

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION *Reprogrammed from #4001 - Chief Science Officer Billet to CO: 92*

A. Billet Number	<input type="text" value="4001"/>	B. Billet Title	<input type="text" value="NWS OPPSD Deputy for Resource Management & Analysis"/>		
C. Grade Requested	<input type="text" value="O6 - CAPT"/>	D. Type of Submission	<input type="text" value="PROPOSED NEW BILLET"/>		
E. Minimum amount of overlap between incumbent officer/reporting officer for continuity of duties	<input type="text"/>				
F. Duty Type	<input type="text" value="FIXED SHORE"/>	G. Estimated Length of Assignment	<input type="text" value="2 yr."/>		

SECTION 2 - DUTY STATION ADDRESS AND CONTACT INFORMATION

A. Street Address	<input type="text" value="1325 East-West Highway"/>	B. Street Address	<input type="text"/>				
C. City	<input type="text" value="Silver Spring"/>	D. State	<input type="text" value="Maryland"/>	E. Country	<input type="text" value="United States"/>	F. Zip Code	<input type="text" value="20910"/>
G. Office	<input type="text"/>	x	<input type="text"/>	H. Mobile	<input type="text"/>	I. Fax	<input type="text"/>

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor							
1. Name	<input type="text" value="Kevin Cooley"/>	2. Position	<input type="text" value="Director, OPPSD"/>	3. Grade	<input type="text" value="SES-All"/>		
4. Email	<input type="text" value="kevin.cooley@noaa.gov"/>	5. Office	<input type="text" value="+1 (301) 427-9810"/>	x	<input type="text"/>	6. Mobile	<input type="text"/>
B. Reporting Officer (2nd Level Supervisor)							
1. Name	<input type="text" value="Laura Furgione"/>	2. Position	<input type="text" value="Deputy Director/DAA, NWS"/>	3. Grade	<input type="text" value="SES-All"/>		
4. Email	<input type="text" value="laura.furgione@noaa.gov"/>	5. Office	<input type="text" value="+1 (301) 713-0711"/>	x	<input type="text"/>	6. Mobile	<input type="text"/>
C. Reviewer (Normally the Reporting Officer's Supervisor)							
1. Name	<input type="text" value="Louis Uccellini"/>	2. Position	<input type="text" value="Director/AA, NWS"/>	3. Grade	<input type="text" value="SES-All"/>		
4. Email	<input type="text" value="louis.uccellini@noaa.gov"/>	5. Office	<input type="text" value="+1 (301) 713-9095"/>	x	<input type="text"/>	6. Mobile	<input type="text"/>

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	<input type="text" value="National Weather Service"/>	2. Office, Center, or Lab	<input type="text" value="OPPSD"/>		
3. Division	<input type="text"/>	4. Branch	<input type="text"/>	5. Section or Team	<input type="text"/>
B. NOAA Goal/Subgoal					
<input type="text" value="Weather-Ready Nation"/>	C. Program <input type="text"/>				
D. NOAA Org Code <input type="text"/>					
E. NFC Org Code <input type="text"/>			F. Project-Task <input type="text"/>		

SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

The Office of Planning and Programming for Service Delivery (OPPSD) is responsible for defining and articulating long term strategic goals and objectives through NWS/NOAA/DOC strategic plans and priorities and out-year budget cycle planning activities for the evolution of NWS products and services. The Office is responsible for oversight of subordinate portfolios to ensure portfolio management and budgetary planning is coordinated and integrated across all the NWS portfolios (Facilities; Observations; Central Processing; Dissemination; Science and Technology Infusion; and Analyze, Forecast, and Support). The Office coordinates and manages the NWS Annual Operating Planning process with financial guidance from the Chief Financial Officer. The Office manages and executes continuous evolution of NWS services by planning and executing service delivery improvements identified by the AFS portfolio, including the 11 National Service Programs. The Office tracks and reports on strategic and tactical performance measures and evaluation criteria. The Office provides end-to-end system engineering oversight across all Offices, assesses risks from a systems engineering perspective, and ensures subordinate offices follow and apply consistent engineering standards and processes, project management, system requirements management. The Office provides and conducts independent operational testing and evaluation services for the major systems in the subordinate offices. The Office oversees maintenance; systems development; logistics; repair; acquisitions; engineering; configuration management; the research to operations process; construction; and safety/environmental compliance policies, procedures, and directives.

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

The incumbent will work within the OPPSD Director's office which is responsible for overall management of the Chief Engineers Division and the Strategic Planning Division, as well as five Portfolio Offices (Observations, Central Processing, Dissemination, Facilities, and Science and Technology Integration). The officer works with the OPPSD Director and staff, and the Portfolio Directors and their staff in budget planning and execution of a \$572.1M annual budget. Duties include, but are not limited to:

- Manage OPPSD FMC budget – execution, spend plans, and formulation. Includes labor, travel ceiling, variance analysis, financial approval of C-requests, etc.
- Oversee cross-OPPSD Portfolio coordination of financial planning and budget performance evaluation.
- Lead OPPSD-side Portfolio budget analysts and Portfolio Directors in analysis of current year execution, multi-year resource needs, forecasting, cost estimating, scheduling, and goal setting.
- Work closely with OPPSD Director, Strategic Planning and Integration Director, and Chief Engineer to analyze internal and external conditions, trends, and risks in order to produce strategic plans, budget plans, performance goals, and annual performance evaluations and reports.
- Attend high level meetings and conferences representing OPPSD.
- Prepare and present OPPSD financial information to NWS and NOAA Leadership.
- Develop presentations for the director.
- Respond to high level NWS and congressional requests in an accurate, appropriate, and timely manner.

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 checked="" 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 Prerequisite Comments (Optional)		

The ideal officer would have a varied operational background with a good understanding of NOAA upper level management structure and processes. Previous experience with leading people and managing budgets is beneficial.

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)

Executive Leadership course work and education in engineering, meteorology, or oceanography desired.

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).

The ideal candidate would have:

- Good background in financial management and strategic planning
- Working knowledge of Labor Management Relations
- Multi-tasking ability with good organization and follow-through skills
- Skilled writer with good technical background in meteorology
- Polished speaking and writing ability with ability to translate technical language into lay terms
- Excellent working knowledge of Excel, Power Point, and Word

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 checked="" 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)

Competencies developed will included leading others, encouraging consensus, management of a large organization, and budget analysis and planning.

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

- Government process as it relates to budget planning and execution
- Good working knowledge of financial management systems (MARS, FAPS, CBS)
- Understanding of NWS internal controls and policies
- Independent judgment in conducting complex, advanced fiscal activities
- The technical skills to execute financially focused, cross portfolio risk analyses using verified methods such as Monte Carlo simulation

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

- Regular meetings with OPPSD Director and staff to present financial analysis
- Regular meetings with the Portfolio Directors and their budget staff to coordinate and review budget
- Periodic meetings with the NWS OCFO to respond to taskers, and relay concerns and questions from OPPSD
- Products produced are timely and accurate
- OPPSD-side budget is executed as timely and accurately as possible with appropriate explanations for variations
- Develops strategic and annual operating plans in conjunction with the Director and staff

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

3/30/16

3. Name Lara Hinderstein

4. Title/Position Executive Officer, OPPSD

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

3/30/16

3. Name Kevin Cooley

4. Title/Position Director, OPPSD

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

3/23/16

3. Name Laura Furgione

4. Title/Position DAA, NWS

D. Commissioned Personnel Center Endorsement

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

1. Signature



2. Date

4/27/2016

3. Name CDR Devin R. Brakob, NOAA

4. Title/Position Chief, Officer Career Management Div.

E. Director, NOAA Corps Endorsement

"I am the and I this billet."

1. Signature



2. Date

5/2/2016

3. Name RADM David A. Score, NOAA

4. Title/Position Director, NOAA Corps

Print Form

Submit to CPC (Reviewer Use Only)