

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION

CD Billet Number: 19068

A. Billet Number	0310	B. Billet Title	Deputy Chief, Program Services and Outsourcing Division		
C. Grade Requested	O5 - CDR	D. Type of Submission	ANNUAL RECERTIFICATION		
E. Minimum amount of overlap between incumbent officer/reporting officer for continuity of duties	3 weeks				
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, Suite 500	B. Street Address					
C. City	Silver Spring	D. State	Maryland	E. Country	United States	F. Zip Code	20910
G. Office	+1 (301) 713-7613	x		H. Mobile		I. Fax	

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor							
1. Name	Tajr Hull	2. Position	Chief, Program Services & Outsourcing	3. Grade	ZA V		
4. Email	Tajr.Hull@noaa.gov	5. Office	+1 (301) 713-7661	x		6. Mobile	
B. Reporting Officer (2nd Level Supervisor)							
1. Name	David Moroney	2. Position	Deputy Director, OMAO	3. Grade	SES-All		
4. Email	David.Moroney@noaa.gov	5. Office	+1 (301) 713-7664	x		6. Mobile	
C. Reviewer (Normally the Reporting Officer's Supervisor)							
1. Name	Jonathan W. Bailey	2. Position	Director, OMAO	3. Grade	O8		
4. Email	director.omaο@noaa.gov	5. Office	+1 (301) 713-1045	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	OMAO	2. Office, Center, or Lab	Director's Staff		
3. Division	PSOD	4. Branch		5. Section or Team	
B. NOAA Goal/Subgoal	Mission Support/Fleet Services	C. Program	Marine Operations and Maintenance		
D. NOAA Org Code	AN8300	E. NFC Org Code	540808000300000000	F. Project-Task	H8P2ANM - PDR

Routing Code: OMA07

SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

Primarily support the early phases of budget development in the PPBES process: <https://www.ppbs.noaa.gov/about.html>

NOAA's policy is to allocate resources among competing requirements through consistent and systematic, agency-wide review to ensure assigned statutory and regulatory duties are satisfied and optimal products and services are funded and delivered to achieve mission goal outcomes and results. This program leads planning and programming phases and remains engaged with the CFO during budget formulation and execution phases to deliver the OMAO budget in support of NOAA's highest priorities. This system is a requirements-based, integrated series of processes that links DoC's and NOAA's strategic plan and priorities with OMAO initiatives. Business case development and analysis are key part of program plan development. Officer and civilian analysts become skilled in understanding the level of supporting detail required to make the business case for NOAA and The Congress to provide resources to meet organizational mandates. This program looks across OMAO and develops analyses for workforce management, capital investment, acquisition management, organizational alignment, etc., as well as assessing programmatic and resource impacts of policy execution. Program is also responsible for linking OMAO strategic objectives to with NOAA and Doc Vision and Strategic Plans.

This program also leads the Fleet Council, a coordinating body for NOAA, and the Executive Leadership Council which is an OMAO leadership group looking at strategic issues in order to improve program effectiveness and efficiency.

SECTION 6 - DUTIES AND RESPONSIBILITIES

6A. Description of Duties and Responsibilities

As the Deputy, serves as Division Chief in the absence of Supervisor. Supervises a staff of approximately 5 people, a mix of NOAA Corp and civilian employees.

Engages and interacts with senior managers, such as NOAA Mission Goals, to understand organizational data collection requirements and their impact to NOAA Missions. Attends Mission Goal meetings and provides feedback to Fleet Services Sub-goal and OMAO Program Managers. Collaborates with Mission Goal staffs regarding OMAO resource issues and alternatives. Keeps abreast of industry trends and issues. Uses a planning horizon 5 years beyond current year, anticipates opportunities and threats to NOAA data collection mission, and develops issue papers to explore trends and make recommendations to OMAO senior management for action or further exploration and discussion.

Supervises the development of capital investment plans associated with at-sea and airborne data requirements; understands operational requirements and assess alternatives to meet NOAA missions. Collects and captures the appropriate data to assess needs and develops the analysis necessary to support cost effective opportunities for investment. This effort includes the development of Program Operating Plans (POPs), Strategic Program Assessments, and supporting budget formulation and execution. Supports budget formulation and budget execution through various stages of budget process. Responds to questions for the record by answering DoC, OMB and Congressional questions regarding NOAA and OMAO.

Prepares executive level material, supervising the development of presentations, decision papers, quarterly reports, other documentation as directed in support of senior management. Reviews proposed policy for programmatic and resource impacts to the organization. Ensures the logic is well supported by data and facts where practical and applicable. Must understand the larger picture to ensure application is consistent with other policies and/or procedures.

Executive Secretary for the Fleet Council, scheduling regular meetings, developing agendas and leading the execution of the meetings in support of the Director of the Office of Marine and Aviation Operations. Tracks action items to ensure each is brought to closure. Supervises a Secretary for council to ensure minutes of the meeting capture the essence of the discussion, recommendations and decisions.

Duties and responsibilities as directed by the Fleet Services Sub-Goal.

Other comments:

Recommend, but not required, this position be filled in rotation alternately with a NC officer from the maritime community and then one from the aviation community.

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 type="checkbox"/> Health & Well Being <input checked="" type="checkbox"/> Responsibility <input 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 type="checkbox"/> Political Savvy <input checked="" type="checkbox"/> Vision <input checked="" type="checkbox"/> Partnering

Leadership Prerequisite Comments (Optional)

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)

Broad based knowledge of OMAO operations is required.

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).

Required Skills:

1. Knowledge of commonly used budgetary methods, practices, procedures, regulations, policies, and processes to formulate, justify, and execute assigned budget in support of the mission, structure, goals, work processes, and programs of assigned activities/organizations.
2. Knowledge of automated data processing software programs and capabilities, used to accomplish budget/funding tasks.
4. Ability to analyze and evaluate program effectiveness problems, trends, and significant program accomplishments.
5. Advanced Microsoft Excel skills are required

Desired Certifications: Contracting Officer Technical Representative

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 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)		
Contracting Officer Technical Representative Certification should be obtained by incumbent		
Project Management Skills will be developed.		

SECTION 11 - OPERATIONAL DEVELOPMENT

A. Marine Development <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
B. Aviation Development <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
C. Dive Development <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
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).

1. Promotes knowledge of Management Analysis & Reporting System (MARS) used to accomplish budget/funding tasks.
2. Promotes an understanding of the PPBES process, and provides analytical support to the PPBES process.
3. Promotes the ability to research, analyze and prepare reports on complicated or controversial matters;
4. Ability to manage projects professionally, by applying best practices regarding the design of the project management process, and the application of project management methods.
5. Contracting Officer Technical Representative Certification

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

1. No less than 99.0% of ~\$500k program budget will be obligated in the first year of availability.
2. Providing required project information for Planning, Programming, Budgeting Execution System (PPBES) by each specified deadline
3. Successfully complete COTR Duties by providing sufficient documentation to support the current, complete, and accurate information to proceed with the procurement
4. Ensure all work plan have clearly defined tasks, assignments are workable, concerns are identified and milestones related to tasks are clearly flagged
5. Mentoring opportunities or career guidance will be given to all subordinates at least once every six months
6. Maintain COTR certification through specified continuous learning points.
7. Complete and submit all OERs to the reporting officer within 20 days following the end of the reporting period.

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

Digitally signed by Cecile Daniels
DN: cn=Cecile Daniels, o=NOAA, ou=RAINIER,
email=cecile.daniels@noaa.gov, c=US
Date: 2010.01.04 09:46:50 -0500

2. Date 2010-01-04

3. Name CDR Cecile R. Daniels

4. Title/Position Deputy Chief, PSOD

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. Name Tajr Hull

4. Title/Position Chief, PSOD

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. Name David Moroney

4. Title/Position Deputy Director, OMAO

D. Commissioned Personnel Center Endorsement

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

1. Signature Nathan H. Hancock

Digitally signed by Nathan H. Hancock
DN: cn=Nathan H. Hancock, c=CPC, ou=Assignments
Branch, email=nathan.hancock@noaa.gov, c=US
Date: 2010.06.01 15:19:41 -0400

2. Date 2010-06-01

3. Name LCDR Nathan H. Hancock

4. Title/Position Chief, Officer Assignment Branch

D. Director, NOAA Corps Endorsement

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

1. Signature

2. Date

6/6/2010

3. Name RADM Jonathan W. Bailey

4. Title/Position Director, NOAA Corps