

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION

A. Billet Number B. Billet Title
C. Grade Requested D. Type of Submission
E. Minimum amount of overlap between incumbent officer/reporting officer for continuity of duties
F. Duty Type G. Estimated Length of Assignment

SECTION 2 - DUTY STATION ADDRESS AND CONTACT INFORMATION

A. Street Address B. Street Address
C. City D. State E. Country F. Zip Code
G. Office x H. Mobile I. Fax

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor
1. Name 2. Position 3. Grade
4. Email 5. Office x 6. Mobile
B. Reporting Officer (2nd Level Supervisor)
1. Name 2. Position 3. Grade
4. Email 5. Office x 6. Mobile
C. Reviewer (Normally the Reporting Officer's Supervisor)
1. Name 2. Position 3. Grade
4. Email 5. Office 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 2. Office, Center, or Lab
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

The Deputy Under Secretary for Operations (DUS/O) manages and directs the majority of operations for the National Oceanic and Atmospheric Administration (NOAA), within the Department of Commerce. The DUS/O is responsible for the development of plans, policies, and programs which meet current and future mission requirements while overseeing program performance levels, proper allocation of resources and schedule completion.

In accordance with 5 CFR 214.401, this position has been designated as "General" as it involves the determination of public advocacy of major controversial policies of NOAA and the Department. This position is the highest career position in NOAA. The incumbent of this position requires a Top Secret/Sensitive Compartmentalized Information (TS/SCI) clearance. The incumbent advises on and/or provides information to the Under Secretary of Commerce for Oceans and Atmospheres and NOAA Administrator (US), as well as members of the Department and the Administration regarding congressional hearings/briefings and is privy to information that is critical to national security.

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 Deputy Under Secretary for Operations (DUS/O) serves as NOAA's Chief Operating Officer and is responsible for ensuring resources and operating processes are efficiently and effectively integrated, managed and supported to meet mission needs. This position is the highest career position in NOAA. The DUS/O has management and operational responsibility for the activities of four of NOAA's Line Offices, the Office of Marine and Aviation Operations, and general oversight management responsibilities of five Staff Offices. The DUS/O is responsible for the strategic leadership and management of Senior Executive Service positions; including direct oversight to the Assistant Administrators of Weather, Research, Ocean Service, Satellites and Data, Program Planning and Integration, and the Chief of Resource and Operations Management and his/her subordinates. The DUS/O directly manages the entities responsible for four of NOAA's five key mission functions and will oversee grants and acquisition; workforce management; information technology and security; budget formulation and execution; and facilities. In addition, the DUS/O promotes equal opportunity for minority and female employees within the organization, and outside the organization.

The DUS/O serves as a key advisor on NOAA programs and policy issues to the Under Secretary of Commerce for Oceans and Atmosphere and NOAA Administrator (US). The DUS/O is responsible, through other subordinate executive line and staff positions, for ensuring timely and effective implementation of NOAA programs and policies by overseeing policy and program development; promoting the implementation of policies promulgated by the US; and coordinating actions required by NOAA in response to Executive Branch policy decisions. The DUS/O is responsible for managing operations across NOAA's entire portfolio. The DUS/O represents NOAA in executive level liaison missions, conferences and other special and confidential assignments with other Federal agencies, the Congress and private industry. The DUS/O represents the US in any area of NOAA's activities and programs with broad authority to commit NOAA to specific courses of action. DUS/O provides interpretations of the policies and objectives of the Agency and the decisions of the US and is responsible for their implementation and execution.

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)		<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)

Substantial senior level experience in managing a large geographically dispersed operational organization including infusing improvements through new technologies and successful acquisitions. Demonstrated experience in scientific, technical and administrative program management and the development and application of public policy development.

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)

Successful completion of multiple operational commands. Leadership of operational assets on a large scale (in: numbers, value, and geographic distribution) such as Commanding Officer of a Marine Center, Director - Marine Operations Center, Director - NOAA Office of Marine and Aviation Operations. Broad knowledge of environmental sciences and the practical application of these sciences.

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. Substantial senior level experience in managing a large geographically dispersed operational organization including infusing improvements through new technologies and successful acquisitions.
2. Demonstrated experience in scientific, technical and administrative program management and the development and application of public policy development.
3. Broad knowledge of environmental sciences and the practical application of these sciences.
4. Top Secret/Sensitive Compartmentalized Information (TS/SCI) clearance

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)		
<p>Incumbent will be called upon to successfully employ the full spectrum of executive core competencies, as well as having the opportunity to further develop these competencies by leading at the agency level in safeguarding the public, protecting natural resources, and strengthening the nation's economy. Provides agency level leadership to NOAA's approximately 12,000 employees worldwide.</p>		

SECTION 11 - OPERATIONAL DEVELOPMENT

<p>A. Marine Development</p> <p><input type="checkbox"/> Officer of the Deck <input type="checkbox"/> Senior Watch Officer <input type="checkbox"/> ECDIS <input type="checkbox"/> Dynamic Positioning <input type="checkbox"/> Boat Deployment <input type="checkbox"/> MedPIC</p> <p><input type="checkbox"/> Coxswain/OIC <input type="checkbox"/> HAZWOPER <input type="checkbox"/> AUV Deployment <input type="checkbox"/> U/W UAS Deployment <input type="checkbox"/> Buoy/Mooring Qualified</p> <p><input type="checkbox"/> Trawl Qualified <input type="checkbox"/> Longline Qualified <input type="checkbox"/> Hydro Launch PIC <input type="checkbox"/> Foreign Port Calls</p>
<p>B. Aviation Development</p> <p><input type="checkbox"/> Co-Pilot <input type="checkbox"/> Pilot <input type="checkbox"/> Aircraft Commander <input type="checkbox"/> Mission Commander <input type="checkbox"/> Instructor Pilot <input type="checkbox"/> Hurricane Qualified</p> <p><input type="checkbox"/> Alaska/Wilderness Qualified <input type="checkbox"/> Flight Meteorologist <input type="checkbox"/> International Flights <input type="checkbox"/> UAS Pilot</p>
<p>C. Dive Development</p> <p><input type="checkbox"/> Scientific Diver <input type="checkbox"/> Working Diver <input type="checkbox"/> Advanced Working Diver <input type="checkbox"/> Master Diver <input type="checkbox"/> Dive Master <input type="checkbox"/> Dive Medic</p> <p><input type="checkbox"/> Unit Diving Supervisor</p>
<p>D. Additional Operational Development (security clearances, special training) or Operational Development Comments (Optional)</p> <p>Incumbent leads operations at the agency-wide level. Oversee and promote the safe and effective use of all operational assets including but not limited to: ships, aircraft, satellites, computing systems, facilities, and unmanned systems. Additionally, incumbent provides leadership and direction of operations at an agency level during large scale emergencies such as severe weather and significant oil or hazardous materials spills.</p>

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, partnering, and political savvy along with tactical day-to-day operations of an agency that enriches life through science. NOAA's products and services support economic vitality and affect more than one-third of America's gross domestic product. NOAA's reach extends from the surface of the sun to the depths of the ocean floor as NOAA works to keep citizens informed of the changing environment around them. The officer will have unique exposure to the full range of NOAA's internal and external management issues, including high-level personnel and policy decision making initiatives. Additionally, the officer will have the opportunity to influence and lead the agency forward using: numerous communication channels; direct contact with employees, constituents, congress, the media, national and international partners, and the general public; public speaking engagements; and site visits thereby gaining and maintaining a broad understanding of NOAA issues and opportunities. Overall, this enables the incumbent to better support NOAA products and services essential to providing citizens, planners, emergency managers and other decision makers with the reliable information they need when they need it.

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

The DUS/O reports directly to the Under Secretary and is expected to provide expertise and critical judgment in order to create and manage effective programs across the agency. At this level, the capability to lead and manage is judged over the long term by progress in meeting Departmental and Agency objectives. Broad guidelines such as policy pronouncements by the Under Secretary will be adhered to and promoted. Decisions made by the incumbent become guidelines and policies for NOAA. The position requires the public's confidence in impartiality of its incumbent as it involves the determination of public advocacy of major controversial policies of NOAA and the Department.

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 J. A. Pica 2. Date 27 Aug 2013
3. Name Captain Joseph A. Pica, NOAA 4. Title/Position Executive Director to the DUS/O

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 [Signature] 2. Date 8/30/13
3. Name Dr. Kathryn Sullivan 4. Title/Position Under Secretary/NOAA Administrator

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 [Signature] 2. Date 9/10/13
3. Name Kevin Mahoney 4. Title/Position Director, DOC OHRM

D. Commissioned Personnel Center Endorsement

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

1. Signature [Signature] 2. Date 11/25/13
3. Name CDR Kurt Zegowitz, NOAA 4. Title/Position Chief, Off in Career Management Division

E. Director, NOAA Corps Endorsement

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

1. Signature [Signature] 2. Date 03DEC13
3. Name ADM Michael S. Dewey 4. Title/Position Director, NOAA Corps

Print Form

Submit to CPC (Reviewer Use Only)

