

# Commissioned Personnel Center CYBERFLASH



**June 12, 2009**

## **Director's Message**

### Submission of Special OERs for October, 2009 Promotion Zones:

The NOAA Corps Officer Evaluation System allows for Special OERs to be submitted for officers being considered by a promotion board if the period of report is at least six months and the Special OER will arrive at CPC not less than 45 days before the board convening date. Lieutenants who meet these conditions and wish to submit a Special OER should advise their rating chain and provide the input prescribed in Section 10.a.2.c (pg 6-7) of the OER manual. Instructions for completing special OERs are contained in Section 10.A.3.c (pg 18-20) of the OER manual. Block 2 of the Special OER must contain the statement "This OER is submitted under Article 10.A.3.c(1)c to provide the October, 2009 promotion board at least six months of performance evaluation on this officer." Special OERs must arrive at CPC no later than August 18, 2009 to be considered by the board.

### OERs for Ensigns and Lieutenants (Junior Grade):

The period of report for annual and semi-annual OERs for Ensigns and Lieutenants (Junior Grade) ends on July 31. Although the deadline for these OERs to arrive at CPC is September 15, prompt submission of the OERs will allow adequate time for review at CPC and resolution of any problems if the OER is marked invalid. Invalid OERs will not be considered by the board.

### Top six reasons OERs are marked invalid and not accepted by CPC:

1. Text comments do not justify the ratings. Remember to think of the skill, the action, the impact when describing accomplishments. Use of metrics and how performance bettered your unit and NOAA is highly encouraged. Encourage your supervisor to make an honest assessment of your performance against the text in the scoring dimension blocks.
2. Insufficient comments on potential. Block 10 is the most important in the OER. It should address special skills and the ability of an officer to perform at the next level. What sets an officer apart from their peers? What billets does the rating chain want the officer to fill in the future? Which leadership competencies (page 8 of Leadership Development Framework) are outstanding and which can be improved and how (assignment, training, etc.). Is the officer ready for promotion now?
3. Hand written comments in the OER. Hand written comments are NOT allowed. Remember the "Reviewing Officer" can use the "Reviewer Comment Form" to provide additional comments.

4. Original ink signatures missing. Electronic signatures and “for” signatures, fax, scanned, or photocopied OERs or signatures are not allowed.

5. Continuation comments in text blocks. Although text blocks are small, continuation comments are not allowed. Block 10 is large enough to allow further examples of performance as long as the accomplishments are used to show potential.

6. Use of “not observed”. Think twice before marking “not observed”, particularly for Leadership Skills. You don’t have to directly supervise employees to demonstrate leadership skills. You can lead a team, supervise a watch team, lead a project, etc. “Not observed” is also not appropriate for block 5f “Evaluations”. A “4” is warranted for officers who do not write OERs but meet their own OER responsibilities (provided timely and useful input to supervisor).

Helpful Links:

“NOAA Corps Officer Evaluation System”:

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

“Supervisors Guide to NOAA Corps Officers”:

<http://www.corpscpc.noaa.gov/procedures/index.html>

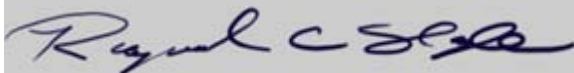
“NOAA Corps Leadership Development Framework”:

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

CPC Forms:

<http://www.corpscpc.noaa.gov/forms/ncforms.html>

Contact CDR Jon Swallow for further guidance on Officer Evaluation Reports.



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

### **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!

ENS Nathan Parker	June 29, 2009
CAPT Emily B. Christman	July 1 2009

CAPT Sean R. White	July 1, 2009
LT Andrew P. Halbach	July 5, 2009
LT Leah A. Harman	August 26, 2009
LCDR Alan C. Hilton	September 1, 2009
LCDR James A. Bunn II	September 1, 2009
LCDR Geoffrey S. Sandorf	December 1, 2009
CAPT Steven R. Barnum	January 1, 2010

### On the Horizon

August 31, 2009	Start of A School 115
October 5-9, 2009	Officer Promotion Boards

**Please see CPC website for additional information:**

Ship Augmentation Needs: <http://www.corpscpc.noaa.gov/cpchome/augmentation.html>

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>