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

MAY 10 2018

MEMORANDUM FOR: Chair, Officer Personnel Board

FROM: Rear Admiral Michael J. Silah, NOAA
Director, NOAA Corps

SUBJECT: Precept for Lieutenant Commander Selection Board

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

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 Board's criteria for selection should include performance, leadership ability, management ability, and professional development. 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. High performance in operational and key staff positions is important in showing an officer's potential. Strong consideration should be given to those officers with potential to assume the responsibilities associated with operational duty and command at sea or in the air at the next rank. The Board is required to review at least the last 5 years of OPF data.

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 summaries of NOAA's current policies that can have a determining factor on this Board. 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.

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.

Printed on Recycled Paper

The promotion zone shall consist of eleven (11) lieutenants on the lineal list consisting of the most senior officer in the grade of lieutenant; namely, LT Peter Freeman and those ten (10) officers junior thereto who have not been previously selected for promotion and have completed at least 12 months commissioned service in the NOAA Corps. The Board may, but is not required to, select up to nine (9) best qualified officers for promotion. In addition, there is one (1) officer above zone.

The Board shall convene at 0900 on Wednesday, May 16, 2018, at OMAO, 8403 Colesville Road, Suite 500, Large Conference Room, or as soon thereafter as practicable, for the purpose of considering all officers in the grade of lieutenant who are eligible for consideration for promotion to the grade of lieutenant commander. 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:
Captain Keith W. Roberts, NOAA – Chair
Commander Christopher M. Kerns, NOAA
Commander Jason R. Mansour, NOAA
Commander Briana W. Hillstrom, NOAA
Commander Amanda L. Goeller, NOAA

The following non-voting members are authorized to assist the Board as needed.
Captain Devin R. Brakob, Director, Commissioned Personnel Center (CPC)
Katherine Raymond – Chief, OPMD
Charise C. Stewart – Human Resource Specialist, OPMD
LCDR 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 and deliberations will be kept confidential and that any violation of the confidentiality of the Board may result in disciplinary action.