

**So you want to get  
promoted...**

**and you're already a rock star on  
the ship, in the air, at your desk,  
or in your lab**

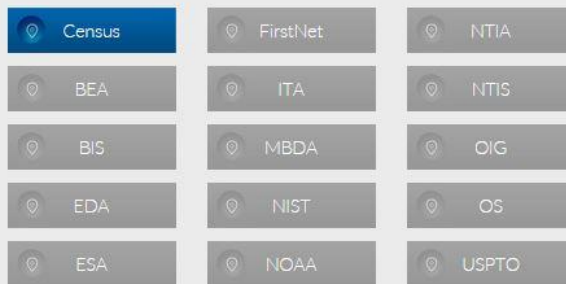
**Here are a few tips on courses for  
promotion in the new  
Commerce Learning Center**



### SINGLE SIGN ON

If your Bureau button is blue, please log in to the Commerce Learning Center by clicking your Bureau button to access your network via Single Sign-On (SSO).

*If your Bureau button is grayed out, this means your Bureau does not have SSO. Please use the main log-in box on the right.*



LOG IN TO ACCESS THE COMMERCE  
LEARNING CENTER!

Username

Password

[Forgot Password?](#)

LOG IN



LOG-IN SCREEN – use **FULL email address**  
*e.g. polka.dress@noaa.gov*

# NOAA OMAO COMMERCE LEARNING CENTER



Welcome, NICOLE.

## News and Announcements

### Welcome to the new OMAO Commerce Learning Center!

Updated: July 29th 2015

[Getting Started Job Aid](#) - click here learn about navigating the CLC. If you have questions, please use the Live Support link (green question mark box) on the upper right.

#### New - 2015 NOAA Information Technology Security Awareness Course now available!

- The link to the 2015 NOAA Information Technology Security Awareness Course is now available at [www.csp.noaa.gov](http://www.csp.noaa.gov). This year's course requires that users with an @noaa.gov email address use their NOAA.gov accounts with the first last name (i.e. John Smith) without the @noaa.gov and all non-NOAA users to use their complete email address (ex: jsmith@gmail.com).
- In order to continue to use NOAA computing resources, users are **required to complete the course by August 31, 2015**.
- For more information ([click here](#)) or go directly to the training course by ([clicking here](#)).

#### Important Reminders:

- **Migration of User Transcripts from the previous CLC update 7/29/2015**
  - Due to unanticipated technical issues encountered during the data migration process, DOC has informed NOAA that the full transfer of user records from the previous system will be delayed. At present we do not have a new completion date scheduled for this task.
  - Rest assured that the Department possesses a complete copy of all the employee training records that were stored in the previous system. If you have an urgent need to access a particular record, for example to demonstrate that you completed training course required to maintain a certification, those records can be retrieved by a CLC system administrator on a case-by-case basis. Otherwise we request your patience while we resolve the technical problems and complete the data migration.
- **The NOAA Staff Directory (NSD)** is the source of user information for the CLC. If your supervisor listed is not correct, please check your NSD record at <https://nsd.rdc.noaa.gov/nsd> and edit with current, accurate information. The new CLC capabilities will be released in a phased approach and will not be considered fully operational until 1st or 2nd Qtr FY16 when online and

## Your Assigned Training

No assigned training

## Your Inbox

View transcript  
(0 approved training selection(s))  
(Registered for 0 training selection(s))



**MY TRANSCRIPT**  
Click here to see your training in progress and all completed training.



**SEARCH FOR TRAINING**  
Click here to search for web-based training and instructor-led courses.

LANDING SCREEN – click *Programs*

5 by OMAO CLO



NG PROGRAM



SMALL BOAT PROGRAM



NOAA CORPS



LEADERSHIP DEVELOPMENT



NOAA TRAINING



FAQs



IDPs

Training APPROVED

SF-182s



FEEDBACK






TRAINING CO

NOAA SCREEN – click *NOAA Corps*

**NOAA Corps Approved Courses for Promotion Qualification**

Select Curricula to add it to your active transcript under My Training at the top of the page.

<i>CURRICULA</i>		<i>DESCRIPTION</i>
<b>NOAA Corps 1: Lieutenant Junior Grade</b>		You must complete all courses to be eligible for promotion to Lieutenant Junior Grade.
<b>NOAA Corps 2: Lieutenant</b>		You must complete all courses to be eligible for promotion to Lieutenant.
<b>NOAA Corps 3: Lieutenant Commander</b>		You must complete all courses to be eligible for promotion to Lieutenant Commander.



Courses for Promotion – click *your next rank*

## Training Details



### NOAA Corps 2: Lieutenant

Curriculum · NOAA (NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION) · 20 hours

☆☆☆☆☆ (0)

[Request](#)

You must complete all items to be eligible for promotion to Lieutenant.

LTJG/LT/LCDR REQUEST SCREEN– click *Request*

more



### Workplace Harassment Prevention for Managers

Typically, when people hear the term workplace harassment, they think of sexual harassment. But that is just one of the many forms workplace harassment may take. Unlawful harassment is any form of unwanted or unsolicited behavior directed at an individual or group of individuals by another employee... read more



### Sexual Harassment Prevention for Employees

Sexual harassment can have a disastrous impact on victims, offenders, and the company in which the offenses occur. Training employees in the essentials of prohibited conduct is an important part of reducing liability and maintaining a professional work environment. This course helps participants ide... read more







### CDC Crisis and Emergency Risk Communication



### Acknowledgment of Certificate Submission - LCDR

CURRICULUM SCREEN – click *on the words*

more

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-  **CDC Crisis and Emergency Risk Communication**
-  **Acknowledgment of Certificate Submission - LCDR**

Acknowledgement Screen – click *to take a (simple) test*  
The curriculum has to be complete before you can take the test.



## Test - Acknowledgment of Certificate Submission - LCDR

### Acknowledgment

#### Question 1 of 1.

I attest that I have completed all items associated with the curriculum for promotion to LCDR and submitted a memo stating completion to Chief, OCMD with certificates for the following courses as attachments: CDC Crisis and Emergency Risk Communication COR with a Mission Focus

Yes No



Mark for follow up

Save / Return Later

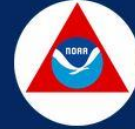
Summary

Test – *Spoiler Alert...*

*This is the only question on the test: it asks if you've completed the courses and sent the necessary certificates and memo to Chief, OCMD*

[cpc.training@noaa.gov](mailto:cpc.training@noaa.gov)

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**Good luck, go forth,  
learn much...**

**AND IF YOU NEED HELP  
CONTACT US:**

**Officer Career Management Division  
[cpc.training@noaa.gov](mailto:cpc.training@noaa.gov)**