

Commissioned Personnel Center CYBERFLASH



October 30, 2009

Director's Message

Leadership

As managers, we spend a lot of time reviewing and measuring all kinds of information to understand how well the organization is meeting its goals. Yet, how well are we evaluating the organization's most important asset – its employees and their performance. It is that time of year when the old performance cycle ends and the new one is implemented. This is the time managers need to provide effective feedback to their employees.

Effective feedback is based on a specific message based on observed performance. General statements like you are a good leader or communicator can be strengthened by describing the specific behavior of leadership or communication so that a person can learn and develop by repeating or avoiding that behavior.

To help managers during this performance feedback cycle, I have listed the 10 most common mistakes that people tend to make when providing feedback to an employee. This information is in a publication from the Center for Creative Leadership called "Feedback That Works: How to Build and Deliver Your Message". The 10 mistakes are:

- 1) The feedback judges individuals, not action.
- 2) The feedback is too vague.
- 3) The feedback speaks for others.
- 4) Negative feedback gets sandwiched between positive messages.
- 5) The feedback is exaggerated with generalities.
- 6) The feedback psychoanalyzes the motives behind behavior.
- 7) The feedback goes on too long.
- 8) The feedback contains an implied threat.
- 9) The feedback uses inappropriate humor.
- 10) The feedback is a question, not a statement.

Think about and try to avoid the 10 common mistakes when providing feedback during this end of reporting cycle period. If you are not a supervisor or manager, take the opportunity when asked to provide feedback to co-workers. Not only will you be helping them develop, but improve your personal leadership skills.

I have received inquiries from officers that did not have the opportunity to participate in the A, B, C-

School process, but would like to take advance of the program. This process provides an officer all required training to obtain a U.S. Coast Guard deck license. I am working with Kings Point to address the issue of officers getting a license that have not attended the A, B and C schools. However, I would like to get an idea of the number of officers, who entered the service prior to the A, B, C-School program, that are interested in getting a license. Please send an email to the Director of CPC by November 13 indicating your interest.

Please join me in welcoming the first NOAA Corps officer assigned to the Officer Personnel Management Division, ENS Brian Prestcott. ENS Prestcott recently finished his junior officer tour on NOAA Ship *Oscar Elton Sette* in Honolulu, Hawaii. He will be working on an assortment of special projects to improve human resource customer support to the field. We are glad to have him on our team.



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

Announcements

B and C School

The Commissioned Personnel Center (CPC) in cooperation with the Marine Centers are currently reviewing the course curriculum for B and C school and are taking into consideration the needs of our ships. Once the review is complete, CPC will announce the changes to those courses. Until this review is complete, attendance at the current version of B and C School is MANDATORY. As both of these schools occur during an operational sea assignment, the uniform for both B and C school is the Operational Dress Uniform (ODU).

Award Recommendation Submissions

Please follow the procedures listed below when submitting award recommendations. Doing this will ensure the most timely review of the award recommendation.

If the award recommendation is being submitted by a ship it must go to the Marine Center for endorsement before being sent to CPC. If an award recommendation is coming from a Line Office it must be sent through the Line Office liaison prior to being forwarded to CPC. If the award recommendation is being submitted 120 days after the ending period, a letter of lateness must be submitted with the recommendation. An example of a letter of lateness is located at

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

Do not submit award recommendations directly to the Uniform and Awards Board (UAB).

All award and decoration questions or suggestions should be sent to Mr. Gregory Raymond at gregory.raymond@noaa.gov for consolidation and presentation to the UAB. Thank you for your cooperation.

The NOAA Association of Commissioned Officers administers the annual Junior Officer of the Year, Science, and Engineering awards. The ACO recognizes the wide range of accomplishments and contributions of NOAA's uniformed personnel, and encourages all commands consider nominating officers for these honors. Nominations for the 2009 awards are due on December 4, 2009.

Junior Officer of the Year

This award is presented annually to a single NOAA Corps officer, below the grade of lieutenant commander, for outstanding contributions to NOAA, outstanding performance, and/or the positive reflection cast upon the Corps. NOAA Corps officers who are promoted to lieutenant commander during the calendar year are eligible for the award.

Science Award

The ACO Science Award recognizes officers who make outstanding scientific contributions which distinguish them above their peers. All NOAA Corps officers and members of other uniformed services assigned, detailed, or attached to NOAA are eligible.

Engineering Award

The ACO Science Award recognizes officers who make outstanding engineering contributions which distinguish them above their peers. All NOAA Corps officers and members of other uniformed services assigned, detailed, or attached to NOAA are eligible.

Nomination Procedure

A nomination for a NOAA ACO award shall consist of at least two pages. The first page shall be a cover memo addressed to the National ACO, stating the the name, grade, billet title, and job description of the nominated officer. The following page(s) shall be the personal comments of the nominator, which reflect the basis for the nomination. Nominations should include a detailed description of the officer's duties and accomplishments, and the positive impact of those achievements on the Agency and the Service.

All commands and field offices are encouraged to submit officer nominations for these awards. Candidates for Junior Officer of the Year must be nominated by a supervisor in their chain of command, while the Science and Engineering awards nominations may be made by the supervisor or any commissioned officer. Please submit nominations via e-mail to gregory.bass@noaa.gov and ricardo.ramos@noaa.gov, by COB December 4, 2009. In the nomination email please have the supporting files attached as .PDF or readable by Microsoft Word.

The subject line of the nomination email should be Junior Officer of the Year, Science Award, or Engineering Award, as appropriate. This will assist the selection committee with accurate tracking and sorting of the nominations.

Junior officers with civilian supervisors are encouraged to forward them this information.

For more information on the awards please refer to the NOAA Corps Directives on Awards (pages 20 through 22).

http://www.corpscpc.noaa.gov/procedures/corps_directives/chapter_12/ncd_ch12part7.pdf

Level III Sea Pay Table:

NOAA Payroll has completed the system increase for LEVEL III sea pay. Everyone entitled to sea pay should see the increase in their end of month October pay statement. Every effort was made to change the sea pay level for everyone, so if you feel that you are entitled to the increase and do not see it in your end of month pay, please contact the Payroll Unit.

Level 3 Table																
Cumulative years of sea duty																
Pay Grade	< 2	2	3	4	5	6	7	8	9	10	11	12	14	16	18	20
O-1	70	100	115	130	200	215	225	225	225	225	225	225	225	225	225	225
O-2	115	175	200	235	355	380	395	395	395	395	395	395	395	395	395	395
O-3	175	260	300	355	535	565	585	585	585	585	585	585	585	585	585	585
O-4	190	295	340	405	610	645	675	675	675	675	675	675	675	675	675	675
O-5	215	315	360	435	655	690	720	720	720	720	720	720	720	720	720	720
O-6	230	350	405	485	730	750	750	750	750	750	750	750	750	750	750	750

Upcoming Uniform Awards Board

- December 08, 2009
- January 12, 2010
- February 09, 2010
- March 09, 2010
- April 13, 2010

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 Lindsay H. Clovis	December 31, 2009
CAPT Steven R. Barnum	January 1, 2010
LCDR Andrew A. Hall	May 1, 2010
LCDR James A. Bunn, II	June 1, 2010
LCDR Geoffrey S. Sandorf	July 1, 2010

On the Horizon

November 9-10, 2009	Promotion Boards
Nov 30-Dec 19, 2009	B-School for BOTC 113, Kings Point, NY
Nov 30-Dec 12, 2009	C-School for BOTC 112, Seattle, WA
Jan 4-23, 2010	B-School for BOTC 114, Session 1, Kings Point, NY
Jan 14 - Feb 3, 2010	B-School for BOTC 114, Session 2, Kings Point, NY

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>