

End of Year Package

As mentioned in previous Cyberflash messages and in today's Webinar, CPC has re-invented the End of Year package from years ago. This new requirement will assist CPC and officers in the maintenance of OPFs and other personnel concerns, as we strive to enhance our customer service.

The information below will be added to our website, along with questions and answers from today's Webinar.

End of Year Package Instructions and Guidance

- The new End of Year Package is presented as a Google form, and provides step by step instructions for each task
- The link to the Google form is here: <https://docs.google.com/a/noaa.gov/spreadsheets/viewform?formkey=dHpYSUZjTXprZ3NDUzh3cXo4YzBRY1E6MQ#gid=0>
- When working through the steps be sure to check the 'Send me a copy of my responses'. You may click the "Submit" button at anytime while completing the form. An email will be sent to you with a link to update/or edit your entries.
- **When updating your submission only use the link provided in the notification of submission email**, do not restart your form using the link above. Restarting the form with the link above will create multiple entries for you and cause confusion.
- All final submissions are due to CPC by **COB February 15, 2013**.
- As instructed, all forms that require hard copy submission should be sent to: NOAA Commissioned Personnel Center, Attn: End of Year Package, 8403 Colesville Rd, Ste 500. Silver Spring, MD, 20910. Medical forms can be sent in same mailing, but in a separate envelope labeled "Medical, Confidential."

Q&A Session from today's "ASK CPC" End of Year Package Webinar:

Q: Why are we duplicating the DEERS functions in OPF on-line? Can't you obtain those records from DEERS? Why not?

A: No, CPC and the DEERS systems do not communicate. DEERS will not permit CPC access necessary to merge the system data.

Q: I was just recently married do I need to send both his/her birth certificate and certified copy of our marriage certificate or just our marriage certificate?

A: CPC needs both documents for your OPF, please mail to CPC with your End of Year Package documents/forms.

Q: Some of the medical files are listed "Supplemental." We cannot click on these documents, how can we verify what they are?

A: Until the Online Medical File system is upgraded, you will need to check with CDR Elizabeth.Hobson-Powell@noaa.gov.

Q: Will certified copies of records be returned?

A: No, CPC maintains both hard and soft copies of the documents.

Q: If we have completed the training that is listed as not complete, who do we submit the certificates to?

A: All certificates should be submitted via OPF--> "Add New Document", and retain the OPF Fix Case Number. If the certificate is in your OPF but not listed in your training summary, check the "other" box on the End of Year Package and reference the course(s) missing and the training date(s).

Q: Can we substitute professional classes for the promotion requirements. For example Project Management courses?

A: Required training courses are substituted on a case by case basis.

Contact chief.careermgmt.cpc@noaa.gov

Q: What does the green check mark mean on the Promotion Eligibility - Training Page?

A: It means you have met the requirements for training to be promoted to the next grade. This only applies to the training requirements for LTJG, LT and LCDR.

Q: Should all TDY be listed or only ship augmentation?

A: Only ship augmentation should be submitted for the TDY section of your Assignment history. Submit endorsed travel orders (first page of Travel Authorization with report and detach dates signed by the Executive Officer or designate) to CPC. TDY related to a detail (ie: with a detail letter from assignment branch) should also be included.

Additional Comments made:

- Make sure to update your NOFA email subscription. It's under Member Area/Email List. In the section to can select DC, Newport (OR), and/or Norfolk. This email subscription is used for Evites to social functions.
- Update Assignment Prefences! (newly added to the form since webinar....like magic!)
- We need to stress the importance of marriage cert, divorce decree, birth cert for dependents, plays a big part in over/under paid status with regard to payroll.
- It's great that you're bringing a formal end of year packet back. Nice job on the new form LT Lewis!
- CPC welcomes comments as we will continue to use this form or updated versions annually.

Any additional questions related to the End of Year Package can be directed to Katherine.Raymond@noaa.gov, LT Wendy.Lewis@noaa.gov, and/or Director.CPC@noaa.gov.



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

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MEMORANDUM FOR: All NOAA Commissioned Corps Officers

FROM: Rear Admiral Michael S. Devany, NOAA
Director, NOAA Corps and
Office of Marine and Aviation Operations

SUBJECT: Standards of Conduct

As Director, I want to ensure all NOAA Corps officers are familiar with, and faithfully observe the laws and regulations pertaining to ethics as well as appropriate standards of conduct for federal employees. I expect NOAA Corps officers to exercise appropriate judgment at all times and in all areas, and adhere to official policy regarding use of government property and equipment, harassment, fraternization, and drug and alcohol use. It is incumbent upon each of us to understand the regulations, directives and policies that apply; ensure our actions and decisions are guided by them; and know we are responsible and accountable for our professional and personal behavior.

I ask each of you to commit to uphold the standards of ethics and conduct which apply to us both as DOC, NOAA and OMAO employees and as commissioned officers. The following policies are available for your reference, review and reminder of the principles to which we are committed.

- Standards of Conduct for Employees of the Executive Branch – <http://www.oge.gov/Laws-and-Regulations/Employee-Standards-of-Conduct/Employee-Standards-of-Conduct/>
- DOC Office of General Counsel – <http://www.ogc.doc.gov/ethics.html>
- DOC Office of Civil Rights – <http://www.ogc.osec.doc.gov/ocr/>
- DAO 202-955 Allegations of Harassment Prohibited by Law – http://www.osec.doc.gov/opog/dmp/daos/dao202_955.html
- DOC Drug-Free Workplace – http://www.hr.commerce.gov/Employees/WorkLifeIssues/DEV01_006620
- OMAO Policy Statement on Non-Discrimination and Equal Employment Opportunity – https://inside.oma.noaa.gov/exec_affairs/policies/EEO_Policy_2010/pdf
- OMAO Equal Employment Opportunity and Diversity Management Handbook – https://inside.oma.noaa.gov/eep/pdffiles/eodm_handbook.pdf

In addition to the references above, NOAA Corps Officers are subject to policies prescribed in the NOAA Corps Directives (NCD) – <http://www.corpscpc.noaa.gov/procedures/directives.html>. Particular attention should be directed to Chapter 13, Equal Employment Opportunity and Chapter 7, Discipline, Part 4 – Offenses and Penalties, in particular, NCD 07406 - Fraternization.



It is imperative that we uphold the highest moral and ethical standards, and create a dynamic and productive work environment which comports with the principles we uphold as public servants. Employees seeking additional information regarding the references listed should contact Salim Abddeen, OMAO's EEO and Diversity Program Manager on 301-713-7659 or at Salim.Abddeen@noaa.gov. NOAA Corps officers requesting clarification on the NCD should contact Katherine Raymond, Chief, NOAA Corps Policy on 301-713-7732 or at Katherine.Raymond@noaa.gov.