UNITED STATES DEPARTMENT OF COMMERCE
National Oceanic and Atmospheric Administration
OFFICE OF MARINE AND AVIATION OPERATIONS
Silver Spring, Maryland 20910

MAY 03 2017

MEMORANDUM FOR: Chair, Officer Personnel Board

FROM: Rear Admiral David A. Score, NOAA
Director, NOAA Corps

SUBJECT: Precept Convening an Officer Personnel Board to Recommend Officers of the NOAA Corps on the Lineal List for Promotion to the Grade of Lieutenant

Pursuant to NOAA Corps Directives 04203, 04204, and 04205, a Selection Board is appointed to consider officers for promotion to the grade of lieutenant.

In accordance with NOAA Corps Directives, Chapter 4, Part 3, Qualifications, NOAA Corps officers eligible for promotion shall be found to be mentally, physically, and professionally qualified. The NOAA Corps' operational excellence requires an array of skills and expertise. Every community contributes to our overall success. Each community is essential and provides its own path to leadership and technical proficiency, though opportunities for command may come at different levels and numbers depending on the community. Successful operational and key staff positions are all important in demonstrating an officer's potential. The Board should consider the officer's abilities and future potential which includes achieving the necessary certifications and qualifications to serve in assignments at the next rank.

All proceedings of this Board will be undertaken consistent with NOAA-wide policies concerning equal employment opportunity and equal treatment, as well as Executive Branch Principles of Ethical Conduct. To assist the Board deliberations, the Director, CPC, will provide, at your request, summaries of NOAA's current policies. The NOAA Corps' commitment to equal opportunity, without regard to race, creed, color, gender, national origin, or occupational specialty, must be without question and readily apparent to all whom would independently review this commitment.

Commissioned service demands individual responsibility and accountability. The NOAA Corps maintains the highest standards in this regard and holds individuals accountable through disciplinary actions that are documented in the officer's official record. Disciplinary action is intended to promote the best interest of the service which includes the individual taking responsibility for their actions, learning from them and setting a better course. The board should take into account the totality of an officer's record and future potential to include how they responded to and performed despite any blemishes in their record.

The promotion zone shall consist of thirty-three (33) lieutenants (junior grade) on the lineal list consisting of the most senior officer in the grade of lieutenant (junior grade); namely,

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LTJG Boone and those thirty-two (32) officers junior thereto who have not been previously selected for promotion.

The Board may recommend up to thirty (30) best-qualified officers for promotion. The officers selected must have the experience and ability to assume the roles of the next rank. It is imperative that the Board select only the best qualified.

Subject to existing law, directives, and the oath taken, each Board member is to be governed by his/her own judgment when giving weight to the broad qualification criteria, which are contained in NOAA Corps Directive 04303. You should emphasize to the members of the Board the importance of their obligation to confine themselves to facts of records and not predicate judgments on rumor or hearsay. At the end of your deliberations, all members must be able to say that the officers recommended for promotion are in the opinion of at least a majority of the Board, the best qualified to carry out the duties and responsibilities of the grade for which they are selected.

The Board shall convene at 0830 on Thursday, May 4, 2017 at OMAO, 8403 Colesville Road, Suite 500, Large Conference Room, for the purpose of considering all officers in the grade of lieutenant (junior grade) who are eligible for consideration for promotion to the grade of lieutenant in the NOAA Corps. Members of the Board shall swear or affirm that they will, without prejudice or partialities, and having in view both the records of the officers and the efficiency of the NOAA Corps, perform the duties imposed upon them.

The following officers will comprise the Board membership:
Commander Kristie J. Twining, NOAA – Chair
Commander Marc S. Moser, NOAA
Commander William P. Mowitt, NOAA
Commander Chad M. Cary, NOAA
Commander Colin D. Little, NOAA

The following non-voting members are authorized to assist the Board as needed.
Captain Amilynn E. Adams, Director, Commissioned Personnel Center (CPC)
Gregory Raymond – Deputy Director (Acting), CPC
Katherine Raymond – Chief, OPMD
Commander Jeffrey D. Shoup – Chief, OCMD
Charise C. Stewart – Human Resources Specialist, OPMD
Lieutenant Laura Gibson –Staff Officer, OPMD

The Board shall submit a report in writing signed by all members of the Board. Except for the report of this Board, the proceedings of the Board will not be disclosed to any person not a member of the Board. You will direct the members of the Board that their recommendations will be kept confidential until the Secretary approves the recommendations and forwards to the President for approval, and the names of officers selected for promotion are released to the Service at large. The Board deliberations are to remain confidential and are not to be discussed with anyone who was not a member of the Board.