



January 30, 2009

Director's Message

Responsibility and Accountability

What should responsibility and accountability mean to NOAA Corps officers? One set of definitions of these terms follows:

Accountability - "In leadership roles, accountability is the acknowledgment and assumption of responsibility for actions, products, decisions, and policies including the administration, governance and implementation within the scope of the role or employment position and encompassing the obligation to report, explain and be answerable for resulting consequences."

Responsibility - "The obligation to carry forward an assigned task to a successful conclusion. With responsibility goes authority to direct and take the necessary action to ensure success."

I selected this topic because 16% of the officers in the March promotion zones did not have a current OER submitted by the January 16, 2009 cut-off date. In 2007, the promotion boards were delayed two months solely due to the delay in submission of OERs. There is a reason for the cut-off date. Reported-on officers have the right, if they so chose, to reply to any OER regardless of its content, and have this reply filed with their OER. Any reply is required to go through the reporting chain, and it takes up to 45 days to complete this process. Therefore, promotion boards can not be held until at least 45 days after the OERs have been received at CPC.

The succession of individuals who are responsible for preparing, completing, and reviewing an officer's OER are the Reported-on Officer, Supervisor, Reporting Officer, and Reviewer. The Reported-On Officer is responsible to manage his/her performance and ensure that OERs are not delayed. In addition, the officer prepares OER Section 1 (Administrative Data) and Section 14 (Return Address), and forwards the OER, with proposed OER attachments, to the Supervisor not later than 21 days before the end of the reporting period. The Supervisor initiates an OER if the Reported-on Officer is unavailable, unable, or unwilling to perform his/her duty in a timely manner. The Supervisor forwards the OER to the Reporting Officer not later than 10 days after the end of the reporting period. The Reporting Officer ensures the OER is forwarded to the Reviewer not later than 30 days after the end of the reporting period. The Reviewer expedites the reviewed report in a reasonable time to permit the OER Administrator to ensure the OER is received by the Director, CPC 45 days after the end of the reporting period.

Who should be held accountable for missing the deadline? From the above responsibilities, all individuals in the reporting chain should be held accountable for missing the cut-off date. Should the late OERs be

accepted? If the late OERs are accepted, the promotion boards will need to be pushed back to a later date creating another long promotion process as experienced in 2007. Is it fair to the 84% of officers whose OERs were submitted by the cut-off date? Responsible officers do what needs to be done, fulfill their obligations, are accountable for their actions, use good judgment and don't let people down. Responsible officers make choices that are right, rather than those that are easy.

As Director of the Commissioned Personnel Center, I am responsible for ensuring the integrity and fairness of the system are maintained for all officers. My decision is to neither delay the March promotion boards nor accept OERs after the cut-off date. However, the Director, NOAA Corps has asked me to find a way to include the late OERs so that the officers with late OER submissions are not adversely affected during the promotion boards. To accept the late submissions without changing the dates of the promotion boards, the Office of General Counsel has advised me that the officers' will need to waive their right to reply to the OERs. I will, however, hold the officers in the rating chain accountable, and will be writing letters to be placed in their OPF regarding their failure to follow established procedure. This will be the last time CPC grants a waiver for missing OER promotion zone deadlines. This will be the last time CPC will accept OERs after the deadline, barring any extenuating circumstances.

The following officer were permanently appointed on January 1, 2009.

TO BE LIEUTENANT (junior grade):

Kyle W. Ryan
Oliver E. Brown

TO BE ENSIGN:

Gregory R. Schweitzer
John H. Petersen
Benjamin S. Bloss
John F. Rossi
Charlene R. Felkley
Emily M. Rose
Matthew M. Forney
Patricia E. Raymond
Matthew J. Nardi
Adam R. Reed
Adrienne L. Hopper
Ryan A. Wartick

Congratulations to the following officers that were promoted on January 16th.

TO BE LIEUTENANT (junior grade)

Megan A. Nadeau

Marc E. Weekley
Patrick M. Sweeney III



CAPT Raymond C. Slagle, NOAA
Director, Commissioned Personnel Center

Announcements

CPC Staff Changes

We've had some changes in staffing recently at CPC. Earlier this week, CDR John Caskey detached from the Commissioned Personnel Center, headed to Hawaii where he will begin his next assignment as Commanding Officer, NOAA Ship *Hi'ialakai*. LCDR Jeremy Adams has assumed the duties of Acting Chief, Officer Career Management Division until CDR Jon Swallow reports in April.

LCDR Adams can be reached at 301-713-7694.

In addition, CDR Weaver completed his LCDP assignment as Acting Chief, Officer Personnel Management Division (OPMD). Mr. Gregory Raymond has resumed his duties as Chief, OPMD and all questions and concerns should be directed to him.

OPMD welcomes Sherrita Irby to our team. Sherrita comes to us on a detail from the Admiral's staff. Sherrita previously worked in CPC and was a great asset and we are very pleased that she has returned. Please join CPC in welcoming her home.

OPF Updates

CPC is caught up on scanning and entering the documents that have been submitted through OPF Fix. Please review your files and review the additional instructions below.

Record of Emergency Data Form - We must have the original form with original signatures. We cannot accept copies or faxes of this document. Transcripts - We can not accept unofficial copies as they are unofficial. We can accept official grade reports.

Medical documents - Do not submit medical documents through OPF Fix. Only send medical documents to LCDR Hobson-Powell.

Emails - We do not accept emails or self-certifications of training. If you attended training ensure you get a certificate of completion/attendance.

Power Outage and IT System Shutdown January 30 to February 1, 2009

Due to building manager electrical equipment upgrades, all electronic equipment will be secured from 1700 Jan 30 to 0800 Feb 02 (EST). This means that CPC's OPF Online will not be available during this time.

Washington, DC Association of Commissioned Officers Meeting

The Washington, D.C., Chapter of the ACO will hold a general membership meeting over lunch in the OMAO Large Conference Room from 11:30 a.m. - 1:30 p.m. on Tuesday, Feb. 10th. All D.C. Area officers are requested to attend. We will discuss planning for the NOAA Corps 92nd Anniversary Dinner (tentatively set for Saturday, May 16) and ACO activities / business. Pizza will be provided. For further information, please contact [LT Paul Kemp](#) at 301-326-1465, ext. 126.

New Travel Card

Many officers have not received the new government travel card from JP Morgan Case.

NOAA's Organization Program Coordinator has provided the following instruction for former Citibank cardholder to obtain the new card.

Step 1: Complete the JPMC Travel Card Application:

<http://www.corporateservices.noaa.gov/~finance/JPMC.CiticardholderrequestJPMCTravelcard.doc>

Fill out "Cardholder Information Required" section only, which includes the following data fields:

Name

Home Mailing Address

Home and Work Phone Numbers

E-Mail address

Security Identifier (social security number)

Unique Date (Birth date)

Unique Passphrase (mother's maiden name)

Upon completion of the "Cardholder Information Required" section, print, date and sign the application.

Step 2: Submit the completed JPMC Travel Card Application to your servicing Agency Organization Program Coordinator (AOPC) for processing:

All Line and Staff Offices, other than NMFS and NWS

Elissa Kelsey/ Elissa.M.Kelsey@noaa.gov phone: (301) 444-2107; fax (301) 413-3066 (secure fax machine)

NMFS employees

Marlena Bowman/ Marlena.Bowman@noaa.gov phone: (301) 713-1364 x194; fax (301) 713-2258

backup - Annette Stern/ Annette.R.Stern@noaa.gov phone: (301) 713-2259 x119

NWS employees

Yvette Garnett-Singleton/ Yvette Garnett-Singleton@noaa.gov phone: (301) 713-0420 x123, fax (301) 608-0850;

backup - Janice Evans/ Janice.Evans@noaa.gov phone: (301) 713-0420 x104.

Assignment Opportunity - Marine Science Officer, USCGC *Healy*

Interested in seeing polar ice before it's gone? Want to represent the NOAA Corps aboard the nation's premier ice breaker while serving with the USCG? Looking to gain experience managing and leading a division of approximately 5-6 persons with oversight and coordination responsibilities for a scientific party of up to 50 people? If so, the Marine Science Officer, USCGC *Healy* billet is for you. Interested officers are encouraged to view the billet description at:

<http://www.corpscpc.noaa.gov/careermgmt/pdf/billets/0330.pdf> and/or contact the Assignment Coordinator (LCDR Adams) or the USCG Liaison (CDR Wingrove) for additional details. Officers in the grade of Lieutenant are preferred, however exceptional Lieutenants (junior grade) may be considered for this opportunity. A special Officer Assignment Board will be held March 11, 2009 to identify the best candidate. This assignment needs to be filled on or about December 2009/January 2010.

Letters of reference, resume/CV, and a memorandum from candidates which completes the following statements: "I want to be the next MSO, USCGC *Healy* because..."; and/or, "I am uniquely qualified to serve as the next MSO, USCGC *Healy* because"; and/or "I have demonstrated the potential to be successful as the next MSO, USCGC *Healy* because..." are encouraged. The selected officer will be expected to augment aboard the USCGC *Healy* prior to permanent assignment aboard the ship.

Approved Retirements/Resignations/Separations

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

CAPT Stephen A. Kozak	April 1, 2009
LT Brian R. Wagonseller	May 1, 2009
CAPT Emily B. Christman	June 1, 2009
CDR James D. Rathbun	June 1, 2009
CAPT Sean R. White	July 1, 2009
CAPT Steven R. Barnum	January 1, 2010
LT Silas M. Ayers	January 1, 2010

On the Horizon

January 14-February 6, 2009	B School, Session B (includes travel dates)
February 1-4, 2009	ROA Mid-Winter Conference
February 24-27, 2009	Small Boat Program Training: Inspection and Troubleshooting, Mississippi
March 2-5, 2009	Promotion Boards

March 2, 2009

D-School

Please see CPC website for additional information:

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

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

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

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