

Commissioned Personnel Center CYBERFLASH



07 June 2013

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Director's Message

I'm always on the lookout for examples of leadership in the world around me. I had the opportunity this week to attend the belt test for my boys at Tae Kwon Do. The instructor asked the most senior belt in the group of young boys to come forward and demonstrate a move to the rest of the children. He was clearly timid in his approach and Master Kim encouraged him by saying "You give others energy as their leader, and you make them feel safe." I jotted this down because I connected with it. It's what we do as leaders ...provide the energy and motivation when people are scared, timid or don't want to be there. Our job is to lead by example, we do the moves required (whatever they happen to be at the time) in a way that is big enough for all to see and follow. We make people feel safe in their trying, encouraging them to push outside of their comfort zones and grow into leaders themselves.

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

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

BOTC Graduation Highlights

Friday, May 31, 2013 eighteen new ensigns officially graduated from the 121st Basic Officer Training Class and joined the fleet. The list of events leading up to graduation was impressive. A formal Dinner-Dance was held the night before graduation. The evening was splendid, with 102 members and guests decked out in their finest formal attire, and presentations included awarding the NCDR to several key USCG personnel. The following morning began with an official signing ceremony of the Interagency Agreement (IAA) between NOAA and USCG which formally establishes the NOAA Corps Officer Training Center at the USCG Academy. The ceremony was accompanied by the presentation of a USCG Meritorious Team Commendation to all involved with the integration of NOAA and USCG training. Next was a full Honors Ceremony for Dr. Kathryn Sullivan, complete with 17 gun salute and Trooping of the Lines. Finally, the graduation ceremony itself with 170 friends, family and staff in attendance. Dr. Sullivan provided a very motivational keynote speech and then our "Officer Candidates" crossed the stage as Ensigns in the NOAA Commissioned Corps.



<http://www.flickr.com/photos/uscoastguardacademy/sets/72157633901307746/with/8903349116/>

REFTRA Update

Tentative dates for Fall REFTRA 75 are October 15 - November 2. Officers in need of REFTRA are listed below. Additional information regarding this training will be available in the coming weeks. If you have questions regarding REFTRA attendance, contact LCDR Goeller at assignmentbranch.cpc@noaa.gov. If you have questions about training curriculum or logistics

contact cpc.training@noaa.gov.

Officers for Fall REFTRA 75:

CDR David Zezula
L DR Jeffrey Shoup
LCDR Jennifer Pralgo
LCDR Mark Moser
LT Russell Quintero
LT Emily Rose
LTJG Rachael Kotkowski
LTJG Michael Robbie
LTJG Christopher Briand

If you feel your name should be on this list please contact LCDR Amanda Goeller at AssignmentBranch.CPC@noaa.gov

Additionally, with the successful move of the NOAA Corps Officer Training Center to the USCG Academy in New London, CT REFTRA dates are able to be standardized. Future REFTRA's are to be anticipated as follows:

Spring	REFTRA 76:	March 2014
Fall	REFTRA 77:	October 2014
Spring	REFTRA 78:	March 2015
Fall	REFTRA 79:	October 2015

From the Assignment Desk:

The Assignment Coordinator will be on leave from June 15th through July 2nd. Please ensure all message traffic occurs prior to June 15th or after July 2nd. For emergency assignment issues during this period contact CDR Todd Bridgeman, Chief Officer Assignment Branch at chief.careermgmt.cpc@noaa.gov. For all general questions please contact the CPC receptionist at 301-713-3444.

Command Advisory Working Group – Operations Officer Assignments

On July 31st a Command Advisory Working Group will commence to discuss fleet wide Operation Officer assignments. This Working Group will consist of Marine Center representatives, Commissioned Personnel Center representatives and stakeholder Liaison Officers. This advisory board will make recommendations to Director, NOAA Corps for approval. Any officer anticipating returning to sea from **now through August 2015** ensure the following items are completed:

- 1) Preferences are updated in your OPF prior to July 5
- 2) Any specific/unique requests please submit a memo to Assignment Coordinator via your current chain of command, including Liaison Officer, explaining your request along with how it will benefit the organization and your career.
- 3) Ensure ship commands are aware of your request for their vessel

During this board officers may also be recommended for other operational or developmental assignments.

A separate email went to all future operations officers. If you did not receive an email and feel as though you should be reviewed during this board please contact LCDR Amanda Goeller at AssignmentBranch.CPC@noaa.gov

Billet Update:

The Office of Oceanic and Atmospheric Research has recently restructured and updated the billet description for billet 3210 Research Operations Manager. This is an O3 billet located in Miami, Florida. The office is currently looking for the right officer to rotate in between January – July 2014. Please contact LTjg Rachel Kotkowski for more information on the billet and contact CDR Meador if your interest and availability line up. The updated billet description can be found on the CPC website: <http://www.corpscpc.noaa.gov/careermgmt/bdindex.html>

NOAA Emergency Notification Systems

The NOAA Emergency Notification System is up and running. Please update your information in the NOAA Staff Directory by June 12. They can't notify you if they can't find you! There will be a NOAA wide test of the ENS on 12 June.

There are some items in Staff Directory that you can update manually and some that have to be completed by CPC. Your name, phone number, address and federal manager can all be completed by you and should be done after every PCS or PCA. The NOAA Org Code that completes the bottom portion of the staff directory is updated by CPC but only after receiving your endorsed orders. To speed up the process a copy of your endorsed orders can be sent to AssignmentBranch.CPC@noaa.gov upon completing your PCS move. Otherwise this process is updated after your travel voucher is received, validated and sent to Finance.

Complete Staff Directory Instructions can be found at:

<http://www.corpscpc.noaa.gov/cyberflash/cyberflash2012/cyb20120810.pdf> the 10 August 2012 Cyberflash.

If you still have issues or concerns with staff directory please contact LCDR Amanda Goeller at AssignmentBranch.CPC@noaa.gov or 301-713-7694 to remedy.

NOAA Corps Ranks and Abbreviations

Below are the correct ranks and appropriate abbreviations to be used when addressing a fellow officer, or yourself, in written correspondence. In the header of a memorandum, or in the first instance of using a name, the full rank is used. Abbreviated ranks may be substituted in later references to the same officer. The officer's full name, including middle initial, is used and followed by a comma and NOAA, i.e., **Captain John T. Smith, NOAA**

Rear Admiral	RADM
Rear Admiral (lower half)	RDML

Captain	CAPT
Commander	CDR
Lieutenant Commander	LCDR
Lieutenant	LT
Lieutenant (junior grade)	LTJG
Ensign	ENS

In addition, when addressing a retired officer, the officers' full name, including middle initial, is used and followed by a comma, NOAA, and (Ret.) i.e., **Captain Joan T. Smith, NOAA (Ret.)**

On the Horizon

OPS Officer CAWG	July 31, 2013
REFTRA	October, 15 - November 2, 2013

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.

ENS Whitley Gilbert	30 June 2013
LT John H. Petersen	01 July 2013
LCDR David J. Demers	01 July 2013
LT Sarah A. Harris	01 July 2013
LT Amy B. Cox	05 July 2013
CAPT Scott E. Kuester	01 August 2013