

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION

A. Billet Number	0503	B. Billet Title	Chief, Officer Career Management Division
C. Grade Requested	O5 - CDR	D. Type of Submission	ANNUAL RECERTIFICATION
E. Minimum amount of overlap between incumbent officer/reporting officer for continuity of duties	3 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	Suite 500				
C. City	Silver Spring	D. State	Maryland	E. Country	United States	F. Zip Code	20910
G. Office	+1 (301) 713-7748	x		H. Mobile	+1 (301) 873-2743	I. Fax	+1 (301) 713-4140

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor							
1. Name	Monica M.P. Matthews	2. Position	Deputy Director, CPC	3. Grade	ZA V		
4. Email	Monica.Mpmatthews@noaa.gov	5. Office	+1 (301) 713-7715	x		6. Mobile	
B. Reporting Officer (2nd Level Supervisor)							
1. Name	Monica M.P. Matthews	2. Position	Deputy Director, CPC	3. Grade	ZA V		
4. Email	Monica.Mpmatthews@noaa.gov	5. Office	+1 (301) 713-7715	x		6. Mobile	
C. Reviewer (Normally the Reporting Officer's Supervisor)							
1. Name	CAPT Anne K. Lynch, NOAA	2. Position	Director, CPC	3. Grade	O6		
4. Email	Director.CPC@noaa.gov	5. Office	+1 (301) 713-7713	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	Commissioned Personnel Center		
3. Division	Officer Career Mgmt.	4. Branch		5. Section or Team	

B. NOAA Goal/Subgoal	Mission Support/Fleet Services	C. Program	Marine Operations and Maintenance
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D. NOAA Org Code	AN1200	E. NFC Org Code	08-01-0002-00-00-00-00	F. Project-Task	L8P2ACP-PCM
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SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

The Officer Career Management Division (OCMD) develops the professional capability of the Corps through the assignment and training of officers. OCMD accomplishes this through focused recruitment and training, management of the officer assignment process, and career counseling. It directs and supports the activities of the NOAA Corps Officer Training Center (NCOTC). The Division monitors the effectiveness of the NCOTC and conducts training evaluations and curriculum reviews. OCMD manages CPC training offerings for full or part-time graduate studies at non-government universities, and provides guidance to officers pursuing graduate training at their own expense. As needed, the Division also reviews training provided on-the-job during the course of an officer's assignment, or specialized training to qualify an officer for unique assignments.

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

Assignment Coordination

1. Supervise and mentor the Assignment Coordinator, ensuring continuity of staffing at-sea, in-the-air, and in line, corporate, and staff offices. This includes long range strategic planning as well as responding to emerging requirements with quick turnaround times. Provide counsel to the Officer Assignment Board (OAB) members, the Director CPC, Deputy Director NOAA Corps, and Director NOAA Corps on key assignments. Oversee the Command Advisory Work Group process to take a fleet view of requirements and personnel available for the Executive Officer (XO) and Commanding Officer (CO) assignments.

Officer Recruiting

2. Supervise the officer recruiting ensuring the NOAA Corps recruits diverse, highly-qualified candidates to serve as officers and operational leaders for NOAA.

3. Supervise the Officer in Charge (OIC), NCOTC ensuring officers receive the best possible maritime training and indoctrination into officership with the Corps. Oversees and ensure the availability of support to the NCOTC including lists of attendees for B/C-school, Refresher Training (REFTRA), etc., course funding documentation, and overseeing preparation of travel documents. Assist development of course content for Basic Officer Training Class (BOTC) indoctrination and Perspective Senior Ship Officer (PSSO). Serve as presenter for CPC and other topics.

Leadership and Administration

4. Supervise civilian Human Resources Assistant, who prepares travel and training related documents, processes Officer Evaluation Reports (OERs), sorts divisional mail, organizes recruit documentation and scans into the NOAA Corps E-Recruiting Dashboard (NERD).

5. Lead implementation of the NOAA Corps Leadership Development Education. Research options, establish partnerships, coordinate content, and lead execution of various leadership training such as the Mid-Grade Officer Training, and the Leadership and Management School provided during BOTC. Responsible for CPC sponsored full-time (FUT) and part-time university training (PUT) subject to availability of funding.

6. Provide career guidance to officers of all ranks. Review Officer Personnel Files when requested. Review and make recommendations for revisions to OERs for officers ranked O5 and below.

7. Conduct strategic planning and analysis to support human capital management of the NOAA Corps. Provide counsel to senior leadership on workforce planning, leadership development, and sensitive personnel issues. Part of CPC leadership team.

8. Lead revision of BOTC indoctrination to focus more on officership and leadership. Reviewing Officer for BOTC OERs.

9. Brief CPC topics at Executive Officer (XO) and Commanding Officer (CO) conferences, all hands meetings, etc.; present NOAA and NOAA Corps overview presentations at BOTC or recruiting opportunities.

10. Revise applicable directives and policy documents.

11. Lead continuous improvement of CPC services provided by the Division.

12. Serve as Acting Director, CPC in the absence of the Director and Deputy Director. (continued in Section 9)

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 checked="" 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 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 checked="" type="checkbox"/> Human Capital Management <input checked="" 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)

Incumbent officer has access to all officer personnel files and will be involved in sensitive personnel matters. He/she must have exceptional ethics, integrity, and adherence to core values. Solid interpersonal skills and customer service acumen are imperative for career counseling, briefing senior leadership, and representing CPC and the NOAA Corps. Outstanding officer bearing is a must. Organizational outlook required for strategic planning of human capital.

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)

Command at-sea or seasoned Aircraft Commander desirable. High priority is placed on keeping the ships and aircraft properly staffed with qualified personnel. Officer will need a broad understanding of the myriad of NOAA programs and missions, and be able to keep a long range organizational (strategic) view when decision making.

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. Prior experience in a leadership position requiring vision, entrepreneurship, and customer focus, coupled with supervisory experience including: evaluations, travel regulations, coordination, financial management and budget administration, and policy development is required.
2. Strong interpersonal and administrative skills are also critical to success.
3. Officer must be able to manage multiple projects, have attention to detail, and strong writing skills.

Financial Management and Budget (continuation from Section 6 - Duties and Responsibilities)

13. Comply with CPC Budget Delegations 0801-00, Version 01, Standard Operating Procedure.
14. Obligate funds consistent with your approved current fiscal year spend plans as entered into the Management Analysis and Reporting System (MARS) and Commerce Business System (CBS).
15. Adhere to planned obligations by organization, project, and task codes.
16. Permit flexibility to deviate from plan to meet the organization's mission.
17. Actively manage your divisional and/or program area budget, consistent with the appropriation's intent.
18. Ensure funds availability prior to obligation.
19. Monitor appropriate financial reports ensuring obligations do not exceed approved divisional target and/or authorization.
20. Comply with DoC Purchase Card Program policy CAM1313.301.

SECTION 10 - LEADERSHIP DEVELOPMENT

GRADE	LEADERSHIP MATURITY LEVEL	LEADERSHIP COMPETENCIES DEVELOPED IN THIS BILLET
ENS (O1)	Leading Self	<input checked="" type="checkbox"/> Core Values & Conduct <input checked="" 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 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 checked="" type="checkbox"/> Human Capital Management <input checked="" 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 checked="" type="checkbox"/> Vision <input checked="" type="checkbox"/> Partnering

Leadership Development Comments (Optional)

This challenging billet fully develops the Human Capital Management executive leadership competency. It also builds organizational perspective. The officer will be routinely exposed to Director, NOAA Corps level decision making and perspective. They will also interact with all line office liaison officers and all NOAA Corps officers.

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)

The officer will have the opportunity to sail as a Senior Watch Officer aboard the training vessels during BOTC cruises.

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).

This billet involves both strategic thinking and tactical day-to-day operations. The officer will have unique exposure to the full range of human capital management issues, including high-level personnel decision making at the Director, NOAA Corps level. Additionally, the officer will have the opportunity to influence and learn from a large percentage of the NOAA Corps (attend CO/XO conferences, AOC annual conference, BOTC indoctrination and graduation, REFTRA, leadership training, CPC All Hands, OABs, etc.), gaining a broad understanding of NOAA Corps and fleet issues. The experience gained will directly transfer to responsibilities in any senior line office or fleet position (particularly line office liaison officer or senior MAOC billet). The officer will also gain experience needed for future assignment as Director, CPC.

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

1. NOAA's fleet of ship's and aircraft are consistently staffed with high quality, properly trained, and motivated personnel.
2. OAB's are run efficiently and most assignments are made well in advance to enhance officer quality of life.
3. Senior and other key assignments are made with an "organizational" view and well thought out.
4. The NOAA Corps recruits and trains two classes of highly qualified candidates each year.
5. NOAA NCOTC effectively operates two BOTCs and REFTRAs each year. BOTC indoctrination continues to improve and focus on officership.
6. Lead the OES process to ensure operating efficiency. All OERs are reviewed for content and conformance to directives. Initiate correction by rating chain for OERs that do not meet standards. No OERs are flagged by an OPB or audit team for inconsistencies, restricted comments, or being incomplete. Coach officers and civilian supervisors on writing effective OERs. The quality of OER writing throughout the NOAA Corps continues to improve. Update OES documentation and forms as required.
7. Feedback from officers receiving career counseling advice or attending a CPC briefing remains positive.
8. Quality leadership training is provided to a large number of officers (i.e., 1 or more mid-grade officer training classes annually, continue Leadership and Management Seminar (LAMS) for BOTC), fund PUT / FUT subject to availability of funding.

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

3. Name 4. Title/Position

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

3. Name 4. Title/Position

C. Reviewing Officer's Statement

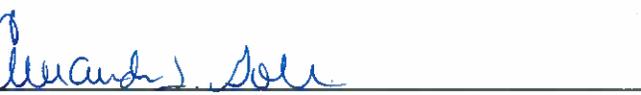
"I have reviewed this billet description and certify that this billet is a priority for my Line, Staff, or Headquarters Office."

1. Signature  CAPT/NOAA 2. Date

3. Name 4. Title/Position

D. Commissioned Personnel Center Endorsement

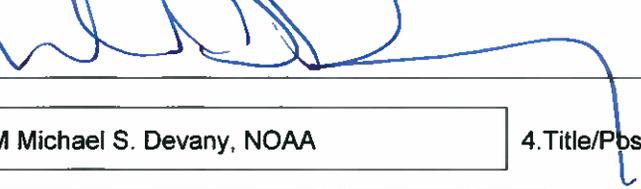
"I am the OMAO/CPC Officer Career Management Division representative. I recommend of this billet."

1. Signature  2. Date

3. Name 4. Title/Position

E. Director, NOAA Corps Endorsement

"I am the and I approve this billet."

1. Signature  2. Date

3. Name 4. Title/Position