So you want to get promoted...

and you’re already a rock star on the ship, in the air, at your desk, or in your lab

Here are a few tips on courses for promotion in the new Commerce Learning Center
LOG-IN SCREEN – use **FULL email address**
e.g. polka.dress@noaa.gov
Welcome to the new OMAO Commerce Learning Center!

Getting Started Job Aid - click here to learn about navigating the CLC. If you have questions, please use the Live Support link (green question mark box) on the upper right.

New - 2015 NOAA Information Technology Security Awareness Course now available!
- The link to the 2015 NOAA Information Technology Security Awareness Course is now available at www.csp.noaa.gov. This year's course requires that users with an @noaa.gov email address use their NOAA gov accounts with the first last name (i.e. John Smith) without the @noaa.gov and all non-NOAA users to use their complete email address (ex: jsmith@gmail.com).
- In order to continue to use NOAA computing resources, users are required to complete the course by August 31, 2015.
- For more information (click here) or go directly to the training course by (clicking here).

Important Reminders:
- Migration of User Transcripts from the previous CLC update 7/25/2015
  - Due to unanticipated technical issues encountered during the data migration process, DOC has informed NOAA that the full transfer of user records from the previous system will be delayed. At present we do not have a new completion date scheduled for this task.
  - Rest assured that the Department possesses a complete copy of all the employee training records that were stored in the previous system. If you have an urgent need to access a particular record, for example to demonstrate that you completed training course required to maintain a certification, those records can be retrieved by a CLC system administrator on a case-by-case basis. Otherwise we request your patience while we resolve the technical problems and complete the data migration.

- The NOAA Staff Directory (NSD) is the source of user information for the CLC. If your supervisor listed is not correct, please check your NSD record at https://nsd.rdc.noaa.gov/NSD and edit with current, accurate information.

The new CLC capabilities will be released on an phased approach and will not be considered fully operational until Fall of Q4 FY19 when online and
NOAA SCREEN – click *NOAA Corps*
NOAA Corps Approved Courses for Promotion Qualification

Select Curricula to add it to your active transcript under My Training at the top of the page.

<table>
<thead>
<tr>
<th>CURRICULA</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>NOAA Corps 1: Lieutenant Junior Grade</td>
<td>You must complete all courses to be eligible for promotion to Lieutenant Junior Grade.</td>
</tr>
<tr>
<td>NOAA Corps 2: Lieutenant</td>
<td>You must complete all courses to be eligible for promotion to Lieutenant.</td>
</tr>
<tr>
<td>NOAA Corps 3: Lieutenant Commander</td>
<td>You must complete all courses to be eligible for promotion to Lieutenant Commander.</td>
</tr>
</tbody>
</table>

Courses for Promotion – click *your next rank*
LTJG/LT/LCDR REQUEST SCREEN— click *Request*
<table>
<thead>
<tr>
<th>Course Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Workplace Harassment Prevention for Managers</td>
<td>Typically, when people hear the term workplace harassment, they think of sexual harassment. But that is just one of the many forms workplace harassment may take. Unlawful harassment is any form of unwanted or unsolicited behavior directed at an individual or group of individuals by another employee.</td>
</tr>
<tr>
<td>Sexual Harassment Prevention for Employees</td>
<td>Sexual harassment can have disastrous impact on victims, offenders, and the company in which the offenses occur. Training employees in the essentials of prohibited conduct is an important part of reducing liability and maintaining a professional work environment. This course helps participants.</td>
</tr>
<tr>
<td>CDC Crisis and Emergency Risk Communication</td>
<td></td>
</tr>
<tr>
<td>Acknowledgment of Certificate Submission - LCDR</td>
<td></td>
</tr>
</tbody>
</table>
Acknowledgement Screen – click *to take a (simple) test*

The curriculum has to be complete before you can take the test.
Test – *Spoiler Alert...*

*This is the only question on the test: it asks if you’ve completed the courses and sent the necessary certificates and memo to Chief, OCMD*

*pc.training@noaa.gov*
To get to your transcript and active training – click Learning or the My Transcript graphic.
Good luck, go forth, learn much...

AND IF YOU NEED HELP CONTACT US:

Officer Career Management Division
cpc.training@noaa.gov