

## NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

### SECTION 1 - GENERAL INFORMATION

|   |             |                                   |   |  |  |
|---|-------------|-----------------------------------|---|--|--|
| A. Billet Number  | 0001        | B. Billet Title                   | Director, NOAA Corps and Office of Marine and Aviation Operations |  |  |
| C. Grade Requested  | 08 - RADM   | D. Type of Submission             |   |  |  |
| 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 | 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) 713-7600    | x                 |           | H. Mobile  |               | I. Fax      | +1 (301) 713-1541 |

### SECTION 3 - OFFICER EVALUATION REPORTING

|   |                           |             |   |          |         |           |  |
|---|---------------------------|-------------|---|----------|---------|-----------|--|
| A. Supervisor.  |                           |             |   |          |         |           |  |
| 1. Name   | David Kennedy             | 2. Position | Deputy Under Secretary for Operations       | 3. Grade | SES-All |           |  |
| 4. Email  | David.Kennedy@noaa.gov    | 5. Office   | +1 (202) 482-4549                           | x        |         | 6. Mobile |  |
| B. Reporting Officer (2nd Level Supervisor)               |                           |             |   |          |         |           |  |
| 1. Name   | David Kennedy             | 2. Position | Deputy Under Secretary for Operations       | 3. Grade | SES-All |           |  |
| 4. Email  | David.Kennedy@noaa.gov    | 5. Office   | +1 (202) 482-4549                           | x        |         | 6. Mobile |  |
| C. Reviewer (Normally the Reporting Officer's Supervisor) |                           |             |   |          |         |           |  |
| 1. Name   | Dr. Kathryn Sullivan      | 2. Position | Under Secretary/NOAA Administrator (acting) | 3. Grade |         |           |  |
| 4. Email  | Kathryn.Sullivan@noaa.gov | 5. Office   | +1 (202) 482-3436                           | 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 numbering when possible) |      |                          |                        |                    |             |
| 1. Staff or Line Office  | OMAG | 2. Office, Center or Lab | Director's Office      |                    |             |
| 3. Division  |      | 4. Branch                |                        | 5. Section or Team |             |
| B. NOAA Goal/Subgoal/Mission Support                             |      |                          | C. Program/Leadership  |                    |             |
| D. NOAA Org Code   |      | E. NBO Org Code          | 00-06-0000-00-06-06-00 | F. Project/Task    | K8P3ADM-P00 |

## SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

This position is that of Director, NOAA Commissioned Officer Corps and Office of Marine and Aviation Operations (OMAO). OMAO administers an integrated program of vessel, aircraft, small boat and diving services and manages the NOAA Corps in support of NOAA programs. The functions of OMAO are described in the Department Operational Order (DOO) 25-5 Section 5.05. As Director, the incumbent is responsible to the Deputy Under Secretary for Operations and NOAA Administrator for providing overall direction for the management and administration of OMAO.

This position is designated by the Secretary as a position of importance and responsibility per 33 USC 3028.

## 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

1. Directs the management and administration of NOAA's Office of Marine and Aviation Operations (OMAO).
2. Formulates policies, procedures, plans and budget to safely and effectively operate and manage OMAO activities for the long-term benefit of NOAA and the Nation.
3. Directs the conduct of fleet and aircraft operations in accordance with the decisions of the NOAA Fleet and Aircraft Councils for the collection, processing, and dissemination of oceanographic, hydrographic, fisheries, atmospheric, photogrammetric, and other data as required to meet NOAA's program requirements.
4. Directs the development and implementation of plans to administer and regulate the use, operations, maintenance, upgrade, conversion, replacement and modernization of vessels, aircraft, instrumentation and associated equipment and support facilities under the purview of OMAO.
5. Provides direction for labor relations activities, medical affairs, training, and other personnel matters unique to OMAO vessel employees.
6. Directs the personnel management and administration of the NOAA Commissioned Officer Corps. Ensures the availability of technically qualified NOAA Corps Officers for NOAA programs and activities. Serves as approving official for the appointment, assignment, promotion, resignation, and termination of NOAA Corps officers.
7. Provides direction for the administration and implementation of the NOAA Diving Program to ensure a level of diving skill conducive to safe and efficient operation in NOAA sponsored underwater activities.
8. Consults with Assistant Administrators with NOAA line offices to design and execute service functions intended to meet the needs of the components and their constituencies. Keeps abreast of ongoing and planned programs throughout NOAA to maintain awareness of those programs that would require OMAO support or would contribute to the enhancement of OMAO.
9. Recommends and implements organizational and operational changes necessary to increase the efficiency and cost-effectiveness of OMAO.
10. Ensures timely and adequate implementation of established OMAO goals and objectives.
11. Ensures efficient management of human and financial resources, including establishing budgets and allocating funds and/or manpower to achieve OMAO objectives.
12. Represents NOAA at scientific and technical meetings, and participates with the NOAA Administrator or acts on his/her behalf at top level policy meetings including congressional hearings, resource reviews, and scientific and technical meetings with authority to commit the resources of the agency.

### 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):**

19 Vessels  
11 Aircraft  
~ 400 Small Boats  
NOAA Dive Center

**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<br><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<br><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<br><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<br><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<br><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<br><input checked="" type="checkbox"/> Vision <input checked="" type="checkbox"/> Partnering   |

Leadership Prerequisite Comments (Optional)

Executive Core Qualifications: Leading Change; Leading People; Results Driven; Business Acumen; and Building Coalitions

## 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. A Top Secret/Sensitive Compartmentalized Information (TS/SCI) clearance is required. Broad operational knowledge and experience throughout NOAA is desirable. Essential experiences include command-at-sea, command of an operations center and time in grade of Rear Admiral (Lower Half).

## 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).

Educational requirements as upon entry into the Corps.

Thorough understanding and knowledge of all NOAA programs and related activities involving NOAA platforms.  
Experience in managing a moderately-sized work force including financial, programmatic and personnel management.

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 type="checkbox"/> Core Values & Conduct <input type="checkbox"/> Health & Well Being <input type="checkbox"/> Responsibility<br><input type="checkbox"/> Followership <input type="checkbox"/> Adaptability   |
| LTJG (O2)                  |                                | <input type="checkbox"/> Interpersonal Skills <input type="checkbox"/> Continuous Learning <input type="checkbox"/> Technical Proficiency<br><input type="checkbox"/> Listening <input type="checkbox"/> Speaking  |
| LT (O3)                    | Leading Others                 | <input type="checkbox"/> Writing <input type="checkbox"/> Team Building <input type="checkbox"/> Leveraging Diversity<br><input type="checkbox"/> Influencing Others <input type="checkbox"/> Developing Others <input type="checkbox"/> Execution             |
| LCDR (O4)                  |                                | <input type="checkbox"/> Decisiveness <input type="checkbox"/> Problem Solving <input type="checkbox"/> Conflict Management<br><input type="checkbox"/> Customer Focus <input type="checkbox"/> Entrepreneurship   |
| CDR (O5)                   | Leading Performance and Change | <input type="checkbox"/> Creativity & Innovation <input type="checkbox"/> Human Capital Management<br><input 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<br><input checked="" type="checkbox"/> Vision <input checked="" type="checkbox"/> Partnering |

### Leadership Development Comments (Optional)

This billet provides the incumbent with the opportunity to work directly with the NOAA Administrator, Deputy Under Secretary for Operations, and senior management in both the legislative and executive branch. The experience gained in this position allows the incumbent to be qualified for numerous executive leadership positions throughout the Department.

## 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).

This billet involves the executive leadership competencies of vision, strategic thinking, partnering, and political savvy along with day-to-day management of a geographically dispersed organization consisting of multiple personnel systems and various collective bargaining units that operate multimillion dollar platforms (ships, aircraft, etc.) to collect environmental data that informs NOAA's products and services to support the Nation's economic vitality and affect more than one-third of America's gross domestic product.

The officer serves in NOAA's senior leadership team, addressing issues of the day with fellow Line and Staff office directors, gaining 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.

## **SECTION 13 - CRITICAL SUCCESS CRITERIA**

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

The Director, NOAA Corps and OMAO reports directly to the Deputy Under Secretary for Operations (DUS/O) and is expected to provide expertise and critical judgment in order to lead an effective organization of operational personnel and assets (ships, aircraft, emerging technologies, etc.) for safely collecting environmental data to support NOAA's mission. At this level, the capability to lead and manage is judged over the long term by progress in meeting a broad array of Department and Agency objectives.

**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 Joseph A. Pica 2. Date 10/25/2013  
3. Name CAPT 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 David Kennedy 2. Date 11-1-13  
3. Name David Kennedy 4. Title/Position Deputy Under Secretary for Operations

**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 Kathryn Sullivan 2. Date 11-01-2013  
3. Name Dr. Kathryn Sullivan 4. Title/Position Under Secretary/NOAA Administrator (acting)

**D. Commissioned Personnel Center Endorsement**

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

1. Signature Kurt Zegowitz 2. Date 11/5/13  
3. Name CDR Kurt Zegowitz 4. Title/Position Chief, Officer Career mgmt Division

**E. Director, NOAA Corps Endorsement**

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

1. Signature Michael Devany 2. Date 11/5/2013  
3. Name RAOM Michael Devany 4. Title/Position Director, NOAA Corps

Print Form

Submit to CPC (Reviewer Use Only)

