



# CPC CYBERFLASH

OCTOBER 05, 2007

HONOR

RESPECT

COMMITMENT

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### On the Horizon

## Director's Message

Due to the Change of Command there will not be a full CyberFlash today. Look to next weeks CyberFlash for ordering and wear instructions for the ODU.

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

## Announcements

### Assignments

An updated Billet List has been posted on the CPC - Assignments website:

<http://www.noaacorps.noaa.gov/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](mailto:assignmentbranch.cpc@noaa.gov).

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### 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.

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### **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!

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 Jon E. Rix	February 1, 2008
CAPT Stephen A. Kozak	March 1, 2008
CAPT Sean R. White	July 1, 2008
CAPT John W. Humphrey, Jr.	August 1, 2008

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### **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 web-site 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](mailto: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](mailto: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](mailto: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](mailto:tami.vania@ustravel.us) or [debra.hedlund@ustravel.us](mailto: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](mailto: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.

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## On the Horizon

**September 15** OERs due at CPC for ENS/LTJG (PAST DUE)

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.gov/cpc/careermgmt/assignments.html>

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

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

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

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