

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION

A. Billet Number	0311	B. Billet Title	Program Analyst
C. Grade Requested	O3 - LT	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, Suite 500	B. Street Address					
C. City	Silver Spring	D. State	Maryland	E. Country	United States	F. Zip Code	20910
G. Office	+1 (301) 713-7660	x		H. Mobile		I. Fax	+1 (301) 713-1541

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor							
1. Name	Cecile Daniels	2. Position	Deputy, Planning, Programming and Partners	3. Grade	O5		
4. Email	cecile.daniels@noaa.gov	5. Office	+1 (301) 713-7613	x		6. Mobile	
B. Reporting Officer (2nd Level Supervisor)							
1. Name	William B. Kearse	2. Position	Chief, Planning, Programming and Partners	3. Grade	O6		
4. Email	william.kearse@noaa.gov	5. Office	+1 (301) 713-7707	x		6. Mobile	
C. Reviewer (Normally the Reporting Officer's Supervisor)							
1. Name	David Moroney	2. Position	Deputy Director of Programs, OMAO	3. Grade	SES-All		
4. Email	david.moroney@noaa.gov	5. Office	+1 (301) 713-7664	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	Headquarters		
3. Division		4. Branch		5. Section or Team	
B. NOAA Goal/Subgoal		C. Program			
D. NOAA Org Code	AN8300	E. NFC Org Code	540808000300000000	F. Project-Task	

SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

Position is located in Office of Marine and Aviation Operations Planning, Programming and Partnership Division.

Planning, Programming, & Partnerships (P3) serves as the Director's primary division for coordinating the organization's strategic plan, coordinating the Strategic Execution and Evaluation (the organization's budgetary process); conducting evaluation studies to ensure best use of resources and consistency with the strategic plan; providing a continuing focus for evaluation planning on development of performance measures and performance reporting towards meeting Agency requirements and improving organizational performance; and establishing and maintaining relationships to develop, communicate, and coordinate OMAO strategies, policies, and initiatives across the Agency and other government and non-government organizations.

Strategic Execution and Evaluation planning, links NOAA's strategic plan and priorities with OMAO initiatives. PSOD analysts directs a resource-based planning and programming in the Strategic Execution and Evaluation (SEE) process to identify program requirements and develop basis for managing resources and improving program development and execution OMAO-wide. Analysts also ensure close coordination of OMAO initiatives with all Goals, stakeholder councils and SEE elements, to include the Office Program Planning and Integration (PPI), and the Chief Financial Officer and NOAA Budget Office, and stakeholder councils.

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

Incumbent performs analysis, conducts evaluations, and advises management on program on a variety of topics; such as, providing management with analyses to assess the current and long term financial status of the organization, as well as assessing operational effectiveness, management efficiency and productivity, and business processes. Incumbent will make recommendations for improving effectiveness and efficiency of work operations, as well as assessing programmatic and resource impacts of policy execution.

Incumbent exercises responsibility as an specialist for planning, coordinating, and performing a recognized administrative or management function, and for analyzing and advising on changes in policies and resources that affect program objectives, receiving supervisory direction on policies, objectives, and results, and consulting with the supervisor on priorities and unusual situations.

Incumbent is responsible for following project management principals in the support and/or management of OMAO projects. The Incumbent will ensure successful completion of projects, apply expertise specific to delivery of project requirements; documenting and tracking progress of project road-maps; validating and managing project scope; developing and maintaining accurate, detailed project plans; track and resolve schedule and cost variances to project plans; identifying and managing project risks. As more skills and knowledge are acquired, the incumbent will be assigned more complex projects with more independence in problem solving.

This billet provides an officer with a better understanding of the overall NOAA Mission, the role and outputs OMAO, and NOAA Mission Goals. As part of the Strategic Execution and Evaluation (SEE) planning, incumbent may evaluates program requirements and needs from a budgetary, political, and institutional standpoint; applies a wide range of qualitative and/or quantitative methods for the assessment and improvement of program effectiveness.

Incumbent also represents may participate within various NOAA Councils and Committees, such as: SEE Council, NOSC, Fleet Council, Research Council, AA Climate Board, Environmental Data Management Committee, Observing System Council, and on the SEE Evaluation Committee. The Incumbent will be assigned a Goal Team and will act as the expert advisor to on a activities impacting OMAO.

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

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

SECTION 6 - DUTIES AND RESPONSIBILITIES (continued)

6C. Resources Managed

1. Human

Does the Officer supervise personnel? Yes No Number of personnel supervised

Grades of supervised personnel

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

Grades of personnel led

2. Fiscal

Will the Officer have budget responsibility? Dollar Amount (K)

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	<input checked="" type="checkbox"/> Core Values & Conduct <input type="checkbox"/> Health & Well Being <input checked="" type="checkbox"/> Responsibility <input checked="" type="checkbox"/> Followership <input checked="" type="checkbox"/> Adaptability
LTJG (O2)		<input checked="" type="checkbox"/> Interpersonal Skills <input checked="" type="checkbox"/> Continuous Learning <input checked="" type="checkbox"/> Technical Proficiency <input checked="" type="checkbox"/> Listening <input checked="" type="checkbox"/> Speaking
LT (O3)	Leading Others	<input checked="" type="checkbox"/> Writing <input checked="" type="checkbox"/> Team Building <input checked="" type="checkbox"/> Leveraging Diversity <input checked="" type="checkbox"/> Influencing Others <input type="checkbox"/> Developing Others <input type="checkbox"/> Execution
LCDR (O4)		<input type="checkbox"/> Decisiveness <input type="checkbox"/> Problem Solving <input type="checkbox"/> Conflict Management <input type="checkbox"/> Customer Focus <input type="checkbox"/> Entrepreneurship
CDR (O5)	Leading Performance and Change	<input type="checkbox"/> Creativity & Innovation <input type="checkbox"/> Human Capital Management <input type="checkbox"/> Financial Management <input type="checkbox"/> Technology Management
CAPT (O6) and RADM (O7/O8)		<input type="checkbox"/> External Awareness <input type="checkbox"/> Strategic Thinking <input type="checkbox"/> Political Savvy <input type="checkbox"/> Vision <input type="checkbox"/> Partnering

Leadership Prerequisite Comments (Optional)

Officer must possess strong interpersonal skills, be a good listener, able to articulate positions on sometimes complex issues. Writing skills are a critical skill for explaining complex issues, drawing logical conclusions and making recommendations to senior leadership on key, sometimes controversial OMAO issues.

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)

Second tour experience serving on an operational unit such as a ship or at an aviation unit.

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 Category A, scientific papers/publications, GIS); engineering (marine survey, ABYC, ABS, FAA); regulatory (US Code, CFR); information technology (databases, networks, programming).

1. Knowledge of NOAA operations
2. Familiarity with legislative processes
3. Excellent written and oral communication skills;
4. Familiarity with MS Powerpoint.
5. Skilled using MS Word and Excel.
6. Familiarity with NOAA SEE desired
7. Project management experience and/or training a plus.
8. Certified COTR a plus.

SECTION 10 - LEADERSHIP DEVELOPMENT

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

Leadership Development Comments (Optional)

Billet will challenge individual to understand a broad range of organizational issues, develop problem solving skills, develop sometimes creative or innovative solutions while maintaining a customer focus, both internal and external to OMAO. Position will expose officer to issues requiring an external awareness of issues, especially as they relate to the political realities of the budget and related political interests. Will also develop strategic thinking skills during strategic planning exercises and during the execution of budget development processes.

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)

Develop financial, supervisory and project management skills. Incumbent will be expected to become COR certified and obtain basic knowledge in project management.

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 Category A, scientific papers/publications, GIS); engineering (marine survey, ABYC, ABS, FAA); regulatory (US Code, CFR); information technology (databases, networks, programming).

1. Project and risk management skills related to the development of organizational resources issues.
2. Business case development and analysis skills, including requirements development.
3. Stronger skills using MS Office tools such as powerpoint, project, and Excel.
4. May acquire Contracting Officer Representative certification and experience.
5. Will acquire Project Management experience and may acquire certification if desired.

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

Position requires tackling a wide range of issues without routine schedules. Much of the work is on an as-needed-basis.

Delivering draft and final products, including issue papers and power point presentations on schedule.

Specific projects that have a formal project management plan with milestones and deliverables: Success is measured by meeting milestones and planned delivery dates.

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

Cecile R. Daniels

2. Date 2013-02-22

3. Name Cecile R. Daniels

4. Title/Position Deputy, Planning, Programming and Partnership

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

Cecile R. Daniels

2. Date 2013-02-22

3. Name Cecile R. Daniels

4. Title/Position Deputy, Planning, Programming and Partnership

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

William B. Kearse

2. Date 2013-02-22

3. Name William B. Kearse

4. Title/Position Chief, Planning, Programming and Partnership

D. Commissioned Personnel Center Endorsement

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

1. Signature

Lt Col Amanda L. Goeller, NOAA

2. Date

3. Name Lt Col Amanda L. Goeller, NOAA

4. Title/Position Chief, Office Assignment Branch

E. Director, NOAA Corps Endorsement

"I am the and I this billet."

1. Signature

Michael S. Devany

2. Date 01 MAY 13

3. Name Michael S. Devany

4. Title/Position Director, NOAA Corps

Print Form

Submit to CPC (Reviewer Use Only)