

**June 22, 2010****Director's Message****ON BEING A COMMISSIONED OFFICER - Writing & Speaking**

Good communication is essential for exceptional leadership. The mastery of self-expression is important for each officer. Ability of an officer to present an oral or written case that is logical and succinct is critical for both superiors and subordinates. Most people neither need nor want long, detailed explanations. They simply want to know what they are supposed to do now. Good communication is essential for all officers. It then becomes a matter of personal decision whether the officer will develop the communication skills necessary for exceptional leadership or will hide behind the excuse offered by too many, "I have no gift for writing or speaking."

Writing

How does one become a good writer? It requires work. It doesn't come easily or quickly. It demands time and effort to master the language. It demands practice, practice, and more practice. The task is to deliver the message of substance in the clearest possible way. The only way to become a better writer is to write. Extensive practice creates the ability to look at a problem, define its important parts and discover the possible solutions. Good writing always will require work. While this may sound formidable, it is one key to professional progress and is worth the effort. These few simple rules I found on the internet are helpful:

Don't waste your verbs.

Write to express rather than to impress.

Use fewer words.

Express one idea in one sentence.

Say what you mean.

Suggestions on writing fill books. The important points are to master the language, practice the skills, and have something meaningful to say.

Speaking

Being able to speak well is as important as being able to write well. For officers, it may be even more important. Judgment formed by superiors and subordinates are based in large part on what an officer says and how it is said. Most new officers will not be required to make speeches to large crowds. They will be required, however, to present opinions, give briefings and even represent their ship/line office or possibly NOAA Corps. Before you start working on a presentation or speak, it is vital that you understand what you want to say, who you want to tell, and why they might want to hear it. The more times a speaker can drive home the point the better it will be understood. A lot of books on public speaking stress the "three times" approach. Tell them what you are going to say, say it, and then tell them what you said. A good way to practice and hone communication skills is to join Toastmasters International.

The Commissioned Personnel Center understands that our officers must develop the skills required for effective writing and speaking. As part of the leadership competencies, we are working to include these skills in future leadership training opportunities. Actual development is up to the officer.

I would like to give my congratulations to the members of BOTC 116, who graduate today. Enjoy the beginning of your new adventures!

A handwritten signature in blue ink that reads "Raymond C. Slagle".

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

Announcements

Reminder for Security Refresher

The Office of Security at NOAA would like to inform all federal employees who hold a security clearance that the Office of Security HQ sent the electronic Annual National Security Information (NSI) Refresher Training in early June. Completing the refresher briefing is a requirement to maintain your security clearance. The training needs to be complete by this Friday, June 25. NOTE: Cleared employees who received their Initial NSI Briefing after October 1, 2009 are NOT required to take this training.

Upcoming Uniform and Awards Board Meetings

July 6
August 3
September 7
October 5

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 Andrew A. Hall	June 30, 2010
LT David A. Strausz	July 31, 2010
LCDR James A. Bunn, II	August 1, 2010
CDR Andrea M. Hrusovsky	August 1, 2010
LT Amelia A. Ebhardt	August 1, 2010
LTJG Allison R. Mahaney	August 15, 2010
CDR Michael S. Weaver	September 1, 2010
LT Amanda M. Hancock	September 15, 2010
LT Jason R. Saxe	September 15, 2010
CDR Paul L. Schattgen	October 1, 2010
LT Katherine R. Peet	April 15, 2011
CDR Carl R. Groeneveld	June 1, 2011
LT Jason M. Seifert	June 1, 2011
CAPT Michael D. Francisco	August 1, 2011
LCDR James A. Illg	August 1, 2011

On the Horizon

Feb 15 - Jun 22, 2010	A-School for BOTC 116, Kings Point, NY
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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>

Wiki Fleet: <https://www.st.nmfs.noaa.gov/confluence/display/FleetWiki/Home>