new pay and allowances.

Congratulations and should you have any questions, please contact the Chief, Officer Services Division, at (301) 713-3444.

Enclosure