

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION

A. Billet Number	0003	B. Billet Title	Deputy Director for Operations, OMAO and Deputy Director, NOAA Corps
C. Grade Requested	O7 - RDML	D. Type of Submission	
E. Minimum amount of overlap between incumbent officer/reporting officer for continuity of duties	No Overlap Required		
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) 713-7700	x		H. Mobile		I. Fax	+1 (301) 713-1541

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor							
1. Name	RADM Michael S. Devany	2. Position	Director, NOAA Corps & OMAO	3. Grade	O8		
4. Email	mike.devany@noaa.gov	5. Office	+1 (301) 713-7600	x		6. Mobile	
B. Reporting Officer (2nd Level Supervisor)							
1. Name	RADM Michael S. Devany	2. Position	Director, NOAA Corps & OMAO	3. Grade	O8		
4. Email	mike.devany@noaa.gov	5. Office	+1 (301) 713-7600	x		6. Mobile	
C. Reviewer (Normally the Reporting Officer's 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	

SECTION 4 - ACCOUNTING AND ORGANIZATION

Complete as many of the following fields as possible. If a field is blank, leave the field blank.

A. Organizational Hierarchy (Use common acronyms where possible)					
1. Start or Line Office	OMAO	2. Office Center or Lab	OMAO OPS		
3. Division		4. Branch		5. Section or Team	
B. NOAA Code/Subcode/Mission Support			C. Program/Leadership		
D. NOAA Org Code/PMA	E. NPO Org Code/PAN/2000	F. Project Task	K8P2ANWP00		

SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

This position is that of Deputy Director for Operations, Office of Marine and Aviation Operations (OMAO-OPS) and Deputy Director, NOAA Corps. As Deputy Director, the incumbent is responsible for the safe operations of NOAA's aviation and marine operations; the management of the Office of Marine and Aviation Operations (OMAO) operational center's budget and personnel; and providing the overall direction for the management and administration of the operations centers. The Aircraft Operations Center (AOC), located in Tampa, FL., on MacDill Air Force Base, oversees NOAA's fixed-wing aircraft. The Marine Operations Center (MOC), located in Newport, OR., oversees NOAA's multi-purpose oceanographic research, fisheries research, and hydrographic survey vessels located in Woods Hole, MA.; Davisville, RI.; Charleston, SC.; Norfolk, VA.; Pascagoula, MS.; San Diego, CA.; Newport, OR.; Honolulu, HI.; and Kodiak and Ketchikan, AK.

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

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 Marine and Aviation Operations Centers.
2. Implements policies, procedures, plans, and budgets to safely and effectively operate and manage all activities related to the operations of NOAA ships and aircraft for the long-term benefit of the agency.
3. Executes the fleet and aircraft operations, in accordance with the decisions of the NOAA Fleet Council, for the collection, processing, and dissemination of oceanographic, hydrographic, fisheries, atmospheric, photogrammetric, and other data as required to meet NOAA's program requirements.
4. Formulates and executes the plans to administer and regulate the use, operation, maintenance, upgrade, conversion, and modernization of OMAO's platforms, instrumentation and associated equipment to promote the advanced technologies necessary to observe and monitor the ecosystems.
5. Develops and executes organizational and operational changes necessary to increase the efficiency and cost-effectiveness of NOAA's platforms to support program needs.
6. Serves as co-chair of the Interagency Working Group on Facilities and Infrastructure (IWG-FI) aiming to increase collaborative efforts throughout the Federal Fleet.
7. Actively involved in all labor relations activities, medical affairs, training, and other personnel matters unique to MAOC employees.
8. Ensures timely and effective implementation of established MAOC goals and objectives.
9. Ensures efficient management of human and financial resources, including establishing budgets and allocating funds and/or manpower to achieve Operational objectives.
10. Receives direct guidance as well as guidance in the form of DOC, NOAA, and OMAO regulations, directives, etc.
11. Delegated the responsibility of Director, NOAA Corps in their absence.
12. Aligns OMAO-OPS within NOAA's strategic vision to push the boundaries of scientific understanding and advanced research capabilities.
13. Supports, develops and implements the decisions required to execute Operations in alignment with NOAA's Strategic Plan of increased scientific understanding and advanced research capabilities. This includes maintaining a deployable fleet and qualified workforce to operate the research platforms.

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
~71 Small Boats

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 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. Commanding Officer of a ship within 5 years and Commanding Officer of an Operations Center within 3 years is essential.

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 incumbent shall have had a progressive career serving in a variety of operational assignments with experience gained throughout NOAA life offices cumulating with command experience at one of the operations centers. In addition, the incumbent shall have accomplishments which demonstrate:

Vision - 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 accomplishments; 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, national and international communities.

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 <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 <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 <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 <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 <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 <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 Director of OMAO, the AA's and DAA's of NOAA line offices and Directors of NOAA's Staff Offices. 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 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 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 OMAO, NOAA Corps, and NOAA issues and opportunities.

The officer is an essential part of the NOAA Corps and OMAO senior leadership team, and serves as the Director, NOAA Corps and OMAO (when the incumbent is unavailable) to interact with fellow Line and Staff office directors to address issues of the day, gaining exposure to the full range of NOAA's internal and external management challenges.

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

The Deputy Director for Operations, OMAO and Deputy Director, NOAA Corps reports directly to the Director, NOAA Corps and OMAO 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



2. Date

10/25/2013

3. Name

CAPT Joseph A. Pica, NOAA

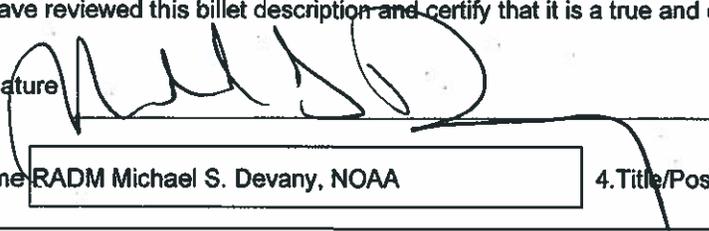
4. Title/Position

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



2. Date

11/5/2013

3. Name

RADM Michael S. Devany, NOAA

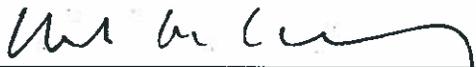
4. Title/Position

Director, NOAA Corps and OMAO

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

11-1-13

3. Name

David Kennedy

4. Title/Position

Deputy Under Secretary for Operations

D. Commissioned Personnel Center Endorsement

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

1. Signature



2. Date

11/5/13

3. Name

CDR Kurt Zegowitz

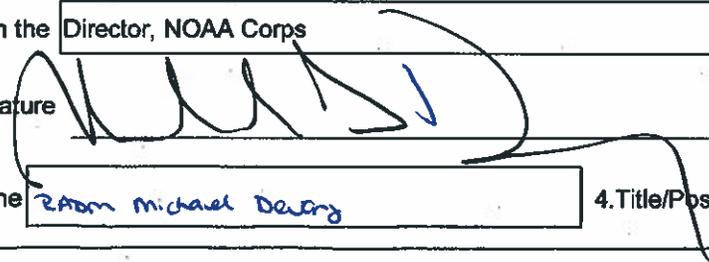
4. Title/Position

Chief, Officer Career Management Division

E. Director, NOAA Corps Endorsement

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

1. Signature



2. Date

11/5/2013

3. Name

RADM Michael Devany

4. Title/Position

Director, NOAA Corps

Print Form

Submit to CPC (Reviewer Use Only)

