



CPC CyberFlash

January 19, 2007

HONOR

RESPECT

COMMITMENT

From the Director's Desk

There's quite a bit of information in this particular bi-weekly CyberFlash. I hope everyone finds the section addressing payroll process items useful. I would recommend keeping that section handy and available for quick reference. I believe the ship commands will find the information related to the application of Family Separation Allowance (FSA) to be particularly helpful. Additionally, all service members should note the opportunity which exists within USCG's Direct Access system to view online Leave and Earning Statement (LES) data and conduct limited payroll actions, such as address change, income tax withholding, allotments, etc.

Please review all contents carefully and take action, if necessary.

A handwritten signature in black ink that reads "Todd Stiles".

Captain Todd C. Stiles, NOAA
Director, Commissioned Personnel Center

CPC Staff and Contact Changes

CPC is pleased to announce a new member of the Officer Personnel Management Staff. Tracey Raymond reported on Wednesday and assumed her new position as Human Resource Specialist (Military). Tracey is filling the vacancy left by Greg Raymond after his promotion to Chief, NOAA Corps Policy. Effective immediately, the contact information in the Officer Personnel Management Division has changed. Please contact the appropriate HR Specialist based on the first letter of your last name.

Last Names A-L
Last Names M-Z

Neavalv Touray	301-713-7728
Tracey Raymond	301-713-7724

Payroll Helpful Hints

LEAVE REPORTING - Upon completion of leave, all officers should have their Leave Request form certified by their supervisor and sent to Carol Holley at the Payroll Unit in Topeka. The completed leave request form can be scanned and emailed, mailed via regular mail, or faxed. *Please avoid, as in all cases, duplication (i.e., faxing a copy), then following up with regular mail.* Leave slips should be submitted to Payroll within a few days of the completion of leave. Payroll **ONLY** processes and accounts for regular leave, emergency leave and sick leave. It is recommended that all officers keep a copy of their leave request until they see the number of days used on the LES. This form, and others specific to NOAA Corps, can be found at: <http://www.noaacorps.noaa.gov/cpc/forms/ncforms.html>

PCS PROCESSING – When an officer reports to a new assignment, it is of the utmost importance that two things happen immediately: (1) Payroll needs a copy of the endorsed orders reporting an individual to the new unit, and (2) a change of mailing address is submitted. The endorsed orders and change of mailing address, along with most other payroll documents, can be faxed, emailed, sent regular mail or scanned for processing. The reason that it is important to immediately send these documents is to avoid any overpayments or underpayments of entitlements. It also takes approximately 30 days to get an updated LES after the change of address has been processed through the payroll system.

FAMILY SEPARATION ALLOWANCE (FSA) – Officers with dependents who are entitled to FSA should submit NOAA Form 56-15 Family Separation Allowance Worksheet via their Commanding Officer. This form can be scanned, faxed or mailed to the Payroll Unit for processing. The form may be submitted at the beginning of deployment from homeport for FSA-S with an estimated date of return to homeport. If the return date changes, a new FSA worksheet will need to be completed to show the change of dates. The following are the two types of FSA authorized for NOAA officers:

- **FSA-S.** Is authorized when a member is permanently assigned to a ship that is away from its homeport continuously for **more** than 30 days.
- **FSA-T.** Is authorized when a member is TEMDU/TAD away from the permanent station, including TEMDU/TAD aboard ship, continuously for **more** than 30 days, and the dependents do not reside at or near the TEMDU/TAD station.
- **Multiple Periods of FSA Eligibility.** When a member returns to the PDS or homeport from an FSA eligible period, (i.e., TAD or afloat for more than 30 consecutive days), and then departs the PDS or homeport within a period of 30 days or less for a subsequent period of FSA eligibility, they are entitled to FSA for that interim period as well as the subsequent period of TAD or afloat. (In calculating whether the interim period is 30 days or less, the interim period starts the day after the initial deployment and ends the day prior to redeployment. For interim FSA to be payable, the member must perform the same type of FSA duty for both deployment periods (i.e., a member who qualifies for FSA-S, who within 30 days deploys to a qualifying period of FSA-T, is not entitled to interim FSA).
- **Temporary Social Visits by Dependents.** When a member in receipt of FSA has social visits by his or her dependents, their FSA entitlements will be affected as follows: FSA-S and FSA-T. Credit continues to accrue during the period the member's dependents visit the member at or near the TEMDU/TAD station (or port other than homeport of the ship) for a continuous period of 30 days or less, if facts clearly show:

(1) The dependents are merely visiting and not changing residence, and

(2) That the visit is of a temporary nature and is not intended to exceed 30 days. If the visit exceeds 30 days, entitlement to FSA-S or FSA-T ends on the day preceding the date of their arrival.

NOAA Corps officers may access pay information and complete some routine payroll functions online. Using the Coast Guard's automated payroll input system, "Direct Access", engineered by PeopleSoft, members may view Leave and Earnings Statement (LES) data, and perform limited payroll actions by use of a secure web site. These types of payroll functions may include, but are not limited to: Changes to the LES mailing address, income tax withholding, direct deposit account information, allotment actions, and TSP basic pay deferral adjustments.

Officers who wish to use the self-service feature will sign on to <https://HR.DIRECT-ACCESS.US> using their 7-digit Employee ID (EMPLID) as the User ID. (The EMPLID replaced the SSN in block 2 of the LES). The SSN serves as a temporary password. If access is denied, please send an email to Carol Holley in Payroll and a new temporary password will be emailed within a few days. Passwords may then be customized by navigating to Home>PeopleTools>Maintain Security>Use>My profile. A "Forgotten Password Help" feature is also available at that navigation point.

To view LES data, navigate to
Home>Self Service>Employee>View>View Paycheck.

For the most common payroll changes, the navigation is
Home>Self Service>Employee>Tasks

All data submitted in the PeopleSoft environment must be saved (by clicking a "save" button) before exiting the web site. Please keep in mind that much of the Direct Access functionality, such as TDY orders, is for Coast Guard use only. If in doubt about making changes, please consult:
Carol Holley in the NOAA Corps Payroll Unit.
email: carol.holley@noaa.gov
Phone: (785) 339-3499.

NOAA Corps officers may continue to communicate the above described payroll actions to the Payroll Unit for input. Online self service allows an up-to-date view of current pay data, but is limited in comparison to the data contained in the printed LES. Please do not complete an action in self service and then send a duplicate copy to Payroll. If you processed the action yourself, Payroll does not need a copy of the documentation.

Billet of the Week

Billet # 6435: PPBES Liaison, Division Planning Management Coordinator

The Satellite Oceanography and Climatology Division (SOCD) at NOAA NESDIS Center for Satellite Applications and Research (STAR) is seeking an interested junior to mid-grade officer for the PPBES Liaison, Division Planning Management Coordinator (Billet #6435). Primary duties include supporting PPBES efforts, documentation, and coordination for the Division within NOAA Programs; strategic planning and documentation for STAR and SOCD; lead development on monthly status reports and management tasks at Division and Office levels; NESDIS Representation to NOAA's Fleet Working Group; and NESDIS Representation to the NOAA Aviation Safety Board.

The incumbent will develop intricate knowledge of NOAA's PPBES process, and represent NESDIS at a high degree of exposure to NMAO and NOAA Programs.

An oceanography background is helpful though not required. The ability to work independently is required.

If anyone should have any questions regarding this billet, please feel free to contact LT Amanda Bittinger at 301-763-8102 x175 or Amanda.Bittinger@noaa.gov or the Assignment Officer, LCDR John Caskey, at 301-713-7748 or assignmentbranch.cpc@noaa.gov

Medical Information

Important Information for Officers Eligible for Promotion Year 2007

All NOAA Corps officers are required to have a current (annual or 5 year periodic) physical examination and a current dental exam (class I or class II) on file with the Medical Administration Branch at CPC. In addition, all shipboard and aviation personnel are required to submit annual PPD results (unless contraindicated). A medical review of your official medical record is anticipated in February or March 2007; therefore, it is imperative that you submit your documents to the Medical Administration Branch immediately to allow sufficient time for this information to be reviewed and entered into the database over the course of the next few months. Officers should contact LCDR Hobson-Powell in the Medical Administration Branch via E-mail (Elizabeth.hobson-powell@noaa.gov) over the next few weeks to ensure that you have a current periodic physical examination and all required medical documents on file.

PLEASE NOTE: Upon review of your medical documents, the Medical Administration Branch will notify you via E-mail if additional documents are required.

CPC TRAINING (Reminder)

2007 Reserve Components Joint Officer Professional Development Seminar (RCJOPDS)

The 2007 ROA Professional Development Seminar Program provides a unique joint services professional growth experience for serving Reserve officers of the Army, Navy, Air Force, Marine Corps, Coast Guard, US Public Health Service, NOAA, and the National Guard. These seminars are conducted in conjunction with the ROA's 2007 Mid-Winter Conference in Washington, DC and National Convention in San Francisco, CA. Below is an overview of the seminars and attendee need-to-know information for the Washington, DC seminars. Attendance for all seminars is open to both ROA members and non-members. Funding is the individual's responsibility.

Washington, DC February 4-7, 2007 Washington Hilton Hotel and Towers

A unique joint services professional development experience for today's serving reservists in grades O1-O4 and WO1-CW2 from all of the Reserve Components, NOAA, USPHS and the National Guard. The seminar is an unparalleled opportunity to network with peers and superiors from all the uniformed services with the opportunity of meeting one-on-one with senior leadership.

Key agenda highlights include:

"Military Cultures and the Challenge for Leadership in the Joint Environment" explores the very different values, assumptions, and behaviors of the Services. Includes real world examples of how culture differences effect Joint operations. Also addresses how to overcome the communications gap between and among the Services.

"Culture and Military Operations in a Global Environment" (for the O4 attendees) addresses the critical concepts of working within and with other cultures for a military officer. Includes lessons learned from historical military operations (both good and bad, to include OIF, OEF). Attendees will use an "adaptive leadership situation exercise" to apply their skills to a complex real world problem.

"Heir Power!" Eight Basic Habits of Exceptionally Powerful Lieutenants" (for the O3s and below) presented by the book's author, CMSgt Bob Vásquez, USAF (ret) with all attendees receiving a copy of the book.

ROA service section meetings with the opportunity of meeting one-on-one with senior leadership

Tuesday afternoon personal choice topics include: "Understanding Behavioral Diversity"- why people do the things they do, and how to work with these individuals in both the military and civilian world. "Radical Islam's War Against the West"- a film about the threat of radical Islam to Western civilization, described as "powerful, expertly crafted, and undeniably one of the most important films of the year". "America's Adversary in the Global War on Terrorism" - a discussion of the ideological elements and magnitude of the threat we are fighting in the Long War with Frank Gaffney Nationally Syndicated Writer on Military Issues and President of the Center for Security Policy. "Expeditionary Forces in Distributed Operations" - an evolving concept that seeks to maximize the joint task force commander's ability to

employ tactical units across the depth and breadth of a nonlinear battle space.

ROA highlights include: keynote speakers, Reserve components chief's panel, services luncheon, ROA banquet and the Military Exposition.

Coming Up Next: 2007 ROA Joint Officer Leadership Development and Training Seminar (JOLDTS)

This all-services joint officer professional development and leadership-training seminar open to all Reserve, NOAA, USPHS and National Guard officers in grades 01-04 and WO1-CW4, will be held June 26-30, 2007 at the San Francisco Marriott, San Francisco, CA in conjunction with the ROA's National Convention.

The agenda includes group exercises to challenge and sharpen your leadership, communication and group dynamics skills, career guidance, senior leader speakers and briefers and participation in selected portions of the ROA National Convention. More information will be posted as soon as available on the ROA homepage (www.roa.org).

For more information, please contact: Col Tom Obenland, USAF (Ret) cobenland@member.roa.org or obenland@earthlink.net or call 360-895-2720 (Pacific Time)

On the Horizon

This section is designed to provide the NOAA Corps officers with some of the highlights of items under consideration that may have an impact on them. The items discussed may or may not be approved at a later date.

a. NOAA Corps Legislation: CPC staff has drafted and submitted new legislation for the NOAA Corps. The legislation is currently routing through the internal NOAA/DOC processes. This legislation addresses NOAA Corps recruitment, retention, promotion and disciplinary procedures by updating, strengthening, and clarifying the language of the National Oceanic and Atmospheric Administration Commissioned Officers Act of 2002.

b. Operational Dress Uniform. The NOAA Corps currently purchases the majority of its uniforms from the U. S. Navy. The U. S. Navy is replacing seven uniforms with a camouflage battle dress uniform (BDU), which is not suitable to meet the missions of the NOAA Corps. The U. S. Coast Guard uses an operational dress uniform (ODU) that is a suitable replacement. We currently plan to use the Coast Guard's Operational Dress Uniform as a replacement for following uniforms: Winter Blue, Summer White, Tropical White, Service Khaki, Winter Working Blue, Working Khaki, Tropical Khaki and Working Coveralls. CPC staff is currently working with the Uniform Staff of the U. S. Coast Guard to pave the way for using their Operational Dress Uniform. We have developed a Memorandum of Agreement (MOA), which we hope to have through the routing process and approved by the end of the year.

This message was generated for the Director of Commissioned Personnel

