

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION CD Billet #: 9253

A. Billet Number	7010	B. Billet Title	Commerce and Transportation Goal Team Lead		
C. Grade Requested	O6 - CAPT	D. Type of Submission	REALIGNMENT OF DUTIES		
E. Minimum amount of overlap between incumbent officer/reporting officer for continuity of duties	1 Month				
F. Duty Type	FIXED SHORE	G. Estimated Length of Assignment	2 years		

SECTION 2 - DUTY STATION ADDRESS AND CONTACT INFORMATION

A. Street Address	SSMC3, Room 6128	B. Street Address	1315 East West Highway				
C. City	Silver Spring	D. State	Maryland	E. Country	United States	F. Zip Code	20910
G. Office	+1 (301) 713-2780	x	133	H. Mobile		I. Fax	+1 (301) 713-4019

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor							
1. Name	CAPT John E. Lowell Jr.	2. Position	Director, Office of Coast Survey	3. Grade	O6		
4. Email	John.Lowell@noaa.gov	5. Office	+1 (301) 713-2770	x	134	6. Mobile	
B. Reporting Officer (2nd Level Supervisor)							
1. Name	David Kennedy	2. Position	Acting Assistant Administrator, NOS	3. Grade	SES-All		
4. Email	David.Kennedy@noaa.gov	5. Office	+1 (301) 713-3074	x	154	6. Mobile	
C. Reviewer (Normally the Reporting Officer's Supervisor)							
1. Name	Mary Glackin	2. Position	Deputy Under Secretary, NOAA	3. Grade	SES-All		
4. Email	mary.glackin@noaa.gov	5. Office	+1 (202) 482-4569	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	NOS	2. Office, Center, or Lab	Office of Coast Survey		
3. Division	N/A	4. Branch	N/A	5. Section or Team	N/A
B. NOAA Goal/Subgoal		Commerce & Transportation	C. Program		N/A
D. NOAA Org Code	N/CS	E. NFC Org Code	10-09-0000-00-00-00-00	F. Project-Task	

SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

Goal Teams are responsible for turning high-level goals and objectives set forth in the NOAA Strategic Plan into a set of specific and understandable actions aimed toward providing tangible benefits to society. Goal teams operate as a matrix organization.

The Commerce and Transportation (C&T) Goal is one of the five mission goals in NOAA's Strategic Plan. The incumbent leads a small team which coordinates across NOAA's programs to ensure strategic objectives towards safe, efficient and environmentally sound transportation are accomplished. The Commerce and Transportation Goal portfolio includes Aviation Weather, Geodesy, Marine Transportation System, Marine Weather, Emergency Response, and Surface Weather programs.

The C&T Goal is organizationally located under NOAA's National Ocean Service, Office of Coast Survey.

*Reason for realignment of duties: This is an executive leadership position formerly shared with Billet #7200, Director, Office of Coast Survey. Effective January 11, 2010, the C&T Goal Team Lead was separated and created as Billet #7010.

This Billet is expected to be restructured with the release of NOAA's Next Generation Strategic Plan by mid-2010.

SECTION 6 - DUTIES AND RESPONSIBILITIES

6A. Description of Duties and Responsibilities

The C&T Goal Team Lead provides leadership and coordination across the organization to ensure programs and activities are consistent with the mission and vision outlined in the NOAA Strategic Plan.

Responsibilities include:

- Provide leadership and coordination across the goal.
- Coordinate a consistent message to external partners and stakeholders.
- Assist with the update of the NOAA Strategic Plan and the development of the Annual Guidance Memorandum (AGM).
- Lead the development of Program Plans, coordinating with program managers, LOs and SOs, and councils.
- Assist with LO/SO budget preparation.
- Represent the goal in budget reviews.
- Recommend any needed changes in the distribution of resources based on decisions through the PPBES cycle.
- Coordinate with PPI, PA&E, and CFOs/Budget Chiefs throughout the PPBES cycle to develop sound fiscal budget requests and executable programs/projects.
- Represent goal to higher management authorities, as requested (e.g., DOC, OMB, congressional).
- Perform special projects of interest to NOAA management within area of responsibility.

In addition, the incumbent provides senior staff support at the direction of the Director, Office of Coast Survey, and the Assistant Administrator, National Ocean Service.

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

Technical + Operational + Leading and Managing 40 + Executive Leadership 60 = 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 2+

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):

No. The incumbent is not directly responsible for executing a program budget or managing Government assets.

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)

Executive-level leadership training is recommended.

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)

This is a non-operational position.

No security clearance is required.

Broad experience in NOAA hydrography, geodesy, and/or tides and currents from several U.S. regions is desirable; operational experience as hydrographic Field Operations Officer and/or as Chief of Field Party is desired; previous command of a NOAA hydrographic survey ship is essential; navigation and piloting experience on both coasts is desirable.

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).

Qualifications and experience for this billet are commensurate with the hydrographic career progression leading to the position of Director, Office of Coast Survey. The incumbent should be familiar, or have served, with any of the Navigation Services programs, including Office of Coast Survey (OCS), Center for Operational Oceanographic Products (CO-OPS), and the National Geodetic Survey (NGS). The incumbent should have served in a variety of operational assignments, including command-at-sea, commensurate with a progression of increasing responsibilities. Previous assignments within OCS as a branch chief and division chief are considered essential. In addition, the incumbent should have a record of accomplishments which demonstrate:

Vision - Through previous NOAA Corps assignments, an articulated and clear vision achieved through purposeful management of change, effective collaboration, and decisiveness.

Leadership - Achievement in executing NOAA missions through previous organizational leadership roles. These leadership achievements should be the result of sound people skills, excellent communication, solid technical understandings, and a demonstrated dedication to NOAA's missions.

Partnering - Accomplishments through tactical, operational, and strategic partnerships within NOAA, and in the joint and interagency arenas, with state and local government, the private sector, or the international community.

Public Presence - Knowledge and confidence in representing the federal government in situations of national interest.

Knowledge and Information Management - Continuous learning and learning accomplishment; and a career record which demonstrates the intellectual capacity to apply and make effective use of acquired expertise as a leader toward achieving organizational goals.

Organizational Context - An understanding and growing political acumen of how the Navigation Services and NOAA Corps fit into the broader structure of NOAA, the Department, Executive Branch, federal government, nation, and international community.

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)		
The incumbent interacts with NOAA senior leadership and program leadership on a regular basis.		

SECTION 11 - OPERATIONAL DEVELOPMENT

<p>A. Marine Development</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 <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 <input type="checkbox"/> Trawl Qualified <input type="checkbox"/> Longline Qualified <input type="checkbox"/> Hydro Launch PIC <input type="checkbox"/> Foreign Port Calls
<p>B. Aviation Development</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 <input type="checkbox"/> Alaska/Wilderness Qualified <input type="checkbox"/> Flight Meteorologist <input type="checkbox"/> International Flights <input type="checkbox"/> UAS Pilot
<p>C. Dive Development</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 <input type="checkbox"/> Unit Diving Supervisor
<p>D. Additional Operational Development (security clearances, special training) or Operational Development Comments (Optional)</p> <p>/A.</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).

Specific knowledge, skills or abilities developed in this billet include working familiarity of the NOAA functions and management practices found in the Business Operating Manual, and proficiency with those relating to the Planning, Programming, Budgeting, and Execution System (PPBES).

The incumbent will also gain knowledge in public service sector strategic planning and performance measurement, and related activities which will drive changing strategic goals and objectives to make NOAA responsive to evolving national priorities.

The incumbent will develop a social network across NOAA leadership critical for maintaining and advancing the visibility of the Navigation Services. Opportunities to promote the Navigation Services include participation in advisory roles with various NOAA councils and boards, the Executive Panel, and the Executive Council.

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

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 Captain Michele Finn

Digitally signed by Captain Michele Finn
DN: cn=Captain Michele Finn, o=Disaster Response Center,
ou=NOS/ORR, email=michele.a.finn@noaa.gov, c=US
Date: 2010.07.06 15:23:51 -04'00'

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 Captain Michele Finn

Digitally signed by Captain Michele Finn
DN: cn=Captain Michele Finn, o=Disaster Response Center,
ou=NOS/ORR, email=michele.a.finn@noaa.gov, c=US
Date: 2010.07.06 15:24:38 -04'00'

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 Captain Michele Finn

Digitally signed by Captain Michele Finn
DN: cn=Captain Michele Finn, o=Disaster Response Center,
ou=NOS/ORR, email=michele.a.finn@noaa.gov, c=US
Date: 2010.07.06 15:25:23 -04'00'

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 Nathan H. Hancock

Digitally signed by Nathan H. Hancock
DN: cn=Nathan H. Hancock, o=CPC, ou=Assignments
Branch, email=nathan.hancock@noaa.gov, c=US
Date: 2010.10.26 08:05:41 -04'00'

2. Date

3. Name

4. Title/Position

D. Director, NOAA Corps Endorsement

"I am the and I this billet."

1. Signature 

2. Date

3. Name

4. Title/Position