

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION

A. Billet Number	0504	B. Billet Title	Leadership Coordinator and Staff Officer
C. Grade Requested	O3 - LT	D. Type of Submission	ANNUAL RECERTIFICATION
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	NOAA/Commissioned Personnel Center	B. Street Address	8403 Colesville Road, Suite 500				
C. City	Silver Spring	D. State	Maryland	E. Country	United States	F. Zip Code	20910
G. Office	+1 (301) 713-7736	x		H. Mobile		I. Fax	+1 (301) 713-4140

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor							
1. Name	CDR Jeffrey D. Shoup	2. Position	Chief, Officer Career Management Division	3. Grade	O5		
4. Email	chief.careermgmt.cpc@noaa.gov	5. Office	+1 (301) 713-7748	x		6. Mobile	
B. Reporting Officer (2nd Level Supervisor)							
1. Name		2. Position	Deputy director, CPC	3. Grade	ZA V		
4. Email		5. Office	+1 (301) 713-7715	x		6. Mobile	
C. Reviewer (Normally the Reporting Officer's Supervisor)							
1. Name	CAPT Anne K. Lynch	2. Position	Director, CPC	3. Grade	O6		
4. Email	director.cpc@noaa.gov	5. Office	+1 (301) 713-3444	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	NOAA/OMAO/CPC	2. Office, Center, or Lab	OMAO		
3. Division	CPC	4. Branch	OCMD	5. Section or Team	
B. NOAA Goal/Subgoal		C. Program			
D. NOAA Org Code	AN1200	E. NFC Org Code	540801000200000000	F. Project-Task	**M8P2ANM-PCP**

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

LEADERSHIP COORDINATOR AND STAFF OFFICER, COMMISSIONED PERSONNEL CENTER, OFFICER CAREER MANAGEMENT DIVISION (OCMD):

Review and validates/invalidates Officer Evaluation Reports (OERs) for officers at or below own rank at discretion of Chief, OCMD. Contacts officers regarding issues with OERs, advising officer, rating chain and CPC as needed; tracks invalidated OERs and provides guidance on corrective actions. Develops and/or modifies OER forms and procedures as necessary in concert with OCMD and CPC to improve officer evaluation process both in the field and at CPC.

Responsible for developing, managing and tracking OCMD Staff Training budget (e.g. time, travel, course costs) for Fiscal Year estimate. Generates quarterly budget tracking report for Chief, OCMD using MARS.

Serves as Learning Coordinator for CPC, with responsibility for required courses for promotion through the Department of Commerce Learning Center (CLC) site; helps to implement enhancements to site and serves as POC for CLC and training concerns. Reviews transcripts of CLC courses (or documented external training) for approval/disapproval; generates and routes promotion qualification memos, answers related officer inquiries and advises OCMD and CPC.

Approving Official in Travel Manager for OCMD travel at the discretion of Chief, OCMD.

Supports other branches of OCMD, i.e. Recruiting and Assignment Coordinator, with large projects and as needed. Supports CPC projects and initiatives such as personnel board preparation, OPF file review, and the OMAO Civilian and NOAA Corps Workforce Plans. Provides input to Cyberflash newsletter and Ask CPC webinars.

Assist Chief, OCMD in daily tasks/ long term projects as required.

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):****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)	Leading Performance and Change	<input type="checkbox"/> Decisiveness <input checked="" type="checkbox"/> Problem Solving <input type="checkbox"/> Conflict Management <input checked="" type="checkbox"/> Customer Focus <input type="checkbox"/> Entrepreneurship
CDR (O5)		<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)	Leading Organizations	<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)

This officer will have access to officer records and division communications regarding sensitive personnel issues, therefore trustworthiness and propriety are essential traits. Customer Focus is the most important leadership prerequisite for the success of OCMD and CPC. Outstanding officer bearing and organizational outlook are also important in this role.

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)

Operational experience, and breadth of experience, will greatly aid the officer in this billet. OCMD interfaces with the fleet, with Aircraft Operations Center (AOC) and with many of NOAA's labs and centers. Familiarity with the training requirements, evaluation criteria and limitations of the operational environment are important for success. Be able to take long range, strategic organizational view when advising on major decisions.

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).

While not absolutely required, the following will make an officer much more useful to OCMD:

Strong interpersonal and administrative skills

Knowledge of Officer Evaluation System

Prior attendance at BOTC, REFTRA and/or Mid-Grade Training

Familiarity with :

Commerce Learning Center

Joint Federal Travel Regulations (JFTR) and Travel Manager

Budgeting at the Division level and federal budget process

NOAA Corps Directives

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 type="checkbox"/> External Awareness <input type="checkbox"/> Strategic Thinking <input type="checkbox"/> Political Savvy <input type="checkbox"/> Vision <input type="checkbox"/> Partnering
	Leading Organizations	

Leadership Development Comments (Optional)

The Leadership Coordinator and Staff Officer billet provides an excellent platform to observe, absorb and develop leadership competencies as the officer works closely with senior NOAA Corps and civilian leaders. It builds organizational perspective and in-depth knowledge of Commissioned Personnel management practices.

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)

Valid CONFIDENTIAL security clearance or higher.

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 exposure to CPC human capital management issues. The experience gained will directly transfer to responsibilities in any line office or fleet position. The officer will also gain experience needed for future senior assignments within CPC.

Specific, more technical development will take place in:

Budget
Officer Evaluation System
Commerce Learning Center (serves as CLC Learning Coordinator for NOAA Corps)
Courses for Promotion
SF-182s for Purchasing
Travel – both Joint Federal Travel Regulations (JFTRs) and Travel Manager
Training of NOAA Corps Officers
NOAA Corps Directives

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

No OERs flagged by an OPB or audit team for inconsistencies, restricted comments, or being incomplete.

OES documentation and forms updated and amended as required.

Successful SF-182 support for OCMD staff training.

Execution of OCMD Staff Training budget to within 100% +/-5% of allotted spend plan.

Courses for promotion are aligned with NOAA Corps Leadership Framework and rank appropriate. CLC is accessible and administered properly for OCMD and CPC.

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 RODRIGUEZ, RICARDO. 12430 Digitally signed by RODRIGUEZ, RICARDO. 1243008669
08669 Date: 2018.01.22 13:17:27 -05'00'

2. Date 2018-01-22

3. Name LT Ricardo Rodriguez, NOAA

4. Title/Position Leadership Coordinator and Staff Officer

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  CDR/NOAA

2. Date 2018-01-22

3. Name CDR Jeffrey D. Shoup, NOAA

4. Title/Position Chief, Officer Career Management Division

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 2018-01-29

3. Name CAPT Anne K. Lynch

4. Title/Position Director, Commissioned Personnel Center

D. Commissioned Personnel Center Endorsement

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

1. Signature  CDR/NOAA


2. Date 2018-01-22

3. Name CDR Jeffrey D. Shoup, NOAA

4. Title/Position Chief, Officer Career Management Division

E. Director, NOAA Corps Endorsement

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

1. Signature  CAPT/NOAA

By Direction

2. Date 11/29/2018

3. Name RADM Michael J. Silah, NOAA

4. Title/Position Director, NOAA Corps

Print Form

Submit to CPC (Reviewer Use Only)