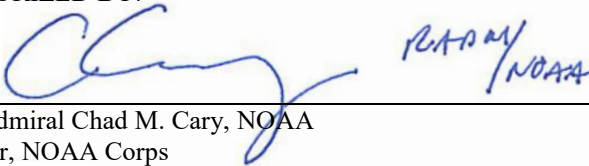
	NOAA COMMISSIONED OFFICER CORPS DIRECTIVES		CHAPTER	VERSION
	CAREER DEVELOPMENT AND PROMOTION		04	4.0
	AUTHORIZED BY:		EFFECTIVE DATE	
			April 20, 2025	
	Rear Admiral Chad M. Cary, NOAA Director, NOAA Corps		REVIEW DATE	
			September 8, 2028	

Purpose

This chapter describes NOAA Corps officer career development, including training and active duty service obligations, and training requirements for officers assigned to ships and aircraft. This chapter prescribes requirements and procedures for officer promotion. This chapter also prescribes policy and procedures for documenting NOAA Corps officer performance using the Officer Evaluation Report.

References

- (A) [33 U.S.C. Chapter 43](#) – National Oceanic and Atmospheric Administration Commissioned Officer Corps
- (B) [5 U.S.C. Chapter 41](#) – Training
- (C) [5 C.F.R. Part 410](#) – Training
- (D) [15 C.F.R. Part 998](#) – National Oceanic and Atmospheric Administration Commissioned Officer Corps
- (E) [10 U.S.C. Chapter 36, Subchapter IV](#) – Continuation on Active Duty and Selective Early Retirement
- (F) [10 U.S.C. Chapter 61](#) – Retirement or Separation for Physical Disability
- (G) [15 C.F.R. Part 0](#) – Employee Responsibilities and Conduct
- (H) [NOAA Administrative Order \(NAO\) 202-410A](#) – Long-term Training
- (I) NOAA Corps Officer Evaluation System Instruction Manual
- (J) Aircraft Operations Center Policy 220-1-2: Qualification, Designation, and Training
- (K) [Executive Order 11023](#), as amended by [Executive Order 13341](#) – Providing for the performance by the Secretary of Commerce of certain functions relating to the National Oceanic and Atmospheric Administration

Document History

DOCUMENT HISTORY		
Version	Description of Change	Effective Date
4.0	Amends the requirements in Part 5 for attendance to a formal REFTRA for officers assigned to a temporary sea assignment that detached from their most recent permanent sea assignment greater than 24 months.	Apr 2025
3.0	Reformatted and revised to include updates made by NOAA Corps Amendments Act of 2020 (Pub. L. 116-259) and James M. Inhofe National Defense Authorization Act for Fiscal Year 2023 (Pub. L. 117-263)	Sep 2023
2.0	Revisions to Part 2	Feb 2018
1.0	Initial Document	Feb 2009

Chapter 4 - Career Development and Promotion

Part 1 – Career Development.....	4
Part 2 – Promotions.....	13
Part 3 – Qualifications for Promotion.....	22
Part 4 – Officer Evaluation System	25
Part 5 – Refresher Training.....	42

Part 1 – Career Development

Part 1 – Career Development

04101 – Policy	5
04102 – Long-Term Training	5
04103 – Part-Time University Training.....	5
04104 – Other Training.....	6
04105 – Active Duty Service Obligations	6
04106 – Planning and Counseling	12

Part 1 – Career Development**04101 – Policy**

- (A) Career development involves a wide range of programs including on-the-job training, Long-Term Training, Part-Time University training (PUT), continuing education courses, recreation, and civic activities. Career development helps promote job satisfaction, ensures responsive service, and enhances promotion potential. NCD 04304 discusses professional qualifications.
- (B) NOAA Line Offices may fund Long-Term Training and PUT as required. The Director will attempt to support officer assignment requests for training or research if the activity:
 - (1) Meets NOAA's or OMAO's current or future program needs;
 - (2) Builds and retains a force of skilled NOAA Corps officers;
 - (3) Improves performance in the current assignment, and/or develops qualifications for future assignments; and
 - (4) Can be accomplished within budget, personnel, and time constraints.
- (C) The career development process is a mutual effort between individual NOAA Corps officers and NOAA.

04102 – Long-Term Training

- (A) Long-term training billets may be established on a case-by-case basis. NOAA Administrative Order (NAO) 202-410A grants authority for the approval of long-term training for NOAA Corps officers to the Director.
- (B) NOAA Line Offices or the Chief, Officer Career Management Division (OCMD) may request a long-term training billet through the Director, Commissioned Personnel Center (CPC).
- (C) Long-term training request procedures:
 - (1) The request must be submitted via a memorandum to the Director, CPC, outlining the relationship of the billet to NOAA activities.
 - (2) The Director, CPC will review the request to determine program need, suitability of program for a NOAA Corps officer, and benefit to the NOAA Corps, OMAO, and NOAA and make recommendation to the Director to establish the billet.

04103 – Part-Time University Training

- (A) Part-time university training (PUT) may be supported by NOAA, CPC, or a combination of both, on a case-by-case basis. Supervisors should encourage motivated officers to apply for PUT. PUT costs are intended to be shared three ways: the NOAA Corps officer, the NOAA Line Office, and CPC. In cases where the NOAA Line Office does not participate, CPC may fund up to 50 percent of the costs. Given the disparity in tuition costs between institutions, however, CPC may cap contributions to an officer's university training. This cap will be at the discretion of the Director, CPC.

Part 1 – Career Development

- (B) NOAA Corps officers may request PUT after gaining acceptance into an accredited institution of higher learning and completing one or more graduate-level courses with a grade point average of 3.0 or higher. Graduate-level courses completed prior to an officer's commissioning into the NOAA Corps do not count.
- (C) PUT request procedures:
 - (1) The NOAA Corps officers must submit a memorandum of request to the Director, CPC, outlining the relationship of course work to NOAA activities. The memorandum must contain the following information:
 - (a) Degree title and name of institution (attach proof of accreditation);
 - (b) Total number of credits/course required for completion;
 - (c) Number of courses completed and grades earned (attach a copy of grade report);
 - (d) Estimated total cost of tuition and books;
 - (e) Estimated time of completion; and
 - (f) Statement regarding the effects, if any, on current assignment and future assignment.
 - (2) CPC will review the request to determine program need, confirm proper background and motivation, and counsel applicants regarding program suitability.
 - (a) NOAA Corps officers who have requested retirement or tendered resignations, or who have twice failed to be selected for promotion will not be supported in their PUT requests.
 - (b) It is the NOAA Corps officer's responsibility to make the necessary scheduling arrangements, which must be acceptable to the NOAA Corps officer's supervisor.
 - (c) NOAA Corps officers should schedule the completion of training so as not to interrupt the normal NOAA Corps reassignment process.
- (D) Recommendations for PUT authorizations, continuations, and terminations are made by training boards as described in NCD Chapter 10.

04104 – Other Training

Correspondence courses and most other short-term training will be approved and funded by the offices to which NOAA Corps officers are assigned. Program managers should recommend appropriate training to enhance performance and potential for promotion. Approving officials should evaluate requests based on the value to NOAA.

04105 – Active Duty Service Obligations

- (A) NOAA Corps officers enrolled in training at government expense are subject to the active duty service obligations (ADSO) regulations of [Subpart C of 15 C.F.R. Part 998](#).

Part 1 – Career Development

(B) NOAA Corps or Officer Training –

- (1) NOAA Corps officers who attend any NOAA Corps or uniformed service training whose course of instruction is longer than 60 days or produces a Duty Under Instruction Officer Evaluation Report incur an ADSO to begin upon completion of the course or termination of attendance. If the officer does not complete the training, the ADSO still applies. The ADSO shall be calculated according to [15 C.F.R. § 998.26](#). For the purpose of determining ADSOs, all aviation and maritime training longer than 60 days, not including the Basic Officer Training Class, shall be considered to be NOAA Corps or officer training. Exceptions to the computation standards in [15 C.F.R. § 998.26](#) for NOAA Corps and officer training are as follows:
 - (a) Officers who attend initial fixed-wing multi-engine flight training shall incur a six-year ADSO upon completion of the course or termination of attendance;
 - (b) Officers who attend heavy aircraft flight training for the first time shall incur a four-year ADSO upon completion of the course or termination of attendance;
 - (c) Officers who attend heavy aircraft flight training for a second time for the purpose of qualification on new airframes shall incur a three-year ADSO upon completion of the course or termination of attendance;
 - (d) Officers who attend a test pilot school longer than six months (including the U.S. Naval Test Pilot School and U.S. Air Force Test Pilot School) shall incur a four-year ADSO upon completion of the course or termination of attendance; and
 - (e) Officers selected as candidates for the National Aeronautics and Space Administration Astronaut Corps shall incur a three-year ADSO upon the conclusion of their detail and return to the NOAA Corps.
- (2) Concurrent obligations – An ADSO incurred under this section shall be served concurrently with an ADSO previously incurred under any other section of [15 C.F.R. Part 998](#), or any other provision of law, except as provided for officers on active duty entering into an agreement for education loan repayment under [15 C.F.R. § 998.27\(a\)](#). When a newly incurred ADSO under this section is to be served concurrently with an existing ADSO, the obligated period will be equal to the length of the longest remaining obligation. The Commissioned Personnel Center will track each ADSO independently and notify the officer when each is fulfilled.
- (3) Consideration of NOAA Corps and officer training toward fulfillment of other service obligations – Time spent in NOAA Corps or officer training is considered active duty service and shall be credited toward fulfilling an ADSO previously

incurred under any other section of [15 C.F.R. Part 998](#), or any other provision of law.

(C) Civilian Training and Advanced Education

- (1) Full-time courses – Officers who attend full-time courses at civilian institutions that are fully funded by NOAA for more than 60 days will incur an ADSO to begin upon completion of the course or termination of attendance. One ADSO will be incurred per written agreement for training or education, as provided under [15 C.F.R. § 998.22](#). If the officer does not complete the course of instruction, the ADSO shall still apply. The ADSO shall be calculated according to [15 C.F.R. § 998.26](#).
- (2) Part-time courses (including PUT) – Officers who participate in part-time courses at civilian institutions that are fully funded by NOAA for more than 60 days will incur an ADSO upon completion of the course or termination of attendance. One ADSO will be incurred per written agreement for training or education, as provided under [15 C.F.R. § 998.22](#). If the officer does not complete the course of instruction, the ADSO shall still apply. The ADSO will equal the length of training or education, computed in days. The length of training or education will be computed from the first day of instruction until the last day, to include breaks, weekends, holidays, and summers, regardless of whether the officer attended classes during those periods.
- (3) NOAA Leadership Competencies Development Program – Officers who participate in NOAA's Leadership Competencies Development Program shall incur an ADSO of two years upon graduation from the program.
- (4) Voluntary disenrollment or disenrollment for poor performance – If an officer voluntarily terminates their enrollment or is required to disenroll due to poor performance in a program under this section, the ADSO will be based on what would have been the expected graduation date.
- (5) Disenrollment for mission needs – Each written agreement for civilian training or advanced education under [Subpart C](#) of 15 C.F.R. Part 998 shall provide that if an officer terminates enrollment because of a recall to meet urgent mission needs as determined by the Director, no ADSO will be incurred.
- (6) Consecutive obligations – ADSOs resulting from more than one written agreement for civilian education under this section are to be served consecutively. For example, an officer completing a NOAA-funded graduate certificate course of instruction under one written agreement followed by a NOAA-funded master's degree under a second written agreement will incur multiple ADSOs to be served consecutively. The ADSOs will be calculated separately for each written agreement according to [15 C.F.R. § 998.26](#). When a newly incurred ADSO is to be served consecutively with another, add the period of the new ADSO to the

remaining portion of the existing ADSO. In cases where the compounded period of consecutive ADSOs exceeds six years, it will be capped at 6 years.

- (7) Concurrent obligations – An ADSO incurred under this section can be served concurrently with an ADSO previously incurred under any other section of [15 C.F.R. Part 998](#) or any other provision of law. When a newly incurred ADSO under this section is to be served concurrently with an existing ADSO under another section of [15 C.F.R. Part 998](#), the officer's total obligated period will be equal to the length of the longest remaining obligation. CPC will track each ADSO independently and notify the officer when each is fulfilled.
 - (8) Consideration of civilian education and training toward fulfillment of other service obligations – Time spent at a civilian education or training program is considered active duty service and shall be credited toward fulfilling an ADSO incurred under any other section of [15 C.F.R. Part 998](#) or any other provision of law. The time spent attending a civilian education or training program under one written agreement will not be credited toward fulfilling an existing ADSO for a previous civilian education or training program under a previous written agreement incurred under this section.
- (D) Computation of ADSOs for NOAA Corps and officer training and civilian training and advanced education
- (1) Service obligations incurred under Paragraph (B) for NOAA Corps or officer training ([15 C.F.R. § 998.24](#)) and Paragraph (C)(1) for full-time training ([15 C.F.R. § 998.25\(a\)](#)) are computed as shown in this section, with the exception of fixed-period ADSOs as provided under Paragraphs (B)(1)(a) through (B)(1)(e) ([15 C.F.R. § 998.24\(a\)\(1\)](#) through [\(5\)](#)). Officers may accumulate more than one ADSO from multiple obligating events. When an officer incurs an ADSO, compute the ADSO using the following rules:
 - (a) For obligating events that require calculation:
 - (i) For training greater than 60 days but equal to or fewer than 365 days:
 - (I) **Step 1.** Count the number of calendar days of the course of instruction using the beginning and end dates of the course, including breaks, weekends, holidays, and summers, regardless of whether the officers attended classes during those periods.
 - (II) **Step 2.** Multiply the total found in Step 1 by three to get the total length of the ADSO in days.
 - (III) **Step 3.** Add the number of days found in Step 2 to the end date of the training to determine the date that the ADSO will expire.

- (IV) **Example.** An officer attends a semester-long civilian course of instruction that begins on January 1, 2021, and ends on May 30, 2021. **Step 1:** January 1, 2021 to May 30, 2021 = 150 training days. **Step 2:** 150 training days \times 3 = 450 days, or 1 year, 85 days ADSO length. **Step 3:** May 30, 2021 + 450 days = August 23, 2022 ADSO expiration.
- (ii) For training greater than 365 days:
 - (I) **Step 1.** The first 365 days of training automatically incurs three years ADSO.
 - (II) **Step 2.** Count the number of additional training days from the 366th day to the end date of the course, including breaks, weekends, holidays, and summers, regardless of whether the officers attended classes during those periods.
 - (III) **Step 3.** Add the number of days found in Step 2 to three years to determine the total ADSO length.
 - (IV) **Step 4.** Add the total ADSO length found in Step 3 to the end date of the training to determine the date that the ADSO will expire.
 - (V) **Example.** An officer attends a full-time civilian postgraduate program that spans three academic years, beginning on September 1, 2021 and graduating on May 31, 2024. **Step 1:** First year: September 1, 2021 to August 31, 2022 = 3 year ADSO. **Step 2:** Additional training time: September 1, 2022 to May 31, 2024 = 639 days or 1 year, 274 days. **Step 3:** 3-year ADSO + 639 days = 4 years, 274 days total ADSO length. **Step 4:** May 31, 2024 + 4 years, 274 days = March 1, 2029 ADSO expiration.
- (2) The officer will ensure that supporting documents for each event are submitted to the NOAA Commissioned Personnel Center for review and verification for accurate calculation of their ADSO. The length of the ADSO shall be identified in the written agreement with the officer described in [15 C.F.R. § 998.22\(c\)](#).
- (E) CPC will maintain and make available for review to the officer a copy of the written agreement specifying the length of service obligation incurred and verify that officers meet the requirements of their written agreements and determine if a breach has occurred and, if so, notify the officer of this determination in writing ([15 C.F.R. § 998.28](#)).
- (F) Waivers or suspension of compliance

- (1) The Secretary may waive the service obligations of an officer for NOAA Corps or officer training under Paragraph (B) ([15 C.F.R. § 998.24](#)) who:
 - (a) Becomes unqualified to serve on active duty in the NOAA Corps because of a circumstance not within the control of that officer, or who is:
 - (i) Not physically qualified for appointment; and
 - (ii) Determined to be unqualified for service in the NOAA Corps because of a physical or medical condition that was not the result of the officer's own misconduct or grossly negligent conduct. ([15 C.F.R. § 998.29\(a\)](#))
 - (2) The Secretary may waive the service obligations of an officer incurred for civilian training and advanced education under Paragraph (C) ([15 C.F.R. § 998.25](#)) who fails to satisfy the eligibility requirements if the Secretary determines that the imposition of the repayment requirement and the termination of unpaid amounts of such assistance would be:
 - (a) Contrary to personnel policy or management objective;
 - (b) Against equity and good conscience; or
 - (c) Contrary to the best interest of the United States.
 - (3) The authorities provided in this part to grant waivers or exceptions will be referenced in all written agreements. ([15 C.F.R. § 998.29\(d\)](#)).
- (G) Repayment for failure to satisfy service requirements
- (1) An officer who fails to satisfy eligibility requirements or to meet the service requirements prescribed in this section is required to reimburse the Government in an amount that bears the same ratio of the total costs of the training or education provided to that officer as the unserved portion of active duty bears to the total period of active duty the officer agreed to serve, unless waived by the Secretary under Paragraph (F) above ([15 C.F.R. § 998.29\(a\)](#) or [\(b\)](#)). Calculation of the total cost of training subject to repayment includes tuition and matriculation fees, library and laboratory services, purchase or rental of books, materials, and supplies, but does not include travel, lodging, salary, or other allowances otherwise entitled to the individual. The total cost shall be calculated by the NOAA Commissioned Personnel Center and included in any written agreement.
 - (2) An obligation to reimburse the Government under this Section is, for all purposes, a debt owed to the United States.
 - (3) A discharge in bankruptcy under Title 11 of the U.S. Code that is entered less than 5 years after the termination of a written agreement entered into under this part does not discharge the individual signing the agreement from a debt arising under such agreement.

04106 – Planning and Counseling

Upon the recommendation of the Officer Personnel Board, the Director, CPC, and/or the Chief, OCMD, may advise NOAA Corps officers in matters relating to career development. Such advice might include steps for improving performance, training, promotion potential, or assignment choices. In addition, NOAA Corps officers are encouraged to seek career counseling at any time from their immediate supervisors, liaison officers, Director, CPC, or the Chief, OCMD.

Part 2 – Promotions

04201 – General Provisions	14
04202 – Lineal List of Commissioned Officers.....	15
04203 – Eligibility for Promotion Consideration	16
04204 – Promotion Zones	17
04205 – Selection for Promotion	18
04206 – Recommendation List	18
04207 – Effecting Promotion.....	18
04208 – Acceptance of Promotion.....	19
04209 – Declining Promotion.....	20
04210 – Failure to be Selected for Promotion	20
04211 – Opting out of Promotion Consideration.....	21

04201 – General Provisions

Promotions may be authorized under the following circumstances.

(A) Temporary Promotions

- (1) When the Secretary designates a position as being a position of importance and responsibility warranting a flag grade, the Secretary may assign an officer to that position. ([33 U.S.C. § 3028\(a\) and \(b\)](#))
 - (a) A NOAA Corps officer assigned to a position of importance and responsibility under this section has the grade designated for the position while serving in the position, if appointed to that grade by the President. ([33 U.S.C. § 3028\(d\)\(1\)](#))
 - (b) A NOAA Corps officer who has served in a grade above captain shall, upon termination of the assignment for which the grade was made, revert to the grade and number the NOAA Corps officer would have occupied but for serving in a grade above captain, unless appointed by the President or assigned to another position warranting a higher grade or immediately beginning a period of terminal leave. Upon reversion to his or her permanent grade, the NOAA Corps officer shall be an extra number in that grade. ([33 U.S.C. § 3028\(d\)\(2\)](#))
 - (c) An assignment made under this subsection does not vacate the permanent grade held by the NOAA Corps officer and creates a vacancy on the active duty lineal list in that grade. ([33 U.S.C. § 3028\(g\)](#))
- (2) NOAA Corps officers may be temporarily promoted to and appointed in the grades of ensign, lieutenant (junior grade), and lieutenant. The authority to make such temporary promotions rests with the Secretary. ([33 U.S.C. § 3029\(a\)](#); Executive Order No. 11023, as amended by Executive Order No. 13341) When the Officer Personnel Board (OPB) determines that a temporary promotion under this section is appropriate, the OPB shall recommend to the Director, NOAA Corps who will then recommend to the Secretary that such a promotion be effected. A promotion will not be effected until approved by the Secretary. A temporary appointment shall terminate upon approval of a permanent appointment. ([33 U.S.C. § 3029\(b\)](#))
- (3) When determined by the Secretary to be in the best interest of the Service, NOAA Corps officers in any permanent grade may be temporarily promoted one grade by the Secretary. ([33 U.S.C. § 3029\(d\)](#); Executive Order No. 11023, as amended by Executive Order No. 13341) Temporary promotions may be justified only when the assignment of a NOAA Corps officer to a specific billet warrants the next higher grade. A temporary promotion will not be effected until approved by the Secretary. NOAA Corps officers will not be temporarily promoted unless they meet the qualifications for permanent promotions described in Part 3 of this

Chapter. Any temporary promotion effected under this section shall terminate upon the transfer of the NOAA Corps officer to a new assignment.

(B) Permanent Promotions

- (1) Promotions to all permanent grades shall be made by the President. ([33 U.S.C. § 3026](#)) Permanent promotions may not be effected until the Secretary receives approval from the President. (Executive Order No. 11023, as amended by Executive Order No. 13341) The Secretary, in the name of the President, shall issue to each approved nominee a commission evidencing the appointment of such person to the higher permanent grade. The Secretary may delegate this authority to the Under Secretary. (Executive Order No. 11023, as amended by Executive Order No. 13341)
- (2) If a NOAA Corps officer in the permanent grade of ensign is at any time found not fully qualified, including being not recommended for, or promoted to lieutenant (junior grade), the officer will be separated from the NOAA Corps as soon as the necessity for separation is determined. ([33 U.S.C. § 3023](#))
- (3) Promotions to fill vacancies in each permanent grade above the grade of lieutenant (junior grade) shall be made by selection from the next lower grade upon the OPB's recommendation. ([33 U.S.C. § 3024](#))
- (4) Procedure
 - (a) The OPB shall make recommendations to the Secretary and President for the permanent promotion of NOAA Corps officers consistent with NCD 04205. The OPB shall forward its recommendations to the Director. The Director shall forward the OPB's recommendations, along with any comments, to the Secretary for consideration. ([33 U.S.C. § 3022\(c\)](#))
 - (b) The Secretary shall review the OPB's recommendations. The Secretary may concur with the recommendations of the OPB in whole or in part. If the Secretary concurs with the recommendations, they shall be forwarded to the President. If the Secretary does not concur with the OPB's recommendations, the OPB shall make further recommendations as are acceptable. ([33 U.S.C. § 3022\(d\)](#)) A NOAA Corps officer will not be considered for, recommended for, or promoted to a higher permanent grade on the lineal list unless they meet the qualifications for permanent promotions described in Part 3 of this Chapter.. ([33 U.S.C. § 3027](#))

04202 – Lineal List of Commissioned Officers

- (A) The Director shall maintain a lineal list of all NOAA Corps officers on active duty in the NOAA Corps. NOAA Corps officers shall be carried on the lineal list in the order of their date of rank in that grade. ([33 U.S.C. § 3003\(b\)](#))
- (B) NOAA Corps officers shall be carried on the lineal list in the order of their date of rank in that grade, unless the OPB has recommended, and the Director has approved, an

Part 2 – Promotions

adjustment in the lineal list necessary to correct any erroneous position on the lineal list caused by administrative error. (33 U.S.C. § 3022(c).

- (C) A NOAA Corps officer shall have, for promotion purposes, at least the same length of service as any NOAA Corps officer below that officer on the lineal list. ([33 U.S.C. § 3025\(a\)](#))
- (D) Notwithstanding Paragraph (C) above of this section, NOAA Corps officers who have lost numbers on the lineal list shall be assumed to have, for promotion purposes, no greater service than the officer next above that officer in the officer's new position on the lineal list. ([33 U.S.C. § 3025\(b\)](#))
- (E) A NOAA Corps officer whose position on the lineal list is altered due to service under a temporary promotion has, when that promotion ends, the grade and position in the lineal list that the officer would have held if that temporary promotion had not been effected.
- (F) NOAA Corps officers appointed in the grade of ensign or above shall be placed on the lineal list in order of date of rank and seniority as determined by the Director.

04203 – Eligibility for Promotion Consideration

- (A) NOAA Corps officers must meet time-in-grade requirements that are set annually by the Officer Corps Management Plan (OCMP) based on the service need per grades. Time-in-grade requirements for selection for a permanent grade are normally:
 - (1) Captain - four years in the permanent grade of commander;
 - (2) Commander - four years in the permanent grade of lieutenant commander;
 - (3) Lieutenant Commander - three years in the permanent grade of lieutenant; and
 - (4) Lieutenant - two years in the permanent grade of lieutenant (junior grade).
- (B) When the needs of the Service require, the Director may adjust length of time-in-grade requirements, to the extent that time-in-grade requirements are not otherwise fixed by statute.
- (C) In computing time-in-grade for the purpose of promotion consideration, time in a grade held as a result of a temporary appointment is counted as service in the permanent grade that the NOAA Corps officer holds.
- (D) NOAA Corps officers above the rank of ensign who have failed once to be selected for promotion remain eligible for consideration for promotion to the next higher grade and shall be included in the next promotion zone established for selection to the higher grade.
- (E) NOAA Corps officers who are found not eligible for promotion to lieutenant (junior grade) shall be separated from the NOAA Corps as soon as the necessity for separation is determined in accordance with NCD 08301.
- (F) NOAA Corps officers who have failed twice to be selected for promotion to the next higher grade shall remain eligible for consideration for promotion until their active duty service has ended in accordance with applicable provisions of these Directives or

Part 2 – Promotions

provision of law. Such NOAA Corps officers shall be deemed as above the promotion zone and, although considered for promotion, shall not be included in subsequent promotion zones.

- (G) A NOAA Corps officer whose voluntary retirement or resignation has been approved will not be eligible for consideration for promotion to the next higher grade and will not be included in the promotion zone and is considered to have failed selection for promotion.
- (H) A NOAA Corps officer who has received any disciplinary action greater than a letter of reprimand shall not be considered by the OPB for promotion to the next higher grade and is considered to have failed selection for promotion.
- (I) NOAA Corps officer shall not be considered for permanent promotion until the officer has served in the NOAA Corps for at least 12 months. Officers appointed in the NOAA Corps via the Inter-service transfer process or former NOAA Corps officers receiving a new appointment who have not served in the NOAA Corps for at least 12 months under the new appointment shall not be considered for promotion and will not be considered to have failed selection for promotion.
- (J) NOAA Corps officers who have permanently failed to satisfy the required mental and physical standards will not be eligible for consideration for promotion to the next higher grade. The officers will not be included in the promotion zone.

04204 – Promotion Zones

- (A) Not less than once a year, and in consultation with the Director, CPC, the Director shall review the needs of the NOAA Corps and establish, within the authorized strength, the number of officers needed in each grade ([33 U.S.C. 3004\(c\)\(1\)](#)). Based on the numbers established, and the number of vacancies anticipated, the Director shall estimate the number of promotions to be made in each grade in the Officer Corps Management Plan (OCMP).
- (B) When the number of promotions to be made has been prescribed, the Director shall establish a promotion zone for the grades of lieutenant through captain from which NOAA Corps officers may be selected for promotion.
- (C) The number of NOAA Corps officers in a promotion zone (zone size) shall not be less than the number of selections planned. In cases where the results contain a fraction, the minimum zone size will be rounded to the next higher number. If the fraction is one-half, the next higher whole number shall be taken. ([33 U.S.C. § 3004\(c\)](#))
- (D) NOAA Corps officers in each promotion zone shall be those most senior in grade, fully qualified, not on an existing promotion list, and who have not twice failed to be selected for promotion. Selections for promotion shall be made only once from a given promotion zone.
- (E) All NOAA Corps officers in the grade of ensign found suitable for retention will be recommended for appointment in the permanent grade of lieutenant (junior grade). NOAA Corps officers not recommended for promotion will be separated from the NOAA Corps as soon as the necessity for separation is determined.

04205 – Selection for Promotion

- (A) The OPB shall review the records of all NOAA Corps officers eligible for consideration and recommend for promotion to the next higher grade those NOAA Corps officers whom the OPB considers best qualified to serve in the next higher grade.
- (B) If an officer has received a letter of reprimand or reproof and has been recommended by the OPB for promotion, the officer's name will be flagged on the recommendation list that is forwarded for approval.

04206 – Recommendation List

- (A) OPB recommendations for promotions shall be forwarded to the Secretary and will be forwarded to the President, if the Secretary accepts the OPB's recommendations. Only those officers found qualified for promotion will be forwarded to the Secretary and the President for promotion appointments. If an officer receives a letter of reproof or reprimand after the officer has been recommended by the OPB for promotion to the next higher grade, that officer shall be removed from the recommendation list and the OPB shall review the officer's record to ensure that the officer remains one of the best qualified for promotion. If an officer receives any disciplinary action greater than a letter of reprimand after the officer has been recommended by the OPB for promotion to the next higher grade, that officer's name will be removed from the recommendation list and the officer will not be eligible for promotion and is considered to have failed selection for promotion.
- (B) On the date CPC prepares the recommendation list to be forwarded to the Under Secretary of Commerce for Oceans and Atmosphere for approval, if a NOAA Corps officer is found not qualified for promotion, per Part 3 of this Chapter, because of circumstances within the NOAA Corps officer's control, that officer's name will be removed from the recommendation list and the officer will not be eligible for promotion and is considered to have failed selection for promotion.
- (C) On the date CPC prepares the recommendation list to be forwarded to the Under Secretary of Commerce for Oceans and Atmosphere for approval, if, because of circumstances outside the NOAA Corps officer's control, a NOAA Corps officer is found not qualified for promotion per Part 3 of this Chapter, the Director shall delay the officer's recommendation for promotion. Once the NOAA Corps officer is deemed fully qualified for promotion, the Director shall forward to the Secretary the recommendation to promote the officer. During the delay, recommendation and promotion of other officers in the grade of the officer whose recommendation has been delayed shall continue to be processed.

04207 – Effecting Promotion

- (A) Upon receipt of notice that a promotion has been approved by the President, the Director shall forward the necessary paperwork to the Secretary to effect permanent promotions, subject to the provisions of these Directives and the availability of vacancies in grades. (Executive Order No. 11023, as amended by Executive Order No. 13341) The Secretary shall issue to each NOAA Corps officer promoted a commission, in the name of the

Part 2 – Promotions

President, with the effective date specified on the commission to be deemed for all purposes to be the date of the promotion. (Executive Order No. 11023, as amended by Executive Order No. 13341) The Secretary may delegate this authority to effect previously approved appointments and promotions to the NOAA Administrator. Except as noted in Paragraph (B) below, promotions shall be effected in the order on the lineal list.

- (B) If, after a promotion has been approved by the President, a NOAA Corps officer is found not qualified for promotion per Part 3 of this Chapter because of circumstances within the NOAA Corps officer's control, or which should have been anticipated and acted upon by the NOAA Corps officer, the officer's promotion shall be delayed until the discrepancy causing the delay is resolved. In this case, lineal placement lost during the delay period shall not be reinstated upon promotion.
- (C) If, after a promotion has been approved by the President, a NOAA Corps officer is found not qualified for promotion per Part 3 of this Chapter because of circumstances outside the NOAA Corps officer's control, the officer's promotion shall be delayed until the discrepancy causing the delay is resolved. In this case, lineal placement lost during the delay period shall be reinstated upon promotion.
- (D) Officers who have received a letter of reprimand or reproof after Presidential approval and who have not yet been promoted shall be reviewed by the OPB to ensure that the officer remains one of the best qualified for promotion. Officers who have received any disciplinary action greater than a letter of reprimand or reproof after Presidential approval and who have not yet been promoted shall not be promoted, and the officer will not be eligible for promotion and is considered to have failed selection for promotion.
- (E) Upon a NOAA Corps officer being found fully qualified, the Director shall forward the necessary paperwork to the Secretary to effect the promotion of the NOAA Corps officer when the next vacancy in the higher grade becomes available. (Executive Order No. 11023, as amended by Executive Order No. 13341) The Secretary shall issue to each NOAA Corps officer promoted a commission, in the name of the President, with the effective date specified in the commission to be deemed for all purposes to be the date of the promotion. (Executive Order No. 11023, as amended by Executive Order No. 13341)

04208 – Acceptance of Promotion

Any NOAA Corps officer promoted to a higher grade shall be deemed to have accepted promotion to that grade on the date such promotion is made by the Secretary through the issuance of the commission, unless the NOAA Corps officer expressly declines the promotion, and shall receive the pay and allowances of the higher grade from such date unless entitled under some other provision of law to receive the pay and allowances of the higher grade from an earlier date. ([33 U.S.C. § 3031\(a\)](#)) Any NOAA Corps officer who has taken the oath of office shall not be required to renew such oath upon promotion to a higher grade if the NOAA Corps officer's service has been continuous after taking the original oath. ([33 U.S.C. § 3031\(b\)](#))

04209 – Declining Promotion

Any NOAA Corps officer who is selected for promotion, but expressly declines such promotion, must do so in writing. Once the written declination of promotion is received, the officer shall be reviewed by the OPB for separation or retirement, if eligible, based on the needs of the Service. If the NOAA Corps officer is retained, the officer will appear on the lineal list as having failed to be selected for promotion.

04210 – Failure to be Selected for Promotion

- (A) Officers in the grade of commander and below who are in the promotion zone established under NCD 04204 are considered to have failed selection for promotion if they do not either appear on the list of selectees recommended by the OPB or if they are subsequently removed from the list of selectees in the OPB's report or not considered selected.
- (B) An officer is not considered to have failed selection for promotion selection if the OPB did not consider them because of administrative error.
- (C) The name of any NOAA Corps officer not considered for promotion pursuant to 17 04203(J) for failure to satisfy mental, moral, physical, and professional requirements described in Part 3 shall be removed from the promotion zone and will be considered to have failed to be selected for promotion.
- (D) If an OPB determines that an ensign should not receive a promotion to lieutenant (junior grade), the ensign will be separated from the NOAA Corps as soon as the necessity for separation is determined. (See NCD 04201(B)(2))
- (E) Each officer who has failed selection for promotion to the next higher grade for the second time shall:
 - (1) Be reviewed for continuation on active duty. The OPB shall recommend the officers under consideration who it believes are the best qualified for continuation on active duty or separation. ([33 U.S.C. §§ 3022\(c\)\(2\)](#) and [3048](#) and [10 U.S.C. § 637](#))
 - (2) If he or she so requests, be discharged at an earlier date; or
 - (3) If the officer is eligible for retirement under any law, retire on that date; or
 - (4) If on the date specified for separation in Paragraph (E)(1) above, the officer is a lieutenant or lieutenant commander within two years of qualifying for retirement, the officer shall be retained on active duty and retire on the last day of the month in which he or she completes 20 years of active service, unless earlier removed under a provision of law. (See NCD Chapter 8, Part 3; [10 U.S.C. §§ 632](#) and [637\(a\)\(5\)\(B\)](#) as authorized by [33 U.S.C. § 3048](#))
 - (5) Each officer serving in the grade of commander who has failed selection for promotion to captain for the second time shall be reviewed for continuation or retirement in the best interest of the Service.

04211 – Opting out of Promotion Consideration

- (A) An officer may request to be excluded from consideration for promotion to allow the officer to complete a broadening assignment, advanced education, another assignment of significant value to the Administration, a career progression requirement delayed by the assignment or education, or a qualifying personal or professional circumstance as determined by the Director.
- (B) The Director will not approve any such request unless:
 - (1) The Director determines the exclusion from consideration is in the best interest of the Service; and
 - (2) The officer has not previously failed selection for promotion to the grade for which the officer requests the exclusion from consideration. ([33 U.S.C. § 3022\(e\)](#))

Part 3 – Qualifications for Promotion

04301 – Mental Qualifications.....	23
04302 – Moral Qualifications	23
04303 – Physical Qualifications	23
04304 – Professional Qualifications	24
04305 – Completion of Course Requirements.....	26

04301 – Mental Qualifications

Mental qualifications refer to the traits considered of such importance that deficiencies would indicate an inability to adequately perform the duties required of the next higher grade. These traits include mental stability and moral fitness. A NOAA Corps officer is considered to be mentally qualified unless a report, record, examination, or test indicates otherwise. However, any doubt as to the mental stability of a NOAA Corps officer shall be resolved after conferring with appropriate medical personnel. Medical standards, including mental health, are discussed in NCD Chapter 3.

04302 – Moral Qualifications

In reaching a determination of moral fitness, the same moral qualifications considered for accession as described in NCD Chapter 1, Part 2 apply:

- (A) A finding of moral unfitness may be based on evidence of a specific act or a pattern of conduct.
- (B) Successful officers must embody the NOAA Corps core values of honor, respect, and commitment as demonstrated through integrity, ethical behavior, adaptability, candor, professional competence, teamwork, initiative, sound judgment, personal and professional accountability, and the potential to lead others.
- (C) NOAA Corps officers must also adhere to the Department of Commerce Employee Responsibilities and Conduct rules at [15 C.F.R. Part 0](#).

04303 – Physical Qualifications

- (A) In order to be eligible for promotion, NOAA Corps officers must meet the same physical standards required for retention.
- (B) NOAA Corps officers will not be nominated or promoted to a higher grade until, as reflected by the most recent physical examination, they are determined physically qualified for promotion. Designations of Limited Duty or Temporarily Not Fit for Duty are not prohibitive for promotion qualification. Additional physical examinations for the purpose of determining physical qualifications for promotion are not required unless specified by the Director.
- (C) Subject to any further review of the records that may be indicated and action pursuant thereto, a NOAA Corps officer shall be considered physically qualified, provided the NOAA Corps officer is not:
 - (1) Awaiting final action on the recommended findings of a Physical Evaluation Board as part of the Disability Evaluation System described in NCD Chapter 8, Part 7; or
 - (2) Delinquent in obtaining required medical examinations.
- (D) Promotion of a NOAA Corps officer in any of the situations listed in Paragraph (C) shall be suspended until such time as physical fitness is determined. If found not physically

qualified, the NOAA Corps officer shall be separated or retired, as applicable, pursuant to the provisions of [Chapter 61 of Title 10, U.S. Code](#); and [33 U.S.C. § 3071\(a\)\(16\)](#).

04304 – Professional Qualifications

- (A) Professional qualifications refer to a NOAA Corps officer's cumulative record of performance including those factors evaluated in officer evaluation reports. Officers must complete prescribed training curricula in the Commerce Learning Center assigned by the Director, CPC, with the following additional considerations:
- (1) Promotion to lieutenant (junior grade) – NOAA Corps officers in the grade of ensign must complete course requirements by their date of nomination, or by 18 months after graduation from BOTC, whichever comes first.
 - (2) Promotion to lieutenant
 - (a) NOAA Corps officers in the grade of lieutenant (junior grade) must complete all course requirements by their date of nomination.
 - (b) Each officer shall, not later than the date considered for promotion, possess a letter of qualification as a NOAA Officer of the Deck (OOD) Underway or a letter of qualification as a NOAA Aviator (Pilot or Navigator) in a particular aircraft type, and have performed duties as a qualified NOAA OOD or NOAA Aviator for a minimum of three months.
 - (3) When considered justified, a NOAA Corps officer granted positive adjustment on the lineal list may be excused from the requirement for completing courses for promotion to lieutenant (junior grade) or lieutenant by the Director, CPC. The Director, CPC, shall notify the NOAA Corps officer of such determination and make such notification a part of the NOAA Corps officer's Officer Personnel File.
 - (4) Promotion to lieutenant commander
 - (a) In addition to completing prescribed training curricula, a NOAA Corps officer must have demonstrated the ability or potential to manage people and resources in order to be professionally qualified for promotion to lieutenant commander. This is demonstrated through on-the-job experience gained through involvement in NOAA programs
 - (b) Any NOAA Corps officer in the grade of lieutenant who fails to complete course requirements and who has not been granted an extension by the Director, CPC, by the time the OPB meets to make selection from the promotion zone, shall be omitted from the zone and considered as having failed to be selected for promotion. A NOAA Corps officer below the promotion zone, who has not completed course requirements, will not be considered for deep selection.
 - (5) The Director, CPC may approve additional classroom or self-study courses for promotion purposes on a case-by-case basis upon prior written request and confirmation of course acceptability. Funding and scheduling for approved off-

site classroom courses should be arranged through the organization to which the NOAA Corps officer is assigned. Funding for approved self-study courses in supervisory/management type training for promotion purposes may be arranged through the Director, CPC.

- (6) For promotion to commander and captain, four broad criteria will be evaluated for selection: Leadership ability, Management ability, Professional development, and Breadth of experience. These criteria are in addition to and supportive of the predominant criteria of performance as determined through the NOAA Corps officer's fitness reports and documented achievements.
 - (a) Leadership ability is marked by those traits of an individual that inspire people, are essential in leading a program or project successfully, and produce positive results. Generally, these characteristics correlate closely with job performance.
 - (b) Management ability is gained largely through service in a position of authority over program resources (personnel and/or funding) that develops decision-making skills. Examples of typical billets that satisfy this requirement are:
 - (i) Commanding or Executive Officer - Ship
 - (ii) Aircraft Commander
 - (iii) Chief - Group, Branch or Division
 - (iv) Director - Office, Facility or Laboratory
 - (v) Staff Officer to Senior Manager
 - (vi) Program/Project Manager - Major Activity
 - (c) Professional development is a continuing process and is manifested through various types of training programs, either part-time or full-time as well as active participation within a professional discipline. Each NOAA Corps officer must assess further needs for training in areas of weakness and then seek to obtain such training so as to remain professionally and competitively strong within his/her officer peer group.
 - (d) Breadth of experience is important for senior NOAA Corps officers expected to work with interdisciplinary matters and across organizational lines. However, NOAA Corps officers should not become so broadly based that they lose professional credibility. Rather, NOAA Corps officers should strive to gain a basic knowledge of NOAA's overall activities, structure and mission and keep informed about significant events affecting NOAA. Some examples of assignments that provide breadth of experience are:
 - (i) Policy/program billets with Line Organizations

Part 3 – Qualifications for Promotion

- (ii) Offices within NOAA Headquarters
 - (iii) Management and Budget Staff
 - (iv) International or Interagency Liaison
- (e) NOAA Corps officers approaching the promotion zone to captain should make an effort to enroll in residential executive training programs such as the courses offered at the U.S. Office of Personnel Management's Federal Executive Institute and Management Development Centers.
- (7) Criteria for promotion to flag grade are essentially the same as indicated for commander and captain, in addition to personal and professional attributes applicable to the specific flag billet under consideration.

04305 – Completion of Course Requirements

- (A) Qualified NOAA Corps officers may be selected for promotion, or if selected, promoted to the next higher grade, at any time on or after completing the minimum time-in-grade requirements for promotion, and so must complete course requirements by the date of eligibility for promotion (date of rank plus minimum time in grade). Ensigns must complete course work as noted in NCD 04304(A)(1).
- (B) It is the responsibility of the NOAA Corps officer to furnish documentation of final course completion to the Director, CPC, in a timely manner.
- (C) The nomination of a NOAA Corps officer who has been granted additional time to complete course requirements will be suspended for the additional time allowed. Upon completion of the course requirements within the time allowed, the officer will be nominated for the higher grade. Depending on the length of the suspension, the OPB may make a recommendation for a lineal list adjustment.
- (D) NOAA Corps officers have ample time to complete course requirements prescribed herein. Requests for additional time will be approved by the Director, CPC, only in the event of extreme circumstances preventing the NOAA Corps officer from completing these requirements. Recent workload, misinterpretation, or ignorance of these directives are not valid reasons for granting additional time.
- (E) NOAA Corps officers are exempt from requirements issued subsequent to the date on which they were found to have met the previous course requirements.

Part 4 – Officer Evaluation System

04401 – Policy	26
04402 – Submission of Officer Evaluation Reports	27
04403 – Rating Chain	27
04404 – Responsibilities	29
04405 – Determining Occasion for Report	34
04406 – Annual and Semiannual Reporting Periods	34
04407 – Waivers to Required Reporting Periods	35
04408 – Officer Evaluation Report Replies	35
04409 – Exception Officer Evaluation Reports - Concurrent	36
04410 – Exception Officer Evaluation Reports - Special	37
04411 – Derogatory Officer Evaluation Reports	38
04412 – Continuity Officer Evaluation Reports	38
04413 – Correction of Personnel Records	39
04414 – Processing of Officer Evaluation Reports at Commissioned Personnel Center	39

04401 – Policy

- (A) The NOAA Corps Officer Evaluation System (OES) has been designed to:
- (1) Provide information for important personnel management decisions. Especially significant among these decisions are promotions, assignments, and career development.
 - (2) Set performance and character standards to evaluate all officers up to the rank of admiral. Admirals are evaluated under a separate Report, known as the Admiral Evaluation Report (AER), which is administered by the Deputy Under Secretary for Operations. (See [OER Instruction Manual](#))
 - (3) Support NOAA’s commitment to a results-oriented performance culture through a performance management system that differentiates between high and low levels of performance and links individual, team and unit performance to DOC, NOAA, and OMAO goals and desired results.
 - (4) Provide a means of feedback to determine how well an officer’s performance and results are measuring up to the standards.
- (B) The NOAA Corps OES goals are:
- (1) Personnel Management – The OES is an important part of the NOAA Corps officer personnel management system. It supplies information to the Director for personnel management decisions in a variety of areas.
 - (2) Promotion – Throughout their careers, NOAA Corps officers are reviewed for promotion to the next grade by Officer Personnel Boards (OPBs). The cumulative file of officer performance evaluations provides one of the bases for selection of the best qualified officers from among those eligible.
 - (3) Assignment – Prior performance, personal qualities, and potential for increased responsibilities, as documented in the OERs contained in each officer’s Official Personnel Folder (OPF), are important considerations in recommendations made by Officer Assignment Boards (OABs). While a number of other factors such as billet requirements, experience, personal desires, and availability are also considered, the high level of competition for many assignments places even greater emphasis on performance.

- (4) Career Development – Career development is a cooperative process that seeks to meet immediate and future NOAA needs while satisfying the personal and professional aspirations of individual officers. The OES is a vehicle for performance feedback and career counseling by the rating chain and Commissioned Personnel Center (CPC).
- (5) Command and Control – The OES can assist supervisors in delineating lines of authority and responsibility, and providing a common understanding of officer responsibilities; this reinforces command authority by providing a clear delineation of the span of control and responsibility.
- (6) Maintenance of service standards and a high level of professionalism – As a member of a Uniformed Service, each officer is evaluated in the OES, not only regarding job achievements, but also on leadership skills, personal and professional qualities, and Service commitment.
- (7) Strategic Alignment – Ensure officers are knowledgeable about their roles in supporting the agency’s mission and strategic plans by effectively linking officer performance to organizational goals and objectives.

04402 – Submission of Officer Evaluation Reports

- (A) OERs shall be submitted by each officer's immediate supervisor per the OER Instruction Manual.
- (B) OERs must be sequential, covering each day of a NOAA Corps officer's career.

04403 – Rating Chain

- (A) The rating chain is composed of individuals who are in a position to evaluate the rated officer’s performance, potential, and development. The roles in a rating chain typically follow organizational hierarchies. Given the diversity of NOAA programs and their associated structures, rating chains may vary.
- (B) The following rating chain roles exist to ensure the integrity of the OES:
 - (1) Rated Officer – The rated officer is the individual receiving the performance evaluation.
 - (2) Supervisor – The supervisor is the individual from whom the rated officer typically receives the majority of his/her direction and assignments, along with his/her OER/performance evaluation.
 - (a) NOAA Corps officers, officers of other United States Uniformed Services, officers of Foreign Armed Services, and United States government civilian employees may serve as supervisors.
 - (b) The supervisor is typically senior, but in some circumstances may be equivalent, to the rated officer by grade or position. In special

- circumstances, the supervisor may be designated by the Director, CPC, regardless of grade.
- (c) When an officer reports to more than a single individual for different functions, the reporting officer, typically a second level supervisor, shall appoint one individual to the position of primary supervisor. All other supervisors will provide evaluation input to the primary supervisor.
 - (d) In rare situations where dual supervision exists, two supervisors may be appointed, creating two rating chains and two OERs for the rated officer for each rating period – one regular and one concurrent. (See OER Instruction Manual.)
- (3) Reporting Officer – The reporting officer is normally the second level supervisor.
- (a) NOAA Corps officers, officers of other United States Uniformed Services, officers of Foreign Armed Services, and United States government civilian employees may serve as reporting officers.
 - (b) The reporting officer shall be senior to the rated officer by grade or position. In special circumstances, the reporting officer may be designated by the Director, CPC, regardless of grade.
 - (c) When approved by the Director, CPC, the following officers in the grade of lieutenant or higher, or civilian employees in the grade of GS-12, or equivalent or higher, can be both supervisor and reporting officer for their immediate subordinates:
 - (i) Commanding Officers or Branch/Division Chief
 - (ii) Headquarters Offices: Assistant Administrators, Office Directors, Division Chiefs; and
 - (iii) Field Offices: Lab Directors, Regional Administrators, Executive Officers, Division and Branch Chiefs.
 - (d) The reporting officer for rated officers assigned to duty in agencies other than DOC, or in liaison service with other government agencies, will normally be the NOAA headquarters program manager who exercises technical or oversight responsibility for the interagency or international program.
- (4) Reviewer – The reviewer is normally the supervisor of the reporting officer, equivalent to the third level supervisor, or the Line Office Liaison Officer. The reviewer may be junior to the reporting officer.
- (a) Only commissioned officers in the grade of commander or higher, or NOAA civilians in the grade GS-14, or equivalent or higher, may serve as reviewer.

- (b) Flag officers shall serve as reviewer on those reports for which they are the reporting officer.
 - (c) Senior Executive Service (SES) employees may serve as reviewer on those reports for which they are reporting officer.
 - (d) When a flag officer or SES member serves as both supervisor and reporting officer on the same OER, the Director or the Director, CPC, will serve as reviewer.
 - (e) The responsible headquarters program manager will be the reviewer for reports of officers assigned to other services or agencies as liaison officers. If no appropriate program manager is identified, the Director, CPC, will identify a reviewer or act as reviewer.
- (C) Rating Chain Exceptions
 - (1) In instances where a supervisor, reporting officer, or reviewer is unavailable to complete or disqualified from fulfilling his or her rating chain responsibilities, the next senior officer or civilian to the unavailable or disqualified individual in the chain of command shall designate an appropriate substitute who is capable of evaluating the rated officer.
 - (2) Other members in the rating chain may be adjusted and designated with the written consent of the Director, CPC.
- (D) OER Administrator – The OER Administrator is normally the Line Office Liaison Officer, Center Commanding Officer, NOAA Corps Director, or their designee.
 - (1) Only commissioned officers in the grade of commander or higher may serve as OER Administrator.
 - (2) The OER Administrator may serve as reviewer on the same OER.
 - (3) OER Administrators may delegate authority for completing OER Administrator functions, but not the responsibility. Delegation of authority must be approved by the Director, CPC.

04404 – Responsibilities

- (A) The Director, CPC, is responsible for managing and ensuring the integrity of the OES for all NOAA Corps officers.
- (B) The Rating Chain shall:
 - (1) Provide an accurate assessment of the rated officer's current performance, future potential, and value to the NOAA Corps.
 - (2) Ensure timeliness of reporting.
- (C) The Rated Officer shall:

- (1) Manage his or her performance. This responsibility entails determining job expectations, obtaining sufficient performance feedback, and using that information to meet or exceed standards.
- (2) Learn the intent and procedures of the OES and identify the members of the rating chain.
- (3) Be proactive and track their OER through the OES to validation, approval and posting to their OPF online.
- (4) Ensure that members of the rating chain carry out their responsibilities in a timely manner.
- (5) Inform the Director, CPC, via letter, email, or fax (include a contact phone number for the rated officer, the period of report for the delayed OER, and identification of the people in the rating chain and their contact information) if:
 - (a) Within 45 calendar days after the end of the reporting period, the rated officer has not received email notification that the official copy of their OER has been received by CPC; or,
 - (b) Within 45 calendar days after receiving email notification that the OER was received by CPC, the rated officer has not received email notification that the OER has been scanned and is available for viewing in the OPF.
- (6) Actively seek performance feedback from their supervisor.
- (7) Submit a list of significant achievements or aspects of performance which occurred during the period, to the supervisor at least 21 calendar days before the end of the reporting period.
- (8) Schedule a conference with the supervisor at the end of the reporting period to discuss performance documented in the current OER, expectations for the next reporting period, and any other aspect of the OES, as required.
- (9) Ensure all OERs present a continuous record (no overlaps or gaps in time) of service time.
- (10) If an OER is missing or a gap in the record exists, inform the appropriate member of the rating chain and the Director, CPC. The rating chain shall take necessary action to correct the discrepancy.
- (11) Ensure all members of the rating chain have access to a copy of this Directive, all appropriate forms, and other applicable content provided by the Director or the Director, CPC, including content posted to the CPC website.
- (12) Prepare OER section 1 ‘Administrative Data’ and section 2 ‘Description of Duties,’ then forward the OER to the supervisor no later than 21 calendar days before the end of the reporting period.

(D) The Supervisor shall:

- (1) Ensure performance feedback is given to the rated officer and address issues as they occur so that proper guidance may be given and/or corrective action taken early to ensure standards of performance are maintained.
- (2) Evaluate the performance of the rated officer in the execution of his or her duties.
- (3) Provide direction and guidance to the rated officer regarding specific duties and responsibilities.
- (4) Discuss the rated officer's duties at the beginning of the reporting period, upon request by the rated officer, or when deemed necessary.
- (5) Ensure officers are knowledgeable about their role in supporting NOAA's mission as well as their organization's strategic goals and objectives.
- (6) Initiate an OER if the rated officer is unavailable, unable, or unwilling to perform their OES duties in a timely manner.
- (7) Provide a new supervisor with a draft of OER sections 3 through 6, when the supervisor changes during a reporting period. The draft shall be prepared and signed by the departing supervisor prior to departure.
- (8) Prepare sections 3 through 6 of the OER and forward the OER to the reporting officer within 10 calendar days of the end of the reporting period.

(E) The Reporting Officer shall:

- (1) Base evaluation on direct observation, material contained in the OSF, or other information provided by the supervisor, and other reliable reports and records.
- (2) Describe, in accordance with the NOAA Corps Leadership Development Framework, the demonstrated leadership ability and the overall potential of the rated officer with specific emphasis on the rated officer's suitability for promotion and special assignment such as command.
- (3) Ensure the supervisor fully meets responsibilities for administration of the OES. Reporting officers shall hold designated supervisors accountable for timely and accurate evaluations.
- (4) Return OERs for correction or reconsideration, if the supervisor's submission is found inconsistent with actual performance or unsubstantiated by comments.
- (5) Initiate an OER if the supervisor does not perform their OES responsibility in a timely manner.
- (6) Provide performance feedback to the rated officer, as appropriate.

- (7) If the reporting officer changes and a complete OER is not submitted, the departing reporting officer shall provide the new reporting officer with a draft of the applicable OER sections 7 through 11, for the period of observation.
 - (8) An outgoing reporting officer shall provide a written report to the new reporting officer listing those officers for whom the outgoing reporting officer is preparing complete OERs and for whom signed OER drafts have been provided.
 - (9) Prepare sections 7 through 11 of the OER within 15 calendar days after receipt from the supervisor and forward the OER to the reviewer.
- (F) The Reviewer shall:
- (1) Ensure the OER is a fair and accurate record of the rated officer's performance and potential.
 - (2) Ensure the supervisor and the reporting officer executes their responsibilities under the OES.
 - (3) Return OERs to the reporting officer to correct errors, omissions, or inconsistencies between the numerical evaluation and written comments.
 - (4) Counsel reporting officers or supervisors whose evaluation methods deviate significantly from this Directive. Chronic deficiencies in OES performance on the part of NOAA Corps reporting officers and supervisors should be noted for performance feedback and included in the respective officers' OERs.
 - (5) May use form NOAA Form 56-6B, to add comments which further address the performance and/or potential of a rated officer. Reviewers for rated officers with a civilian, non-NOAA reporting officer, shall provide form 56-6B, with the OER.
 - (6) Submit the completed OER through the OER Administrator to arrive at CPC no later than 15 calendar days after receipt from the reporting officer.
 - (7) Take required action to correct OERs flagged "invalid" during CPC quality control review. (See OES Instruction Manual.)
- (G) The OER Administrator shall:
- (1) Ensure timely OER submission for those officers under his or her administrative jurisdiction. A tracking system is encouraged. The OER Administrator shall ensure the Director, CPC, receives OERs with either all original ink signatures or all digital CAC-enabled signatures, no later than 45 days after the end of reporting periods.
 - (2) Establish a system to ensure OERs for those officers eligible for promotion and/or Board action are not delayed and arrive at CPC in time to conduct a thorough quality review prior to Board deliberations.
 - (3) Conduct an administrative review of the OER for compliance with this Directive.

- (4) Make minor administrative corrections without returning the OER to the rating chain, however, may return an OER to the reviewer if it contains a substantive error.
- (H) Officer Evaluation System (OES) Administrator – Within CPC, the Chief, OCMD, serves as the OES Administrator, and his or her respective staff members shall:
 - (1) Process received OERs into a tracking and notification system.
 - (2) Ensure completeness and accuracy of OERs with emphasis on the correlation between numerical scores and written comments.
 - (3) Verify OER reporting periods represent a continuous record of an officer's service time.
 - (4) Conduct a thorough administrative and quality control review of the OER to include:
 - (a) Minor administrative corrections without returning the OER to the rating chain.
 - (b) Validate an OER when it is determined the report has met the requirements of the OES.
 - (c) Invalidate an OER when it is determined the report has not met the requirements of the OES.
 - (d) Notify rated officers, typically via automatically generated email, when their OER has been validated and scanned into their OPF online.
 - (e) Notify the rating chain, typically via automatically generated email, when an OER has been invalidated.
 - (f) Counsel members of the rating chain to correct deficiencies identified in an invalidated OER.
 - (g) May implement corrective measures to OER content, with the consent of the rating chain, balancing timeliness and quality to expedite the validation process.
 - (5) Notify officers eligible for promotion or subject to personnel board action of OER submittal deadlines.
 - (6) Respond to questions related to the OES policy.
 - (7) Provide OER training, subject to resource availability.
 - (8) Develop and implement OES changes to maintain a robust evaluation system.
 - (9) Maintain the integrity of records that comprise the OES.

- (10) Respond to individual inquiries and requests related to those records, including missing copies of OERs and requests for correction of records.
- (11) The OES Administrator may reject (invalidate) a previously validated OER and initiate corrective action prior to inclusion of an OER in the rated officer's OPF.

04405 – Determining Occasion for Report

Reporting periods shall not exceed 18 months for officers with greater than three years of service, or nine months for officers with three years of service or less, unless a waiver is approved in accordance with NCD 04407.

04406 – Annual and Semiannual Reporting Periods

- (A) Annual reporting periods for all officers with greater than three years of commissioned service are as provided in Table 4.4.1 below:

Table 4.4.1 – Annual Reporting Periods, Greater Than 3 Years of Service

GRADE	START OF REPORTING PERIOD	END OF REPORTING PERIOD
Captain	November 1	October 31
Commander	November 1	October 31
Lieutenant Commander	December 1	November 30
Lieutenant	December 1	November 30
Lieutenant (junior grade)	August 1	July 31
Ensign	August 1	July 31

- (B) Semiannual reporting periods for officers with three years or less of service are as provided in Table 4.4.2 below:

Table 4.4.2 – Semiannual Reporting Periods, Less than or Equal to 3 Years of Service

GRADE	START OF REPORTING PERIOD	END OF REPORTING PERIOD
Lieutenant (junior grade)	August 1	January 31
Lieutenant (junior grade)	February 1	July 31
Ensign	August 1	January 31
Ensign	February 1	July 31

- (C) Annual or semiannual OER submissions are not required if one of the following conditions is met:
 - (1) An OER was submitted within:

- (a) Six months prior to the end of the annual reporting period for officers with greater than three years of service; or
 - (b) Three months prior to the end of the semiannual reporting period for officers with three years or less of service.
- (2) An OER for change of reporting officer or detachment of rated officer will be submitted within:
 - (a) Six months after the end of the annual reporting period for officers with greater than three years of service; or
 - (b) Three months after the end of the semiannual reporting period for officers with three years or less of service.
- (3) The OER period of report will not exceed 18 months for officers with greater than three years of service, or nine months for officers with three years or less of service.

04407 – Waivers to Required Reporting Periods

- (A) Written requests for waivers to the reporting periods shall be submitted by the rated officer to the Director, CPC, via the rating chain. Waivers to the normal submission schedule will not be granted except under extraordinary circumstances.
- (B) The rated officer shall provide their phone number, requested period of report, and specific reasons for the waiver request.
- (C) When a rated officer requests a waiver to the annual or semiannual reporting periods and:
 - (1) Is in, above, or below zone for promotion; and
 - (2) Intends to retire, resign, or separate regardless of an OPB recommendation, a statement is required in the waiver request indicating that the officer understands that their record will be incomplete when viewed by an OPB.
- (D) The Director, CPC, may establish alternative reporting periods for specific assignments where the annual or semiannual reporting periods have not met the purpose and goals of the OES. Identification of the alternative reporting periods will be developed in cooperation with the affected program, project, or activity. Notice of the implementation of alternative reporting periods will be provided to all members of the rating chain.

04408 – Officer Evaluation Report Replies

- (A) The rated officer may reply to any OER regardless of its content and have the reply filed with the OER. Replies provide an opportunity for the rated officer to express a view of performance which may differ from a member of the rating chain.
- (B) Comments shall be performance-oriented, either addressing performance not contained in the OER or amplifying the reported performance. Comments pertaining strictly to interpersonal relations or a personal opinion of the abilities or qualities of a member of the rating chain are not permitted.

Part 4 – Officer Evaluation System

- (C) An OER reply must be submitted by the rated officer to the Director, CPC, via the original rating chain. If the whereabouts of the original rating chain member are unknown, submit the original and three copies of the OER reply to the Director, CPC, who will forward the copies to the supervisor, reporting officer, and reviewer.
- (D) An OER reply does not constitute a request to correct a record. An officer who believes their OER contains a major administrative or substantive error should exercise the procedures to correct personnel records outlined in OES Instruction Manual. This includes requests to have the OER, or a part thereof, removed from the record.
- (E) Members of the rating chain who, in their review of a rated officer's OER reply, concur with the rated officer that an error may be present in the OER, shall return the OER reply to the rated officer and assist that officer in following the procedures in the OES Instruction Manual.
- (F) Any member of the rating chain may submit a reply to the rated officer's OER reply. The member of the rating chain submitting the reply to the rated officer's reply shall provide a copy to the rated officer and all other members of the rating chain, and submit the reply to the Director, CPC to be filed with the OER. Replies to OER replies shall not be used to correct, contradict, or alter the content of the rated officer's OER. If a member of the rating chain wishes to amend the OER, the member should follow the procedures in paragraph (E) above. The rated officer may not submit additional replies.
- (G) Timing
 - (1) Replies must be submitted to the supervisor within ten calendar days of notification that the OER has been scanned and is available for viewing in the rated officer's online OPF. Replies based upon receipt of unofficial copies will not be accepted.
 - (2) The OER reply shall be processed by the rating chain to arrive at CPC not later than 15 calendar days after the date the reply was submitted to the supervisor.

04409 – Exception Officer Evaluation Reports - Concurrent

- (A) An Exception OER – Concurrent is a unique OER submitted in addition to a regular OER or an Exception OER – Special to address dual roles or split control in accordance with this section.
- (B) An Exception OER – Concurrent does not count for continuity.
- (C) The OER from a program, project or activity to which an officer is permanently assigned is never an Exception OER – Concurrent and should not be identified as such.
- (D) Conditions for Submitting an Exception OER – Concurrent
 - (1) An Exception OER – Concurrent can be submitted when a rated officer:
 - (a) Fills a billet under two or more supervisors;
 - (b) Fills a billet for which technical, administrative, and/or operational control are separated;

- (c) Is assigned to duty under instruction (DUINS) in accordance with OES Instruction Manual; or
- (d) Performs temporary duty (TDY) away from a permanent duty station for a period of at least 60 consecutive calendar days while being observed by a supervisor other than the regular supervisor.

04410 – Exception Officer Evaluation Reports - Special

- (A) An Exception OER – Special is a unique OER used to address unusual conduct or large changes in performance submitted in accordance with this section.
- (B) An Exception OER – Special, when addressing unacceptable conduct, presents preparation challenges for members of the rating chain. Members of the rating chain are strongly encouraged to contact the Director, CPC, for guidance in developing an Exception OER – Special prior to submitting to CPC.
- (C) The Director, CPC, reporting officers or higher authority within the chain of command may direct the submittal of an Exception OER – Special.
- (D) Conditions for Submitting an Exception OER – Special
 - (1) An Exception OER – Special shall be submitted:
 - (a) After an officer is found guilty of a criminal offense and the conduct relates to the rated officer’s performance or any other matter on which an officer may be evaluated.
 - (b) When an officer receives formal punishment which is not subject to appeal or when the final reviewing authority’s action on an investigation includes direction that an Exception OER – Special be prepared because the evidence established that the officer was criminally culpable.
 - (c) When a rated officer, either intentionally or unintentionally, keeps the other members of the rating chain unaware of intolerable performance or acts of moral turpitude and the behavior is discovered after the submittal and validation of an OER in which the behavior should have been documented. A flag officer shall serve as the reviewer for the OER submitted in this circumstance.
 - (d) When specifically directed by the Director, or the Director, CPC, such as for consideration by personnel boards (e.g., promotion, discipline, continuation).
 - (2) An Exception OER – Special may be submitted:
 - (a) To document performance notably different from the previous reporting period, resulting in a change in comparison or rating scales (OER Block 9 or ENS-OER Block 10) from the previous reporting period, if deferring the report of performance until the next regular report would preclude documentation to support adequate personnel management decisions, such as promotion or reassignment.

- (E) Required Content – An Exception OER – Special required in Paragraphs (D)(1)(a) and (D)(1)(b) above shall:
- (1) Include the nature of the proceeding prompting the report and the result of the proceeding, such as a criminal conviction, formal punishment, or final reviewing authority’s action directing an Exception OER – Special due to criminal culpability.
 - (2) State any punishment imposed as a result of criminal conviction or formal punishment.
 - (3) Provide other information as necessary to accurately reflect the performance evaluated.
 - (4) Be limited to those performance dimensions affected by the conduct in question since all other performance dimensions will be evaluated in the regular OER. Any dimension that is not evaluated shall be marked “NO” (not observed).

04411 – Derogatory Officer Evaluation Reports

- (A) Derogatory reports are regular OERs that indicate the rated officer has failed in the accomplishment of their duties. Derogatory reports are OERs that contain:
- (1) A numerical mark of 1 in any performance dimension; or
 - (2) An “unsatisfactory” mark by the reporting officer in section 9 of the OER.
- (B) Derogatory OERs are processed as follows:
- (1) The reporting officer shall provide a copy of the Derogatory OER to the rated officer requesting that an addendum be prepared. The rated officer is not required to prepare an addendum.
 - (2) If the rated officer declines to make an addendum they shall attach a memorandum to the OER, routed through the rating chain, with the following statement “*I am aware of the contents of my officer evaluation report and decline comment.*”
 - (3) An addendum by the rated officer must be submitted within seven calendar days of the request for addendum to the reporting officer, unless an extension is specifically requested and granted by the Director, CPC.

04412 – Continuity Officer Evaluation Reports

- (A) Continuity OERs may be submitted in cases where an OER is required, but full documentation is impractical, impossible to obtain, or does not meet officer evaluation system goals.
- (B) Conditions for Submittal – Continuity OERs may be submitted under the following conditions:

- (1) The reporting period is less than or equal to three months and the supervisor and reporting officer have little or no information regarding the rated officer's performance or potential.
 - (2) A rated officer on a semiannual reporting period has an approved retirement or resignation date within nine months of the last regular OER.
 - (3) A rated officer on an annual reporting period has an approved retirement or resignation date within 18 months of the last regular OER.
 - (4) The Director, CPC, requires an OER for continuity purposes to implement judicial or administrative adjudications.
- (C) Preparation
- (1) When submitting a Continuity OER, the rated officer shall complete section 1.
 - (2) The designated supervisor shall briefly describe the rated officer's responsibilities in section 2, and state the OER is being submitted for continuity purposes, e.g., *"Submitted IAW NOAA Corps Directives section 04412(B)(3), officer resignation approved for 08/16/23."*
 - (3) All other evaluation areas, including section 8, shall be left blank with "NO" (Not Observed) marked for each performance dimension.
 - (4) Information on rated officer performance or potential deemed significant enough to report for the period of the OER may be included in a continuity OER.
 - (5) The signature and endorsement requirements for a Continuity OER are the same as the requirements for a regular OER.

04413 – Correction of Personnel Records

NOAA Corps officers shall review their OPF no less than once every twelve months. While the Director, CPC, attempts to ensure OERs accurately reflect officer performance, the possibility of administrative or substantive error still exists. Accordingly, rated officers may seek correction of their OERs, or any portion thereof, if in their opinion the report is in error. Those officers wishing to exercise this right shall follow the procedures for a Records Examination Board in NCD Chapter 10.

04414 – Processing of Officer Evaluation Reports at Commissioned Personnel Center

- (A) OERs shall arrive at CPC no later than 45 calendar days after the end of the reporting period.
- (B) OERs must route through the OER Administrator prior to submission to the OES Administrator.
- (C) OERs may be either hand carried, mailed (United States Postal Service or private courier), or transmitted via inter-office mailer to CPC. The mailing address for completed reports is:

Chief, OCMD
Commissioned Personnel Center
1315 East-West Highway, 10th Floor
Silver Spring, MD 20910

Digitally-signed OERs may be submitted to uer.cpc@noaa.gov. The use of a secure file transfer system is not required if sending the OER from a noaa.gov email account to uer.cpc@noaa.gov.

- (D) Unless mailed directly to either a member of the rating chain or the Director, CPC, completed OERs should be mailed in double envelopes with the inner envelope marked “Officer Evaluation Report Enclosed, For Official Use Only, Do Not Open in Mailroom.”
- (E) OERs mailed to CPC are received by an OCMD staff member and checked into the database with a date stamp. Digital OERs are received by an OCMD staff member via secure method, and uploaded to a secure server.
- (F) Upon successful entry into the database, the rated officer is notified via auto-generated email that the OER has been received.
- (G) The Chief, OCMD, or a designated CPC representative, conducts a thorough quality control review examining the OER for content, significant errors, and restricted comments. Special attention is given to inconsistencies between the numerical evaluations and written comments.
- (H) OERs that fail the quality control review are marked “invalid” in the CPC database. An auto-generated email is sent to the reviewer and rated officer briefly stating the cause of the invalidation. A corrected OER must be submitted to CPC via the rating chain, within 30 calendar days of the notice. A corrected OER page requiring no signature may be submitted via email upon concurrence of Chief, OCMD, and the rating chain.
- (I) OERs that pass the quality control review are marked “valid” in the CPC database.
- (J) After validation, the OER numerical scores are entered into the database. Data collected is used for statistical analysis and trend reporting.
- (K) The OER is forwarded for secondary review to the Chief, OCMD. The Chief, OCMD, or a designated CPC representative, performs a secondary review and may reject the OER, generating an email to the reviewer and rating officer briefly stating the cause of the rejection. A corrected OER must be submitted to CPC via the rating chain within 30 calendar days of the notice. The Chief, OCMD, or designated CPC representative, verifies completion of the quality control process for the OER by initialing and dating section 15.
- (L) Validated and approved OERs are routed to OCMD staff for scanning and inclusion in the online OPF as well as filing a hard copy in the rated officers OPF.
- (M) Rated officers are notified by email when the official copy of their OER has passed all validations and approvals and is ready to be viewed in their online OPF. The date of this

Part 4 – Officer Evaluation System

email serves as the rated officer's date of receipt for the official copy of the OER from CPC. CPC does not mail paper copies of the OER.

Part 5 – Refresher Training

04501 – Policy	43
04502 – Training Requirements: 12 Months or Fewer Ashore	43
04503 – Training Requirements: 24 Months or Fewer Ashore	43
04504 – Training Requirements: Greater than 24 Months Ashore.....	44
04505 – Exceptions.....	44

Part 5 – Refresher Training

04501 – Policy

- (A) This Part prescribes training requirements for all NOAA Corps Officers assigned to permanent and temporary sea billets based on when the officer detached from their last permanent sea assignment. Successful performance in shipboard assignments is critical to advancing through the chain of command. Successful performance in the command hierarchy is important for ensuring competitiveness in the promotion environment. The need for quality maritime and flight training for all seagoing and aviation officers, particularly those returning to sea and flight duty following extended periods, is well recognized.
- (B) NOAA Corps officers designated for a permanent or temporary (augmenting) sea assignment will be screened for Refresher Training (REFTRA) or alternative training prior to being assigned to a ship (see OMAO Policy 1212 – Commissioned Officer Augmentation). The content of the formal REFTRA program and standards for successful completion will be established and maintained by the Director, CPC, with approval by the Director. NOAA Corps officers designated for assignment to a permanent or temporary flight duty billet will prescribe to the Aircraft Operations Center Policy 220-1-2: Qualification, Designation, and Training for recertification for flight duty.
- (C) NOAA Corps officers failing to complete the required training to be eligible for permanent or temporary assignments may be reviewed for retention in the NOAA Corps by the OPB. Training requirements for sea listed in the following sections may be obtained from a formal REFTRA, or at any commercial facility offering the appropriate courses. Each NOAA Corps officer will ensure that training documentation obtained from commercial facilities is forwarded to CPC.

04502 – Training Requirements: 12 Months or Fewer Ashore

- (A) Attendance at a formal REFTRA will not be required for permanent and temporary sea assignments provided the NOAA Corps officer has sailed aboard a NOAA ship as an underway Officer of the Deck (OOD) for a minimum of 20 days within the past 12 months and has satisfied all of the following requirements:
 - (1) Successful completion of a USCG-approved unlimited radar observer's course within the previous 5 years;
 - (2) Successful completion of an Automated Radar Plotting Aids (ARPA) certification course within the previous 5 years;
 - (3) Successful completion of a USCG-approved Basic Training course, or applicable refresher or revalidation, within the previous 5 years; and
 - (4) Successful completion of a USCG-approved advanced firefighting course within the previous 5 years.

04503 – Training Requirements: Between 12 Months and 24 Months Ashore

Part 5 – Refresher Training

- (A) Attendance at a formal REFTRA will not be required for permanent and temporary sea assignments provided the NOAA Corps officer has sailed aboard a NOAA ship as an underway OOD for a minimum of 30 days within the past 24 months of detaching from their most recent permanent sea assignment and has satisfied all of the following requirements:
- (1) Successful completion of a USCG-approved unlimited radar observer course within the previous 5 years;
 - (2) Successful completion of an ARPA certification course within the previous 5 years;
 - (3) Successful completion of a USCG-approved Basic Training course, or applicable refresher or revalidation, within the previous 5 years;
 - (4) Successful completion of a USCG-approved advanced firefighting course within the previous 5 years; and
 - (5) Successful completion of a USCG navigation rules examination prepared and graded by the REFTRA contractor and administered by a Marine Center or other designated party.

04504 – Training Requirements: Greater than 24 Months Ashore

- (A) Attendance at a formal REFTRA will be required for permanent sea assignments for any NOAA Corps officer who has detached from their most recent permanent sea assignment greater than 24 months ago. If more than 12 months have elapsed between the completion of a formal REFTRA and the permanent assignment to a ship, the officer may be required to repeat all or part of the REFTRA.
- (B) Attendance at a formal REFTRA will not be required for temporary sea assignments for any officer who has detached from their most recent permanent sea assignment greater than 24 months ago provided:
- (1) The officer has sailed aboard a NOAA ship as an underway OOD for a minimum of 30 days within the last 24 months; and
 - (2) The officer's most recent completion of a formal REFTRA will not exceed 5 years recency at any point during the officer's forthcoming temporary sea assignment.

04505 – Exceptions

The Deputy Director for Operations, OMAO, may waive or demand a more stringent implementation of all or part of the recency of experience and training requirements outlined in this part.