

Commissioned Personnel Center CYBERFLASH



July 31, 2009

Director's Message

Leadership

What is leadership? Can it be learned or taught? At what point is one supposed to be a leader? These are a few of the basic questions that should occur to any young officer. What are the common denominators of leadership? First is the ability to inspire trust and confidence. This does not result from a single act, your rank, or time in service. It starts with the demonstration of a command of the craft. The officer's ability to demonstrate proficiency and knowledge will start to inspire people. They will willingly follow orders if they believe that the officer is going to be right. A second key and common ingredient of leadership is integrity. When an officer demonstrates that every action is based on duty and the right thing to do and that no personal gain is the reason for the action, people will follow willingly. Leadership is communication. Demonstration of knowledge, integrity, duty, and courage is a part of the process. So is the ability to listen and to direct action. Listen first! Nature provided two eyes, two ears, and one mouth. Use them in that ratio. By demonstrating the basics of leadership, an officer learns that the people working with him or her have information that will help to make the right decision. All information is based on perspective. Part of the leader's job is to collect all the information and act. Leadership is the vision to keep the forest in sight when everyone else is seeing trees. The talent to gain and keep perspective is an essential ingredient of leadership. Leadership is a sense of timing and the willingness to put a new idea to work. Leadership is encouraging people to believe in themselves and how good they really can be. Leadership is the art of creating a willing followership for a common cause that may appear impossible. Only a few will become admirals, but all can be leaders.

To that end, Commissioned Personnel Center plans to initiate leadership development in FY10. **Any leadership development training scheduled in FY10 will be budget dependent.** NOAA Corps Leadership Development Education is a systematic plan to address leadership development needs for officers as they progress throughout their commissioned careers. The purpose of program is to lay out a structured plan that addresses core leadership development needs of all officers, yet flexible enough to adapt to the emerging and variety of needs of a diverse Officer Corps. Future Cyberflashes will focus on the individual components of the leadership development program.

A handwritten signature in blue ink, reading "Raymond C. Slagle".

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

Announcements

OER Reporting Period for Ensigns and Lieutenants (junior grade) ends today:

The period of report for annual and semi-annual OERs for Ensigns and Lieutenants (junior grade) ends today. Affected Officers should have already provided a list of accomplishments and data for section 1 of the OER to their supervisor. Prompt submission of OERs is encouraged to 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 upcoming promotion board.

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

1. Text comments do not justify the number 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 ability. The OER form states Leadership Skills "measure an officer's ability to support, develop, direct, and influence others in performing work". You can lead or participate in teams, coach or train fellow employees, supervise a bridge 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 supervisors").

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

OER Deadlines for Officers in the October Promotion Zones:

“Special “ OERs for Lieutenants must be received by CPC no later than August 18.

Detachment, annual, and semi-annual reports must be received by CPC no later than September 15.

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>

Permanent Change of Station (PCS) Orders for PCS or PCA

When you receive your assignment letter, the travel questionnaire, NOAA Form 56-26 is attached (if travel is associated with the assignment change or if there is no travel associated, i.e., a Permanent Change of Assignment, PCA). PCS orders will be initiated only after CPC has received an approved travel questionnaire. The officer needs to complete and send this form to CPC 120 days prior to your reporting date, so that the PCS orders can be written by 60 days before the reporting date. If you do not send in this form in the appropriate time frame, your PCS orders will not be able to be written on time. If your reporting date has changed, please notify LCDR Nathan Hancock, Chief, Assignment Branch, 301-713-7694. You will be notified by email that your PCS order is available in the travel section of your OPF online and the original PCS order will be mailed to you.

BILLET OF THE WEEK - #2135 FRAM Division Program Manager

The National Marine Fisheries Service (NMFS) Northwest Fisheries Science Center (NWFSC) is seeking a motivated officer for a supervisory billet with the Fisheries Resource Analysis & Monitoring (FRAM) Division. Billet #2135 affords a level of supervisory responsibility uncommon for O4/O5 level officers in shore side billets. The physical location of this billet is Newport, Oregon.

The officer serves as the FRAM Division Program Manager for the Newport Research Station and is a member of the Division's upper level management team. The officer is responsible for the day to day supervision of the Division's personnel and activities at the Research Station, in collaboration with other Division Program Managers. Supervise a team of scientists and technicians responsible for executing monitoring surveys of west coast groundfish species. Participate in the planning, logistics, and execution of missions for a newly acquired Autonomous Underwater Vehicle (AUV) in both the West Coast and Western Pacific.

The incumbent will possess skills in both program and office management. In addition the officer will participate in developing new and innovative technologies and will have front line experience in the deployment and use of AUVs. The officer will have the opportunity to interact with all levels of NOAA and NOAA Fisheries Management as well as with academic, state, and federal entities, and the private sector.

If you have any questions regarding this billet, please contact Dr. Elizabeth Clarke (elizabeth.clarke@noaa.gov) or the NMFS Liaison Officer, CAPT Michael Gallagher at 301 713 2239 or (michael.s.gallagher@noaa.gov).

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!

LCDR Alan C. Hilton	August 1, 2009
LT Leah A. Harman	August 26, 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

July 31, 2009	End of OER Reporting Period for ENS and LTJG
August 18, 2009	Deadline for "Special OERs" for consideration by October Promotion Boards
August 27, 2009	BOTC-A School 114 Graduation
August 31, 2009	Start of BOTC-A School 115
September 15, 2009	Deadline for ENS and LTJG OERs for consideration by October Promotion Boards
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>