

# Commissioned Personnel Center CYBERFLASH



24 February 2012

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## Director's Message

An old friend, actually an old CO and mentor of mine, sent me a link to an article on leadership this week. Not only was the timing excellent – I needed a dose of mentoring – but the article was also very interesting and useful. There were many take-home tidbits – about introspection, concentration, true friendship, leadership, courage and the ability to trust yourself. All of these can be related to life, personal and professional, and how we respond to the daily mundane issues as well as the more serious ones. It's a fairly long article, but worth it. The link follows. I encourage all of you to read it, and to take the time to think about it.

["Solitude and Leadership" by William Deresiewicz](#)

Congratulations to CAPT Jon Swallow, CDR Todd Bridgeman, LCDR Nancy Hann and LCDR John Crofts on their selection as members of NOAA's Leadership Competencies Development Program (LCDP) Class VIII. CDR Bridgeman and LCDR Hann were selected as OMAO's participants, CAPT Swallow was selected through NOS and LCDR Crofts through NMFS. The LCDP is a competitive, 18-month leadership development program. It provides a series of training and learning experiences for a cadre of NOAA employees who have high potential for assuming greater leadership responsibilities in the agency. The program promotes cross-line, multidisciplinary experiences that broaden participants' understanding of NOAA's strategic vision, mission, and goals, as well as its business processes. The LCDP is the agency's premier succession planning initiative and is a key component of NOAA's Strategic Human Capital Management Plan.

Also, please join CPC in welcoming CDR Bridgeman as the new Chief, Officer Career Management Division. CDR Bridgeman reports to CPC following a successful tour as CO, *Bell M. Shimada*. As Chief, OCMD, he oversees the recruiting, training, assignment, and career development activities of the NOAA Commissioned Officer Corps.

A handwritten signature in black ink, appearing to read "Anne K. Lynch".

**CAPT Anne K. Lynch, NOAA  
Director, Commissioned Personnel Center**

## **MC-252 Deepwater Horizon (DWH) Recognition Followup**

Time to speak up for yourself! Did you serve in DWH and not get recognized because you augmented on a ship and the CO forgot to include you? Or you were part of the “science box” or “SMU” or “ICC” and thought you’d be submitted for an award as a group? If you think you deserved recognition for your contributions, please contact [LCDR Sarah Dunsford](#) by 31 March and she’ll provide you with the next steps.

## **Medical Requirements Update**

In the most recent Cyberflash CPC announced the revised medical requirements as a correction here is the missing link to the CPC Web page with the new [requirements](#). Also, CPC has posted the new "Memorandum for: Military Treatment Facilities" to accompany the Medical Requirements Package. The new document is available [here](#).

## **Approved FY12 Officer Corps Management Plan**

The FY12 Officer Corps Management Plan (OCMP) has been posted on the CPC home page .The purpose of the OCMP is to describe the current state of the commissioned officer workforce and provide FY12 recommendations regarding the number of promotion selections to be made in each grade for the end strength of 321 officers. Zones will be announced via Directors Message no later than March 15.

## **Administrative Absence and Permissive Travel**

Recently, there have been several inquiries regarding administrative leave for NOAA Corps officers. In response, we are providing an overview on administrative absence and permissive travel.

Administrative absence is a period of authorized absence not chargeable as leave. These absences, not to exceed ten calendar days per year, may be approved by leave granting authorities for purposes that include non-federal meetings, professional society functions or other functions that will enhance an officer’s professional development or the image of the NOAA Corps. If the meeting or function is held away from an officers’ current duty station, permissive travel orders must be issued. A complete list of authorized administrative absences is located in NCD, Section 06501.

Officers may be granted administrative absence for house hunting. Upon official notification of a forthcoming assignment, geographically distant from the current assignment, an officer may be authorized up to five days of administrative absence in conjunction with permissive travel orders. Permissive travel is authorization for an officer to travel away from his/her current duty station **at no cost to the Government**. Permissive travel orders are to be issued by the officer’s supervisor in conjunction with any administrative absence which requires the officer to leave the local commuting area. Please refer to NCD, Section 06502 for guidance on permissive travel. Please direct any questions to the appropriate Human Resource Specialist in CPC.

Last names beginning with A - K Sherrita Irby [Sherrita.Irby@noaa.gov](mailto:Sherrita.Irby@noaa.gov)

Last names beginning with L - Z Tracey Peterson [Tracey.M.Peterson@noaa.gov](mailto:Tracey.M.Peterson@noaa.gov)

## Reminders from Payroll Unit

### “Use or Lose” Leave

Currently, 2012 was the last year carrying 75 days of leave into the next fiscal year. Officers are reminded that the policy for leave carryover will return to 60 days at the end of FY12. This means if you are in excess of 60 days of accrued annual leave on September 30, 2012, those excess days will be lost. For more information review the NOAA Corps Directives Chapter 6. Additionally, when submitting your leave slip remember to enter your “Employee Id” number (located on your LES) and not your social security number.

### Properly Endorsing Leave Slips

When submitting leave slips to [NOAACorps.PayrollUnit@noaa.gov](mailto:NOAACorps.PayrollUnit@noaa.gov) officers need to ensure that the actual dates of leave (including weekends and holidays) are appropriately identified in the endorsement section of the leave slip. Appropriate use of Liberty and Leave is outlined in Chapter 6 of the NOAA Corps Directives, if further guidance is needed contact CPC.

### Check your LES

NOAA Corps Payroll Unit requests that officers check their February LES online to ensure all the information is correct. As a reminder this is a good habit to practice on monthly basis.

### EEO Required Training

As a reminder EEO and Diversity Training is mandatory bi-annual requirement for all NOAA Corps officers. If you have not attended EEO training in the past two years OMAO will be hosting a webinar on Tuesday, February 28th, from 1300 hrs to 1700 hrs Eastern Standard Time. Information has been sent to all active duty officers in a previous email from Salim.Abddeen, OMAO EEO and Diversity Manager. CPC recommends officers group together for the Webinar as much as possible, and **the group should fill out and submit the attached sign up sheet to Mr. Abddeen ([Salim.Abddeen@noaa.gov](mailto:Salim.Abddeen@noaa.gov)) at the conclusion of the training.** Individuals in the field should submit sign up sheets as well. Officers who attend Tuesday's will meet this requirement through February of 2014. The link bellow will connect officers to the Webinar on Tuesday. Due to the short notice of this event, CPC will be developing alternative options for officer who cannot attend to meet this requirement in the coming months.

Host: OMAO CPC

Date and Time: Tuesday, February 28, 2012 1:00 pm until 5:00 pm, Eastern Standard Time

Location: OMAO HQs Large Conference Room, Silver Spring, MD 20910

Event Password: salim

[EEO and Diversity Training Event LINK](#)

### National ACO Scholarships Call For Applications

The Executive Committee of National ACO Scholarships, Inc. has issued its annual call to high school seniors and college undergrads for applications for scholarship awards for the 2012/2013 academic year. The two-page application form is available on the “Resources” page of the NOAA Officer Family Association website ([www.nofaweb.org](http://www.nofaweb.org)), under the heading “National ACO Scholarships, Inc.” Application forms may also be obtained by contacting Secretary/Treasurer Captain Dave Peterson, NOAA (Ret), by phone ([301-921-6357](tel:301-921-6357)) or email ([kmpdhp@comcast.net](mailto:kmpdhp@comcast.net)). Complete

application packages should be sent to the corporation's post office address (on the application form) and should be postmarked this year no later than Friday, April 13, 2012.

### **DC ACO Luncheon Series**

The DC Association of Corps Officers Chapter will be hosting its first ACO Luncheon Series next Wednesday the 29th of February from 1100-1330. Our speaker for this inaugural session will be RADM Jonathan Bailey, who will share personal insight of his career and life as a RADM/NC Officer. If you will be in the DC Area and would like to attend, please RSVP to LTJG Adrienne Hopper [Adrienne.Hopper@noaa.gov](mailto:Adrienne.Hopper@noaa.gov).

**Specifics:**

- Who - RADM Jonathan Bailey
- When - Wednesday, FEB 29 from 1100-1330 (may not last the entire time but we booked the room in case)
- Where - SSMC 4 Conference center 1w611 (First floor past the elevators in SSMC4)
- Cost - \$5 per person

For \$5 you will get pizza, drinks and a raffle ticket. Please RSVP so we can get the proper amount of food for all attending.

### **On the Horizon**

28 February 2012	Required EEO and Diversity Training
29 February 2012	DC ACO Luncheon Series
05 – 30 March 2012	REFTRA 72

### **Approved Resignations, Separations, and Retirements**

The following officers have approved retirements, resignations, or separations with in the **next three months**. Be sure to thank them for their service to NOAA and the Nation.

New Policy:	CPC will only be reporting Approved Separations, Retirements, and Resignations scheduled to occur within the next three months
NONE AS OF TODAY	NOTE CHANGE IN POLICY