

NCD Chapter (Revised)	Section Title	Revised Section	Brief Summary of Changes	Supersedes Version Dated	OHRM Approval Date/Implementation
Chapter 1	Policy	Parts 1-6	Legislative Changes - Delete - "by and with the advice and consent of the Senate"; Delete - nomination; replace with approval; minor grammatical changes and updates as needed	Apr-04	Jan-16
Part 1	Positions of Importance and Responsibility	NCD 01105(A)	Add - Secretarial Designation(s) language	Apr-04	Jan-16
		NCD 01105 (C) - (H)	Delete - (C); (C) replaces (D); (D) replaces (E); (E) replaces (F); (F) replaces (G); and (G) replaces (H)	Apr-04	Jan-16
Part 2	General Qualifications	NCD 01203 (A)(3)	Delete - as well as body composition assessment	Apr-18	Jan-18
		NCD 01203 (A)(5)	Add - have not been twice not selected for promotion in another uniformed service (33 U.S.C. 3021 (a)(2)(B))	Apr-04	Jan-16
	Physical Qualifications	NCD 01206 (A)(1-5)	(A) Deleted - Applicants must meet the standards prescribed for U.S. Coast Guard officer candidates as listed in the U.S. Coast Guard Medical Manual. In addition applicants must meet the following standards....		
	Educational Qualifications	NCD 01207(2)	Add - the Director may waive requirements based on the needs of the Service	Apr-04	Jan-16
	Constructive Credit	NCD 01208(A)	Delete - "advanced degrees, prior professional work experience"; Delete - qualifications; Add - commissioned service.	Apr-04	Jan-16
		NCD 01208(B)(1)	Delete - (B)(2) moved to (B)(1). Add - "and if granted will be applied upon appointment to the grade of lieutenant (junior grade) or above.	Apr-04	Jan-16
		NCD 01208(B)(1)	Delete - No credit will be granted for service other than honorable; Add - Credit will only be granted for service characterized as Honorable.	Apr-04	Jan-16
		NCD 01208 (B)(3)	Delete - replaced with (B)(2)		
		NCD 01208 (C)	Deleted	Apr-04	Jan-16
	Application Process	NCD 01209(C)(1)	Add - (C)(1)"Personal Data Resume (PDR) NOAA Commissioned Corps (NOAA Form 56-40A)	Apr-04	Jan-16
		NCD 01209(C)(1)	Moved - (C)(1) to (C)(2). Moved (C)(3) to (C)(4); Add - (C)(5).		Jan-16
		NCD 01209(C)(2)	Add - " Appointment in the NOAA Commissioned Officer Corps	Apr-04	Jan-16
		NCD 01209(C)(3)	Delete - "certified"; Replace with "from"; Delete - "grades forwarded to the recruiting officer by the college(s); Replace with "universities attended"	Apr-04	Jan-16
		NCD 01209(C)(4)	Add - "of recommendation"; Update form information; Delete - 3 references; Add - "5" to list of references; Delete - "personal"	Apr-04	Jan-16
		NCD 01209(C)(5)	Update/Add - "each applicant with prior uniformed service shall submit official or certified copies of all discharges (Department of Defense (DoD) DD-214 Member 4 copy), National Guard Report of Separation and Record of Service (NGB) NGB-22, or service equivalent and copies of Fitness Report/Officer Evaluation Report (FITREPs/OERs) covering applicant's most recent five years of service.	Apr-04	Jan-16

	Selection Process	NCD 01210(D)	Delete - by the Director and with the advice and consent of the Senate has confirmed the nominee of the Present for appointment as a NOAA Corps officers. Replace with "; approval by the President for appointment as a NOAA Corps officer". Delete - nominee confirmed	Apr-04	Jan-16
		NCD 01210(F)	Delete - and the Senate	Apr-04	Jan-16
		NCD 01210(F)(1)	Add - "/she"	Apr-04	Jan-16
		NCD 01210(F)(2)	Delete- they will be forwarded to the Senate for confirmation. Add - ", the President will sign the President Approval". Delete - information showing that the Senate has confirmed the nominee of the President; Add - "the President's approval". Delete - of "nominee"; Add - "approved candidate". Delete - of such person.	Apr-04	Jan-16
	Appointment Process	NCD 01211 (B)	Add - as prescribed by the NOAA Corps Recruiting Branch. Delete - (1)&(2)	Apr-04	Jan-16
		NCD 01211 (C)	Delete - (Appointment Affidavits (SF-61)) [5 U.S.C. 3331-32]; any individual authorized to administer oaths by laws of the United States or local jurisdictions in the State, District, territory, or possessions of the United States where the oath is administered.	Apr-04	Jan-16
		NCD 01211 (D)	Update the SF form from SF-189 to SF -312	Apr-04	Jan-16
	Appointment	NCD 01212 (C)	Delete - 10 U.S.C. 101(a)(10)	Apr-04	Jan-16
		NCD 01212 (D)	Delete - and Senate confirmation; Delete - "nominee"; Replace with "officer"	Apr-04	Jan-16
		NCD 01213 (A)	Add - Any determination to exempt a NOAA Corps officer from BOTC following appointment will be made by the Director, or his or her designee. And will not be appealable.	Apr-04	Jan-16
Part 3	Policy	NCD 01301(A)	Add - (IST); Delete - "Inter-service transfer; Replace with "IST"; Delete - "take place; Replace with "be accepted"	Apr-04	Jan-16
		NCD 01301©	Delete - except in time of war	Apr-04	Jan-16
		NCD 01301(I)	Delete - "Armed Forces"; Replace with "uniformed services"	Apr-04	Jan-16
		NCD 01301 (J)	Delete - President; Replace with "Secretary in the name of the President. (Executive Order 11023, as amended by Executive Order 13341)"	Apr-04	Jan-16
	Responsibilities	NCD 01302 (B)(2)	Delete - President; Replace with "Secretary"; Add - "/ she"	Apr-04	Jan-16
		NCD 01302 (B)(2)	Delete - President; Replace with "Secretary"	Apr-04	Jan-16
	Transfer from the NOAA Corps	NCD 01303 (A)(1)	Delete - social security number	Apr-04	Jan-16
		NCD 01303 (C)	Delete - 4 months; Replace with "6" months	Apr-04	Jan-16

		NCD 01303(E)	Delete - "brought up to date"; Add - verified current	Apr-04	Jan-16
	Transfer to the NOAA Corps	NCD 01304(1)	Delete - desiring; Replace with "seeking"; Delete - Officer Personnel Board; Replace with "OPB"	Apr-04	Jan-16
		NCD 01304(C)	Delete - direct. Add - The Director, may waive the educational requirements based on the needs of the Service.	Apr-04	Jan-16
		NCD 01304(E)	Add - approved and effected. Delete - The Secretary will request the President approve the transfer. Delete - President's and replace with Secretary's	Apr-04	Jan-16
		NCD 01304 (F)	Delete - OPB; Replace with "Director, CPC"	Apr-04	Jan-16
Part 4	Precedence Among NOAA Corps Officers	NCD 01402 (B)	Delete - active-duty; Delete - Officer Personnel Board	Apr-04	Jan-16
		NCD 01402(C)	Delete - active-duty	Apr-04	Jan-16
		NCD 01402(C)(1)	Add "NOAA" in front of Corps. Delete - an review by OPB, placement on the lineal list will be based on an average of the officer's overall academic grade average and total	Apr-04	Jan-16
		NCD 01402(C)(2)	Delete - original	Apr-04	Jan-16
		NCD 01402(C)(4)	Delete - Senate confirmation; Replace with "Presidential approval"	Apr-04	Jan-16
		NCD 01402 (D)	Add - and date of rank, as necessary. Delete - on the active duty list	Apr-04	Jan-16
	Exercise of Authority	NCD 01404 (A)	Delete - their; Replace with "NOAA Corps"	Apr-04	Jan-16
		NCD 01404 (B)	Add - "or" in between himself/herself. Replace with NCD Chapter 8, with NCD Chapter 15.	Apr-04	Jan-16
		NCD 01404 (D)	Insert "or" in between himself/herself.	Apr-04	Jan-16
	Authority in Special Situations	NCD 01405 (A)	Delete - "/"; Replace with "or"	Apr-04	Jan-16
	Succession to Command	NCD 01406	Add - acronym(s) such as OOD, OIC; Delete - "/"; Replace with "or"	Apr-04	Jan-16
Part 5	Identification Cards - Purpose	NCD 01501(A)	Delete - members. Add - upon approval of the uniformed service member.	Apr-04	Jan-16
		NCD 01501(C)	Delete - Air Force Instruction 36-3026 (I); Replace with DoD Instruction 1000.13. Delete - eligible family members; Replace with dependents; Delete - personal; Replace with individuals.	Apr-04	Jan-16
	Identification Cards - Type	NCD 01502	Add - Corps	Apr-04	Jan-16
		NCD 01502 (A)	Add - Acronym (CAC)	Apr-04	Jan-16
		NCD 01502 (B)	Delete - hereinafter referred to as	Apr-04	Jan-16

		NCD 01502 (C)	Delete - hereinafter referred to as. Delete - "may" replace with "shall"; Add "eligible". Delete - All eligible dependents, except children under 10 years of age, are required to obtain a DD Form 1173.	Apr-04	Jan-16
		NCD 01503 (A)	Delete - will be; activities; Replace with Real Time Automated Identification System (RAPIDS) facility. Delete - from the nearest authorized issuing activity. A current list of issuing activities can be found at. Replaced with RAPIDS facilities can be found at https://www/dmdc.osd.mil/rsl . Add - 1. Active duty officers are required to present two forms of acceptable identification as listed on Form I-9; select a unique pin number and electronically sign DD Form 2842, DoD Public Infrastructure Certificate of Acceptance and Acknowledgement of Responsibility, prior to being issued a CAC at an authorized RAPIDS facility. 2. Retired officers are required to present two forms of acceptable identification as listed on Form I-9, and if required, provide documentation to verify eligibility (retirement letter or orders) prior to being issued a DD Form 2RET at an authorized RAPIDS facility. 3. Eligible family members, of active duty or retired officers are required to present DD Form 1172-2, signed by the active duty or retired officer, provide two forms of acceptable identification as listed on the Form I-9, and documentation, if required, to verify eligibility (birth certificate, marriage certificate, court document, etc.). An electronically signed DD Form 1172-2, is also acceptable and can be completed in the RAPIDS Self-Service portal. In cases where the officer is not available for signature, the NOAA Service Project Office shall be notified.	Apr-04	Jan-16
		NCD 01503 (B)	Replaced with 01503 (D) and updated to read - If an ID card is lost, stolen, mutilated, worn, or incorrect, replacement cards may be issued at an authorized RAPIDS facility with proper documentation. For lost or stolen CAC cards, a memo signed by NOAA Officer of Security or a police report along with two forms of acceptable identification as listed on the Form I-9, will be required prior to reissuance of CAC.	Apr-04	Jan-16
		NCD 01503 (C) (D)	Deleted - (C) replaced with Any person willfully altering, damaging, lending, counterfeiting, or using ID cards in any unauthorized manner is subject to fine or imprisonment or both. (18 U.S.C. 499, 506, 509, 701 and 1001)	Apr-04	Jan-16
	Identification Cards - Security and Accountability	NCD 01504	Deleted	Apr-04	Jan-16

	Emergency And Entitlement Documentation	NCD 01504 (A)	Delete - retired	Apr-04	Jan-16
		NCD 01504 (B) (11)	Delete - Director, CPC; replace with "NOAA's Service Project Officer"	Apr-04	Jan-16
	Address Policy	NCD 01505 (A) (1)	Delete - /; replace with "or"	Apr-04	Jan-16
		NCD 01505(A) (2)	Delete - and record home of record; replace with "a Home of Record"	Apr-04	Jan-16
		NCD 01505(B)(2) &(3)	Add - entry and"	Apr-04	Jan-16
		NCD 01505 (B)	Delete - The Soldiers' and Sailors' Civil Relief Act for 1940, as amended,; replace with "Servicemembers Civil Relief Act"	Apr-04	Jan-16
		NCD 01505 (B) (2)	Add - acronym (HOR); add - entry and	Apr-04	Jan-16
		NCD 01505 (B) (4)	Add - State of	Apr-04	Jan-16
		NCD 01505 (B) (4) (e)	Delete - / ; replace with "or"	Apr-04	Jan-16
		NCD 01505 (B) (4)	Add - State of	Apr-04	Jan-16
		NCD 01505 (B) (4) (e)	Delete - / ; replace with "or"	Apr-04	Jan-16
	Address Reports	NCD 01506 (A)	Delete - and submit it to the Director, CPC, for inclusion in his/her official personnel file; Delete - many; replace with "some"; Delete / ; replace with "or"	Apr-04	Jan-16
		NCD 01506(B)	Delete - normally; Delete - because a; Delete - decided; replace with "decision"	Apr-04	Jan-16
	Mailing Address	NCD 01507 (B)	Add - Pay; Delete - service	Apr-04	Jan-16
	State Income Tax	NCD 01508 (A)	Delete - /; replace with "or"	Apr-04	Jan-16
	NOAA Corps Directives - Appendix - 1-1		Added - Designations	Apr-04	Jan-16
Part 6	Official Personnel Records Management	NCD 01601(A)(1)	Delete - staff, Add - personnel & legible; Add - NOAA Corps	Apr-04	Jan-16
		NCD 01601(A)(2)	Add - Officer Personnel Records consist of permanent documents that contain information about the officer's career with NOAA Corps. Such documents include	Apr-04	Jan-16
		NCD 01601(B)(1)	Add - 44 U.S.C. 3001	Apr-04	Jan-16

		NCD 01601(B)(2)	Delete - include; Add - folders are	Apr-04	Jan-16
		NCD 01601(B)(3)	Moved to (B)(4); replaced original (B)(3) with - OPF Online – A secure electronic method of submitting personnel and medical documents that are uploaded into the officer's	Apr-04	Jan-16
		NCD 01601 (B)(4)	originally (B)(3) - minor grammatical changes	Apr-04	Jan-16
	Creation & Safeguarding of Personnel Records	NCD 01602(B)(2)	Delete - should; Add - are required to	Apr-04	Jan-16
		NCD 01602(B)(6)	Add - Personnel must exercise care to prevent unauthorized disclosure and ensure documents are properly disposed of by shredding or other secure disposal methods.	Apr-04	Jan-16
		NCD 01602 (C) (1)	Delete - Commissioned Personnel Center's	Apr-04	Jan-16
		NCD 01602(c)(1)(f)	Add - NOAA Filing - Disposition Handbook, OPM and NARA.	Apr-04	Jan-16
	Establishment & Maintenance of	NCD 01603(A)	Add - CPC personnel will create; Add - acronyms to (A)(1) (OPF) and (A)(2) (OMF)	Apr-04	Jan-16
		NCD 01603(c)	Deleted	Apr-04	Jan-16
		NCD 01603 (D)	Moved to (C)	Apr-04	Jan-16
		NCD 01603 (C)(1)	Delete - position of the; replace with "is place on"; Delete - is indicated on the folder; Delete - three	Apr-04	Jan-16
		NCD 01603 (C)(1)(a)	Updated - NAME: The officer's name appears on the folder exactly as is on his/her Temporary Appointment Certificate or Commission. (Last Name, First Name and Middle Initial) (e.g. DOE, JOHN R.) Delete - The last name must be listed first followed by first name and middle initial (e.g. DOE, JOHN R.)	Apr-04	Jan-16
		NCD 01603 (C)(1)(b)	Updated - SOCIAL SECURITY NUMBER: The officer's last four digits of their social security number (SSN) is listed directly under the name.	Apr-04	Jan-16
		NCD 01603 (E)	Moved to (D)	Apr-04	Jan-16
		NCD 01603(D)(1)	Add - official authorized codes can be found @ http://www.archives.gov/frcl .	Apr-04	Jan-16
		NCD 01604(A)	Delete - in an individual's NOAA Corps service history that have; Add - These records consist of both electronic and paper documents; Delete - will be; Replace with "is";	Apr-04	Jan-16
		NCD 01604 (B)	Delete - Certain documents must never be filed in the personnel folders.	Apr-04	Jan-16
	Document Type	NCD 01605(A)	Delete - records"; Add - "documents"	Apr-04	Jan-16
		NCD 01605(B)	Delete - annual training certificates	Apr-04	Jan-16

	Official Personnel Folder Structure	NCD 01606(A)	Add - Acronym (OPF)	Apr-04	Jan-16
		NCD 01606(A) Section 1 - Career Documentation	Add/update the following list of acceptable documents: Temporary Appointment Certificates; Promotion Letters; Temporary Promotion Certificates; Constructive Credit Memorandum; Officer Personnel Board Notification Memorandum; Board Membership Memorandum	Apr-04	Jan-16
		NCD 01606(A) Section 2 - Education and Training	Add/update the following list of acceptable documents: Transcripts evidencing Degree Completion; Revocation Letters; Approved Training Course Certificates; Delete - Professional Qualifications for Promotion	Apr-04	Jan-16
		NCD 01606(A) Section 3 - Performance	Add - Acronym (OER); Insignia; Delete - Unit Citations; Appointments to Boards (OPB, OAB, etc.).	Apr-04	Jan-16
		NCD 01606 (A) Section 4 - Accession and Separation	Delete - Appointment Certificates, temporary; Update - Resignation/Retirement Requests/Approvals/Withdrawals; Add Acronym (SCRA)	Apr-04	Jan-16
		NCD 01606 (A) Section 5 - Assignment	Add Acronyms - (PCS), (PCA), (TDY); Add - Detail Assignment Packages/Memorandum; Acting CO/XO FOO Letters	Apr-04	Jan-16
		NCD 01606 (A) Section 6 - Personal and Dependency	Add - (NOAA Form 56-140; Delete "or" and replace with /; Add - Divorce Decree/Court Order Documents; Add - Form number (DD 1172-2); add Acronym - (SGLI); Add - Name	Apr-04	Jan-16
		NCD 01606 (B)	Add Acronyms - (OMF)	Apr-04	Jan-16
		NCD 01606 (B) Section 1 - History of Medical Care	Delete - Occupational Safety and Health Administration; Delete - OSHA; Replace with "NOAA"; Add - NOAA Form 57-17-02	Apr-04	Jan-16
		NCD 01606 (B) Section 8 - Correspondence	Add - Memos	Apr-04	Jan-16
	Request for Information	NCD 01607(A)(1)	Add - Acronym "OPM"	Apr-04	Jan-16
		NCD 01607 (A)(2)	Delete - For example, it does not cover a request for information on the amount of allotments deduction from an individual's salary. Add - For pay related questions,	Apr-04	Jan-16
		NCD 01607(B)(2)	Delete - "a record of custodian" ; Add - "CPC personnel"	Apr-04	Jan-16
		NCD 06107(B)(4)	Delete - "records in "; Add - " A digital copy is presented to NOAA Corps officers upon their separation from the Corps."	Apr-04	Jan-16
		NCD 06107(C)(2)	Delete - the Commissioned Personnel Center; add - CPC; Add - This request can take up to four weeks for CPC to obtain the officers' records.	Apr-04	Jan-16
		NCD 01607 (E)(1)(a)	Add - Acronym "NARA"	Apr-04	Jan-16
		NCD 01607 (F)(1)	Add - Acronym "FOIA"	Apr-04	Jan-16
		NCD 01607 (H)(2)	Delete - Freedom of Information Act; Add - acronym "FOIA"	Apr-04	Jan-16
		NCD 01607 (I)(2)	Delete - Freedom of Information Act; Add - acronym "FOIA"	Apr-04	Jan-16
	Amendment Requests	NCD 01608 (E)(1)(a)	Delete - "SSN"	Apr-04	Jan-16