

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION

Billet to CD # 1422

A. Billet Number	0500	B. Billet Title	Director, Commissioned Personnel Center		
C. Grade Requested	O6 - CAPT	D. Type of Submission	ANNUAL RECERTIFICATION		
E. Minimum amount of overlap between incumbent officer/reporting officer for continuity of duties	1 week				
F. Duty Type	FIXED SHORE	G. Estimated Length of Assignment	2 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) 713-7711	x		H. Mobile	+1 (301) 758-6181	I. Fax	+1 (301) 713-4140

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor							
1. Name	David A. Score	2. Position	Director, NOAA Corps	3. Grade	O8		
4. Email	david.a.score@noaa.gov	5. Office	+1 (301) 713-1045	x		6. Mobile	
B. Reporting Officer (2nd Level Supervisor)							
1. Name	David A. Score	2. Position	Director, NOAA Corps	3. Grade	O8		
4. Email	david.a.score@noaa.gov	5. Office	+1 (301) 713-1045	x		6. Mobile	
C. Reviewer (Normally the Reporting Officer's Supervisor)							
1. Name	David A. Score	2. Position	Director, NOAA Corps	3. Grade	O8		
4. Email	david.a.score@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	CPC		
3. Division	OD	4. Branch		5. Section or Team	
B. NOAA Goal/Subgoal	Mission Support/Fleet Services	C. Program	Marine Operations and Maintenance		
D. NOAA Org Code	AN1000	E. NFC Org Code	08-01-0000-00-00-00-00	F. Project-Task	x8P2ANM-PCP

SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

The Commissioned Personnel Center (CPC) operates within the Office of Marine and Aviation Operations (OMAO) with staff stationed at OMAO HQ in Silver Spring, MD; at the NOAA Corps Officer Training Center (NCOTC) within the Joint Officer Training Center with the USCG on the grounds of the USCG Academy in New London, CT; and within the USCG's Pay and Personnel Center (PPC) in Topeka, KS. CPC administers the entire spectrum of human resource functions for active duty NOAA Corps officers from recruitment and accession through retirement. CPC is a unique human capital management center amongst the other uniformed services in that all aspects of human capital management activities are administered under one portfolio - policy, medical standards and qualifications, career development, assignment, recruiting, training, payroll, promotion, discipline, awards, etc. CPC executes the processes, programs, and policies necessary to provide NOAA with a highly skilled, adaptive, and flexible uniformed workforce capable of accomplishing the agencies maritime, aviation, and emerging technology operational missions while providing cross-cutting leadership and enhancing organizational collaboration and unity of effort between NOAA's diverse and intersecting mission sets.

CPC is comprised of 4 Divisions: The Office of the Director (OD); Officer Personnel Management Division (OPMD); Officer Career Management Division (OCMD); and the Resource Management Division (RMD). The OD includes the Director, Deputy Director, Policy Program Manager, Workforce Planning and Internal Control, and an Administrative Assistant and provides direction and priorities to maintain the health of the NOAA Corps.

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

Leadership

1. Contribute to a productive, positive, diverse and inclusive NOAA Corps and command climate through fair and consistent administration of rules and regulations to maintain discipline, readiness, good order and morale.
2. Direct the planning, management and administration of CPC operations, including the execution of ~\$70M annual appropriation, supervision and leadership of 25 FTEs (9 NC, 1 USPHS, 15 civilian) and up to 4 contractors.
3. Advise and provide recommended actions for approval by Director, NOAA Corps on all aspects of uniformed service HR initiatives and operations to ensure fairness and equity to members of the NOAA Corps and organizational excellence of the service within the applicable statutes, Departmental Organizational Orders, NOAA Administrative Orders, and NOAA Corps Directives.
4. Identify and establish and direct the execution of CPC and NOAA Corps operational and strategic priorities to meet NOAA's service needs, to include maintaining close and productive relationships with the USCG.
5. Promote partnerships and awareness of the NOAA Corps with external stakeholders including the other uniformed services, other federal agencies, and the general public.

Financial Management & Human Capital Management

1. Direct the development and maintenance of internal management controls to ensure compliance with Congressional, Office of Personnel Management, Departmental, Agency, and OMAO human capital, financial management, human capital assessment and accountability, and financial liability audits.
2. Ensure funds availability prior to incurring financial obligations.

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):

N/A

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)

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)

Candidates must have prior successful maritime or aviation command experience. TS-SCI clearance 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).

Candidates must have:

1. Prior assignment experience within CPC.
2. Senior or executive leadership experience within a Department or Agency office.
3. Excellent military bearing and rendering military customs and courtesies.

Candidates should have:

1. Comprehensive understanding of all NOAA's missions and strategic priorities.
2. Basic understanding, familiarity, or experience with other uniformed services.
3. Familiarity with budget processes.
4. Excellent communication skills.

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 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)		

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).

Director, CPC is an OMAO HQ assignment that provides opportunities to develop executive core qualifications and critical insight and experience to be successful in executive leadership positions within NOAA. This billet provides the opportunity to gain exposure to work with and alongside the executive leadership of OMAO, and at times NOAA and USCG, thus allowing the incumbent to guide, develop, and execute OMAO and NOAA strategic priorities. The incumbent will gain a broad based understanding of NOAA's programs and how the NOAA Corps is uniquely qualified to meet the mission requirements, as well as the value of the NOAA Corps's role in the larger family of the uniformed services of the United States. The incumbent will also develop an understanding of the internal concerns and external issues affecting CPC, OMAO and NOAA and develop and execute strategies to address concerns and issues. Examples include formulation and execution of OMAO's budget, ship and aircraft operations assignments, personnel actions, executive decision-making processes, and strategic planning processes and activities.

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

1. NOAA Corps Average Authorized Strength maintained at not less than 315.
2. Average attrition rates stable at ~7% +/- 2%
3. Budget execution rate of greater than 95% and less than or equal to 100%
4. Diversity of the NOAA Corps more closely matches the demographics of the current US labor force.
5. Achieve unqualified opinions on financial and human capital audits.
6. Increased voluntary recommendations for the betterment of the NOAA Corps

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 ADAMS.AMILYNN.ELIZABETH Digitally signed by ADAMS.AMILYNN.ELIZABETH.1029672250 Date: 2017.03.09 14:45:46 -05'00' 2. Date 2017-03-09

3. Name Amilynn E. Adams, CAPT/NOAA 4. Title/Position Director, CPC

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 5/10/2017

3. Name RADM David A. Score, NOAA 4. Title/Position Director, NOAA Corps

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 5/10/2017

3. Name RADM David A. Score, NOAA 4. Title/Position Director, NOAA Corps

D. Commissioned Personnel Center Endorsement

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

1. Signature BRAKOB.DEVIN.ROY.104550 Digitally signed by BRAKOB.DEVIN.ROY.1045507200 Date: 2017.03.15 13:58:15 -04'00' 2. Date 2017-03-15

3. Name CAPT Devin R. Brakob, NOAA 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 5/10/2017

3. Name RADM David A. Score, NOAA 4. Title/Position Director, NOAA Corps

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