



CPC CYBERFLASH

SEPTEMBER 20, 2007

HONOR

RESPECT

COMMITMENT

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Director's Message

As seasons change from summer to fall, change is also happening here at CPC. Let me tell you about several key position changes. When I departed as the Chief, Officer Career Management Division several weeks ago, LCDR Joe Pica assumed the responsibilities as Chief, Officer Career Management Division. He will serve in this capacity until he departs as Commanding Officer, OKEANOS EXPLORER in January 2008. LCDR John Caskey will replace LCDR Pica after his departure and LCDR Scott Sirois will assume the duties as the Assignment Coordinator in the spring 2008. This past week Katherine Raymond assumed the duties as the Chief, NOAA Corps Policies. She is currently heavily involved in the rewrite of the NOAA Corps Directives. This new rewrite will provide an easier to read and research set of directives. Also, she will be representing the NOAA Corps on several DOD, Coast Guard and DOC HR policy committees. Greg Raymond has assumed the duties as Acting Chief, Officer Personnel Management Division. Additionally, LCDR Alexandra Von Sauner has joined the CPC team as the Chief, Workforce Analysis and PPBES Branch. Alex is heavily involved in developing workforce models and plans to predict accessions, promotions, training, workforce shortfalls, and other NOAA Corps workforce trends. Also, she analyzes costs and effectiveness of the current and future workforce and is the NOAA Corps representative on the OMAO PPBES team. I am thankful to have such a dedicated management team in place that is committed to the CPC operating principals and ready to deliver the necessary services to NOAA Corps officers.

CDR William B. Kearse, NOAA
Director, Commissioned Personnel Center

Announcements

Uniform of the Day

The Spring-Summer Uniform wear period is April through September. The Fall-Winter Uniform wear period is October through March. The changeover dates are the first Monday in April and the first Monday in October, respectively.

Effective the first Monday in April, the Uniform of the Day for the Spring-Summer period for all locations is the Summer White Uniform. Officers may also elect to wear the following alternatives: Service Khaki (all locations) or Flights Suits (Tampa, Florida Only). No alternate uniforms are prescribed or allowed for officers working at the Herbert C. Hoover Building.

Effective the first Monday in October, the Uniform of the Day for the Fall-Winter period is Service Dress Blue. Officers also may elect to wear the following alternatives: Service Khaki (all locations) or Flights Suits (Tampa, Florida Only). No alternate uniforms are prescribed or allowed for officers working at the Herbert C. Hoover Building.

The prescribed uniform for officers conducting official business in non-NOAA facilities and conducting official business on Capitol Hill to include attending or testifying at Congressional Hearings will be Service Dress Blue without substitutions and regardless of command.

Working Khaki is authorized only in the appropriate shipboard or field environment, and when traveling directly to and from work. Foul weather gear, coveralls, and command ball caps may be worn with the working khaki uniform as weather and circumstances dictate.

All NOAA Corps officers shall wear the uniform properly and adhere to appearance standards in the NOAA Corps Directives, Chapter 12.

Training

On September 12, twenty-two (22) NOAA Corps officers from the local DC area attended a Core Values and Conduct training session held by CPC. In addition to a discussion of personal and organizational values, it provided an opportunity for officers to provide feedback on the NOAA Corps Vision & Mission and CPC Operating Principles & Short-term Execution.

(See 9/6 Cyberflash: <http://www.noaacorps.noaa.gov/pubs/cyberflash.html>).

Assignments

An updated Billet List has been posted on the CPC - Assignments website: <http://www.noaa.navy.mil/cpc/careermgmt/assignments.html>. This Billet List reflects assignments that the Director, NOAA Corps approved on September 10, 2007. If you should have any questions regarding the Billet List or assignments in general, please contact LCDR John Caskey at 301-713-7748 or assignmentbranch.cpc@noaa.gov.

Promotion Update

The promotion package is at the White House pending approval by the President. After approval, it will be forwarded to the Senate. The Senate will review and give their consent to the promotions. After that the package will be returned to the White House and then to the Department. At that time, CPC will prepare and submit the package to promote officers based on vacancies at that time.

Approved Retirements

The following officers have approved retirements. Be sure to thank them for their service to NOAA and nation and wish them the best the next time you see them!

RADM Samuel P. De Bow, Jr.	October 1, 2007
CDR James R. Meigs	November 1, 2007
CAPT Richard S. Brown	December 1, 2007
CAPT George E. White	January 1, 2008
CAPT Gary D. Petrae	January 1, 2008
CAPT Stephen A. Kozak	March 1, 2008
CAPT Sean R. White	July 1, 2008
CAPT John W. Humphrey, Jr.	August 1, 2008

Travel

As a reminder, the new Departmental contract for Travel Management Center (TMC) services was awarded to ADTRAV and is effective September 29, 2007. ADTRAV will make reservations for common carrier transportation, lodging, and car rental for all Department of Commerce travelers located in the United States and its possessions. It is *mandatory* that travelers use ADTRAV to make all of their reservations (See Federal Travel Regulation (FTR), Chapter 301-50). Please take a few minutes and visit the NOAA Travel Office web-site:

<http://www.corporateservices.noaa.gov/~finance/ADTRAV.html> for more information. Our website contains a useful list of Frequently Asked Questions and Answers, a Do's and Don'ts pamphlet for the traveler on the go, as well as links to important ADTRAV information.

Locations/Hours of Operation/Phone Numbers/FAX Number/E-Mail:

All offices are open 8:00 a.m. to 6:00 p.m. (local time), Monday thru Friday.

- The ***Herbert C. Hoover Building (HCHB) on-site*** will service travelers in Washington, DC. Phone: (202) 482-1543/Fax (205) 949-4217/E-Mail: HCHB@OnSite@adtrav.com
- The ***Silver Spring Metro Complex on-site*** will service employees in the Maryland area. Phone: (301) 713-2407/Fax (205) 949-4217/E-Mail: NOAAOnSite@adtrav.com
- The ***Hawaii Office*** in Honolulu is contracted to Panda Travel and will service employees in Hawaii, Guam, and American Samoa. Phone: (888) 726-3288 #6/Fax (808)738-3375/E-Mail: Corporate@panda-group.com
- The ***Alaska Office*** in Anchorage is contracted to US Travel and will service employees in Alaska. Phone (907) 561-2434/Fax (907) 561-7495/E-Mail: tami.vania@ustravel.us or debra.hedlund@ustravel.us
- The ***Call Center in Birmingham, Alabama***, will service all other employees. Please note, travelers in field locations who are currently being serviced by a separate SATO Office will begin utilizing ADTRAV's Call Center effective September 29, 2007. Phone: (866) 430-8929/Fax (205) 949-4233/E-Mail: DOCCallCenter@adtrav.com
- Calls made after normal hours of operation (8:00 a.m. to 6:00 p.m. local time) will be forwarded to the Call Center as an "after hours call" and assessed a \$15 fee in addition to the transaction fee charged for the ticket.

Note: When an officer makes a permanent change of station all flight arrangements must be submitted to the Silver Spring ADTRAV office.

On the Horizon

September 15	OERs due at CPC for ENS/LTJG
October 15	Start date for REFTRA 63
October 31	OER end of reporting period for CAPT/CDR
November 30	OER end of reporting period for LCDR/ LT
December 15	OERs due at CPC for CAPT/CDR
January 15, 2008	OERs due at CPC for LCDR/LT
January 15, 2008	Documents for OPF due at CPC for officers in selection zones
February 1, 2008	ODU becomes the prescribed uniform to wear aboard ships, marine centers, and small boat assignments.
January-May, 2008	Billet Review
March 3-7, 2008	Selection Boards for O-6 to O-2

Please see NOAA Corps website for additional information:

Assignments: <http://www.noaa Corps.gov/cpc/careermgmt/assignments.html>

Evaluations: <http://www.noaa Corps.gov/cpc/careermgmt/evaluation.html>

Training: <http://www.noaa Corps.gov/cpc/careermgmt/training.html>

Uniforms & Awards: <http://www.noaa Corps.gov/cpc/perservices/awards.html>

ODU: <http://www.noaa Corps.gov/cpc/index.html>