



15 March 2012

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Director's Message

I am pleased to announce the Director, NOAA Corps, has approved the following promotion zones to be held the week of July 16, 2012. These zones will be held in accordance with the [Officer Corps Management plan](#) which has been posted on the CPC website. Officers listed below are encouraged to review their online OPF and medical record to ensure requirements for promotion are complete and accurate. Guidance is also available on "[How To: Prepare for Promotion](#)", and includes practices, basic steps and checklists for the promotion process. Officers are reminded that the state of your OPF is your responsibility. The last day for submissions to OPF Online for these zones is **July 2, 2012**.

Due to the timing of the selection boards this year, the Director has approved special OERs for those officers being considered for promotion. In accordance with the OER Directive, 10.A.3.c.1.c, special OERs may be submitted for officers being considered by selection boards for promotion if **the period of report is at least six months** and the OER will arrive at CPC not later than 45 days before the board convening date. These special OERs **must** be received in CPC by May 31, 2012.

Captain Promotion Zone

ROGERS, RALPH R.
NELSON, MARK B.
BARR, DEBORA R.
RAMOS, RICARDO
HOPKINS, MICHAEL L.
GLOVER, GREGORY G.
HALL, PHILIP G.
ODELL, WILLIAM R.

Commander Promotion Zone

STARK, ARTHUR J. JR.
PELTZER, THOMAS J.
EASTMAN, PHILLIP W.
MEADOR, STEPHEN S.
VAN WESTENDORP, CHRISTIAAN H.

MILLER, GEORGE M.

Lieutenant Commander Promotion Zone

KERNS, CHRISTOPHER M.

MURPHY, PATRICK L.

DAVIDSON, MICHAEL C.

MANSOUR, JASON R.

WELTON, BRIANA J.

HIGGINS, ABIGAIL S.

POUNDS, BRENT J.

GOELLER, AMANDA L.

BLANKENSHIP, MARK A.

Lieutenant Promotion Zone

MORGAN, NICHOLAS C.

EVORY, LOREN M.

QUINTERO, RUSSELL A.

HEESCH, JONATHAN R.

GRIFFIN, MATTHEW C.

KNIGHTON, FAITH O.

SINQUEFIELD, TIMOTHY C.

PETERSEN, JOHN H.

BLOSS, BENJAMIN S.

ROSSI, JOHN F.

FELKLEY, CHARLENE R.

ROSE, EMILY M.

FORNEY, MATTHEW M.

NARDI, MATTHEW J.

REED, ADAM R.

HOPPER, ADRIENNE L.

KOTKOWSKI, RACHEL M.

WARTICK, RYAN A.

Lieutenant (junior grade) Promotion Zone

MILTON, JESSE P.

YOUNKIN, ERIC G.

ELLIOT, BRIAN E.

MANDA, DAMIAN C.

NORMAN, LINDSEY L.

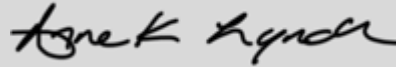
ELLIS, JUSTIN E.

BUESSELER, BART O.

ADORNATO, BRIAN J.

BROO, SCOTT E.

KLAVON, PHILIP J.
WEGENER, JENNIFER L.
DOIG, MICHAEL E.
NOBLITT, GAYLORD C.



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

Welcome to CPC

CPC has recently welcomed a new member to the CPC Staff. Gerald Thomas officially transferred from OMAO's Resource Management Division to CPC as the Management and Program Analyst. Mr. Thomas has been working with CPC on detail for the last year aiding in the betterment of CPC's internal business processes, and will continue to help implement and engage CPC's improved business practices.

EEO Required Training

As a reminder EEO and Diversity Training is a mandatory bi-annual requirement for all NOAA Corps officers. If you attended EEO training webinar on Tuesday, February 28th, 2012, information has been sent to CPC and will be updated in your OPF Online. For officers who could not attend the webinar there are a couple options:

- 1) Attend a NOAA EEO and Diversity Training session offered at your location, submit a certificate, or memorandum of attendance to your OPF online.
- 2) Attend OMAO's next EEO and Diversity Training Webinar that will be scheduled in the near future.
- 3) Complete the 6.0 credit hours of EEO and diversity training required for promotion to O-4 located on the Commerce Learning Center, NOAA Corps portal.

Personal Biographies/Resumes

Officers are reminded to ensure their personal biographies/resumes are kept up to date in their OPF. This is particularly important when approaching a promotion zone. The personal biography provides an opportunity for officers to uniquely capture their accomplishments, and to highlight skills and achievements gained throughout their NOAA Corps career. Officers may choose to emphasize the professional qualifications (Performance, Leadership Ability, Management Ability, Professional Development, and Breadth of Experience) that are evaluated as part of the overall officer review process. Because this is an opportunity for officers to exhibit writing skills, a template does not exist. However, officers are encouraged to keep the biographies/resumes under four pages, and to include the most pertinent information presented in a most succinct way; similar to when applying for a job. Officers are also encouraged to request guidance from more senior officers and NOAA Corps supervisors. All biographies/resumes should be submitted to CPC through the OPF addition as a .pdf document. As an FYI, only the most current biography/resume is maintained in an officer's OPF.

Augmentation Update

The Fleet Augmentation Needs webpage has recently been updated with new information and tools. In order to select your augmentation opportunities and view the new information go

to: <http://www.corpscpc.noaa.gov/cpchome/augmentation.html>

On the Horizon

Uniform and Awards Board	03 April 2012
Selection Board - O2	26 April 2012
DC ACO Dining Out	19 May 2012
BOTC 119 Graduation	22 June 2012
Selection Boards - O6, O5, O4, O3, O2	Week of 16 July 2012

Approved Resignations, Separations, and Retirements

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

CAPT Christopher A. Beaverson	01 June 2012
CAPT John E. Lowell Jr.	01 June 2012