NOAA Form 56-28A
(revised 9/25/2009)

U.S. Department of Commerce
National Oceanic and Atmospheric Administration

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION

A. Billet Number: 0007
B. Billet Title: Chief of Staff, ~~MAOC~~ OMAO Operations
C. Grade Requested: O5 - CDR
D. Type of Submission: REALIGNMENT OF DUTIES
E. Minimum amount of overlap between incumbent officer/reporting officer for continuity of duties: 2 weeks
F. Duty Type: FIXED SHORE
G. Estimated Length of Assignment: 3 years

SECTION 2 - DUTY STATION ADDRESS AND CONTACT INFORMATION

A. Street Address: 8403 Colesville Road
B. Street Address:
C. City: Silver Spring
D. State: Maryland
E. Country: United States
F. Zip Code: 20910
G. Office: +1 (301) 713-7700 x 7667
H. Mobile:
I. Fax:

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor

1. Name: RDML Michael S. Devany
2. Position: Director, MAOC
3. Grade: O7
4. Email: mike.devany@noaa.gov
5. Office: +1 (301) 713-7700 x
6. Mobile:

B. Reporting Officer ~~(2nd Level Supervisor)~~

1. Name: RDML Michael S. Devany
2. Position: Director, MAOC
3. Grade: O7
4. Email: mike.devany@noaa.gov
5. Office: +1 (301) 713-7700 x
6. Mobile:

C. Reviewer (Normally the Reporting Officer's Supervisor)

1. Name: Jonathan W. Bailey
2. Position: Director, NOAA Corps, Director, OMAO
3. Grade: O8
4. Email: jon.bailey@noaa.gov
5. Office: +1 (301) 713-7600 x
6. Mobile:

SECTION 4 - ACCOUNTING AND ORGANIZATION

Complete as many of the following fields as possible. If in doubt, leave the field blank

A. Organizational Hierarchy - Use common acronyms when possible.

1. Staff or Line Office: OMAO
2. Office, Center, or Lab: MAOC
3. Division:
4. Branch:
5. Section or Team:

B. NOAA Goal/Subgoal:
C. Program:
D. NOAA Org Code:
E. NFC Org Code:
F. Project-Task:

SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

This position is that of Chief of Staff of NOAA's Marine and Aviation Operations Centers (MAOC). MAOC, located in Silver Spring, MD, is responsible for and has overall authority for all marine and air operations for NOAA programs. The Marine Operations Center, located in Newport, OR, operates NOAA's multi-purpose oceanographic research, fisheries research and hydrographic survey vessels. The Aircraft Operations Center (AOC) located in Tampa, FL, operates the aircraft that are flown in support of NOAA's mission to promote global environmental assessment, prediction and stewardship of the Earth's environment.

MAOC develops policies, procedures, plans and budget to safely and effectively operate and manage the fleet and aircraft. MAOC provides NOAA program managers and principal investigators with platforms and support, with guidance from the NOAA Fleet and Aircraft Allocation Councils, for the purpose of collecting, processing, and disseminating oceanographic, hydrographic, fisheries, atmospheric, photogrammetric, and other data as required to meet NOAA's program requirements; develops and implements plans for the use, operation, maintenance, upgrade, conversion, replacement and modernization of ships, aircraft, instrumentation and associated equipment and support facilities under its purview.

SECTION 6 - DUTIES AND RESPONSIBILITIES

☐ Property Accountability Officer - Administer and maintain a system of control and accountability for personal property as prescribed in OMAO's Personal Property Policy #1502

☐ Property Custodians - Maintain all accountable personal property within your designated area of responsibility as prescribed in OMAO's Personal Property Policy #1502

6A. Description of Duties and Responsibilities

1. Serves as key advisor to Director, MAOC on all marine and aircraft program and policy issues.

2. Directs the development of policies and procedures to safely and effectively operate and manage all marine and aircraft activities in accordance with established regulations and in accordance with DOC, NOAA, OMAO and MAOC policy.

3. Directs the timely and effective implementation of Director, MAOC, objectives, policies and procedures.

4. Provides guidance and oversight to MAOC staff in the planning, management and administration of MAOC.

5. Serves as the focal point for the clear and effective coordination and communication with MOC, AOC, CPC and divisions of OMAO.

6. Effects the resolution of program and policy issues among Line/Staff offices, OMAO and OMAO centers.

6B. Division of Duties and Responsibilities, Total Must = 100%

Technical		+ Operational		+ Leading and Managing	75	+ Executive Leadership	25	= 100%

SECTION 6 - DUTIES AND RESPONSIBILITIES (continued)

6C. Resources Managed

1. Human

Does the Officer supervise personnel? (•) Yes ( ) No Number of personnel supervised 6

Grades of supervised personnel Band III-IV and 03-05

Will the Officer lead people, but has no supervisory responsibilities? ( ) Yes ( ) No Number of personnel led

Grades of personnel led i.e., GS-7 to GS-12, O1 to O3

2. Fiscal

Will the Officer have budget responsibility? Yes - All Dollar Amount (K) $1M

3. Assets - Will the Officer be directly responsible for managing Government assets such as ships, aircraft, boats, etc? If so, list the asset(s) below in terms of physical description and when known, replacement value (indicate if estimated):

N/A

SECTION 7 - LEADERSHIP PREREQUISITES

GRADE	LEADERSHIP MATURITY LEVEL	LEADERSHIP COMPETENCIES NEEDED FOR THIS BILLET
ENS (O1)	Leading Self	☒ Core Values & Conduct ☒ Health & Well Being ☒ Responsibility ☒ Followership ☒ Adaptability
LTJG (O2)	Leading Others	☒ Interpersonal Skills ☒ Continuous Learning ☒ Technical Proficiency ☒ Listening ☒ Speaking
LT (O3)		☒ Writing ☒ Team Building ☒ Leveraging Diversity ☒ Influencing Others ☒ Developing Others ☒ Execution
LCDR (O4)	Leading Performance and Change	☒ Decisiveness ☒ Problem Solving ☒ Conflict Management ☒ Customer Focus ☐ Entrepreneurship
CDR (O5)		☒ Creativity & Innovation ☒ Human Capital Management ☒ Financial Management ☐ Technology Management
CAPT (O6) and RADM (O7/O8)	Leading Organizations	☐ External Awareness ☐ Strategic Thinking ☐ Political Savvy ☐ Vision ☐ Partnering

Leadership Prerequisite Comments (Optional)

SECTION 8 - OPERATIONAL PREREQUISITES

A. Marine Prerequisites

☒ Officer of the Deck ☒ Senior Watch Officer ☐ ECDIS ☐ Dynamic Positioning ☐ Boat Deployment ☐ MedPIC

☐ Coxswain/OIC ☐ HAZWOPER ☐ AUV Deployment ☐ U/W UAS Deployment ☐ Buoy/Mooring Qualified

☐ Trawl Qualified ☐ Longline Qualified ☐ Hydro Launch PIC ☐ Foreign Port Calls

B. Aviation Prerequisites

☐ Co-Pilot ☒ Pilot ☒ Aircraft Commander ☐ Mission Commander ☐ Instructor Pilot ☐ Hurricane Qualified

☐ Alaska/Wilderness Qualified ☐ Flight Meteorologist ☐ International Flights ☐ UAS Pilot

C. Dive Prerequisites

☐ Scientific Diver ☐ Working Diver ☐ Advanced Working Diver ☐ Master Diver ☐ Dive Master ☐ Dive Medic

☐ Unit Diving Supervisor

D. Additional Operational Prerequisites (security clearances, special training) and Operational Prerequisite Comments (Optional)

SECTION 9 - PROGRAM, PROJECT, OR ACTIVITY PREREQUISITES

List specific qualifications, knowledge, skills or abilities required prior to reporting to this billet. For example: budget (MARS, CBS); personnel; contracting (COTR, Warrants); Scientific (IHO Cateogry A, scientific papers/publications, GIS); engineering (marine survey, ABYC, ABS, FAA); regulatory (US Code, CFR); information technology (databases, networks, programming).

Educational requires as upon entry into the Corps
Strong organizational and planning skills
Able to work and effectively communicate with all levels of management
Excellent written and oral communication skills
Project management experience and/or training a plus.

SECTION 10 - LEADERSHIP DEVELOPMENT

GRADE	LEADERSHIP MATURITY LEVEL	LEADERSHIP COMPETENCIES DEVELOPED IN THIS BILLET
ENS (O1)	Leading Self	☒ Core Values & Conduct ☐ Health & Well Being ☒ Responsibility ☒ Followership ☒ Adaptability
LTJG (O2)	Leading Others	☒ Interpersonal Skills ☐ Continuous Learning ☒ Technical Proficiency ☒ Listening ☒ Speaking
LT (O3)		☒ Writing ☒ Team Building ☒ Leveraging Diversity ☒ Influencing Others ☒ Developing Others ☒ Execution
LCDR (O4)	Leading Performance and Change	☒ Decisiveness ☒ Problem Solving ☒ Conflict Management ☒ Customer Focus ☐ Entrepreneurship
CDR (O5)		☒ Creativity & Innovation ☒ Human Capital Management ☒ Financial Management ☒ Technology Management
CAPT (O6) and RADM (O7/O8)	Leading Organizations	☒ External Awareness ☒ Strategic Thinking ☒ Political Savvy ☐ Vision ☐ Partnering

Leadership Development Comments (Optional)

SECTION 11 - OPERATIONAL DEVELOPMENT

A. Marine Development

☐ Officer of the Deck ☐ Senior Watch Officer ☐ ECDIS ☐ Dynamic Positioning ☐ Boat Deployment ☐ MedPIC
☐ Coxswain/OIC ☐ HAZWOPER ☐ AUV Deployment ☐ U/W UAS Deployment ☐ Buoy/Mooring Qualified
☐ Trawl Qualified ☐ Longline Qualified ☐ Hydro Launch PIC ☐ Foreign Port Calls

B. Aviation Development

☐ Co-Pilot ☐ Pilot ☐ Aircraft Commander ☐ Mission Commander ☐ Instructor Pilot ☐ Hurricane Qualified
☐ Alaska/Wilderness Qualified ☐ Flight Meteorologist ☐ International Flights ☐ UAS Pilot

C. Dive Development

☐ Scientific Diver ☐ Working Diver ☐ Advanced Working Diver ☐ Master Diver ☐ Dive Master ☐ Dive Medic
☐ Unit Diving Supervisor

D. Additional Operational Development (security clearances, special training) or Operational Development Comments (Optional)

SECTION 12 - PROGRAM, PROJECT, OR ACTIVITY DEVELOPMENT

List specific qualifications, knowledge, skills or abilities to be developed in this billet. For example: budget (MARS, CBS); personnel; contracting (COTR, Warrants); Scientific (IHO Cateogry A, scientific papers/publications, GIS); engineering (marine survey, ABYC, ABS, FAA); regulatory (US Code, CFR); information technology (databases, networks, programming).

An assignment at the headquarters level as MAOC Chief of Staff to the Director, MAOC should be viewed as an excellent transition assignment into executive level positions within NOAA. The billet affords the opportunity to gain exposure to, work with, and alongside the top management of OMAO, and at times NOAA, thus allowing the incumbent to guide OMAO and the agency's direction. Incumbent will gain a broad based knowledge of programs of NOAA. The incumbent will develop an understanding of the concerns and issues affecting both the OMAO, MAOC and NOAA. These include, but are not limited to, the formulation and execution of the OMAO budget, ship and aircraft operations, personnel actions (recruitment, ratings, discipline, etc.), executive decision making process, and strategic planning activities.

SECTION 13 - CRITICAL SUCCESS CRITERIA

Provide brief measurable performance goals which would represent successful performance in this billet.

- Well informed MAOC Director on all matters related to MAOC procedures, plans and budget to safely and effectively operate and manage the fleet and aircraft.

- Key advisor to Director, MAOC on all marine and aircraft program and policy issues

- Assistance in the development and execution of Ship and Aircraft Recapitalization efforts.

- Timely and effective office administration processes and responses within MAOC and to OMAO, NOAA, and DOC

- Well informed staff's (OMAO & MAOC), Programs, and others thru effective and well understood communication of ship and aircraft related activities.

SECTION 14 - ROUTING, REVIEW, RECOMMENDATION AND APPROVAL

A. Developer's Statement

"I certify that I have written this billet description and certify that it is a true and correct representation of the billet."

1.Signature _____ 2. Date 26 Jul 2011

3. Name Capt Todd C. Stiles 4.Title/Position Deputy Director, MAOC

B. Supervisor's Statement

"I have reviewed this billet description and certify that it is a true and correct representation of this billet "

1.Signature _____ 2. Date 27 Jul 2011

3. Name RDML Michael S. Devany 4.Title/Position Director, MAOC

C. Reviewing Officer's Statement

"I have reviewed this billet description and certify that this billet is a priority for my Line, Staff, or Headquarters Office."

1.Signature _____ 2. Date

3. Name 4.Title/Position

D. Commissioned Personnel Center Endorsement

"I am the OMAO/CPC Officer Career Management Division representative. I recommend Approval of this billet."

1.Signature _____ 2. Date 29 AUG 2011

3. Name LT AMANDA GUELLER 4.Title/Position Chief, Officer Assignment Branch

E. Director, NOAA Corps Endorsement

"I am the Director, NOAA Corps and I APPROVE this billet."

1.Signature _____ 2. Date 8/30/2011

3. Name RADM JONATHAN BAILEY 4.Title/Position DIRECTOR, NOAA Corps

Print Form Submit to CPC (Reviewer Use Only)