

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION

A. Billet Number	0511	B. Billet Title	Special Projects Coordinator, Commissioned Personnel Center		
C. Grade Requested	O4 - LCDR	D. Type of Submission	REALIGNMENT OF DUTIES		
E. Minimum amount of overlap between incumbent officer/reporting officer for continuity of duties	2 weeks				
F. Duty Type	FIXED SHORE	G. Estimated Length of Assignment	3 years		

SECTION 2 - DUTY STATION ADDRESS AND CONTACT INFORMATION

A. Street Address	OMAO/Commissioned Personnel Center	B. Street Address	1315 East West Highway, 10th Floor				
C. City	Silver Spring	D. State	Maryland	E. Country	United States	F. Zip Code	20910
G. Office		x		H. Mobile		I. Fax	

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor							
1. Name	CDR Andrew Colegrove, NOAA	2. Position	Chief, OCMD	3. Grade	O5		
4. Email	Chief.careermgmt.cpc@noaa.gov	5. Office		x		6. Mobile	
B. Reporting Officer (2nd Level Supervisor)							
1. Name	Jason Merriweather	2. Position	Deputy Director, Commissioned Pers Ctr	3. Grade	ZP V		
4. Email	jason.merriweather@noaa.gov	5. Office	+1 (301) 713-7715	x		6. Mobile	
C. Reviewer (Normally the Reporting Officer's Supervisor)							
1. Name	CAPT Christiaan van Westendorp	2. Position	Director, Commissioned Personnel Center	3. Grade			
4. Email	Director.cpc@noaa.gov	5. Office	+1 (301) 713-7711	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	OCMD	4. Branch	Special Projects	5. Section or Team	
B. NOAA Goal/Subgoal		C. Program			
D. NOAA Org Code	AN1200	E. NFC Org Code	540801000200000000	F. Project-Task	#8A5ANM-PCP

SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

The Commissioned Personnel Center (CPC) has two primary execution divisions, Officer Personnel Management Division (OPMD) and Officer Career Management Division (OCMD). Both divisions play major roles with the management and oversight of the NOAA Commissioned Officer Corps. CPC administers the entire spectrum of human resource functions for active duty NOAA Corps Officers from recruitment and accession through retirement. CPC has oversight of qualifications, career development, assignments, recruiting, payroll, promotion, discipline, and awards. CPC executes the processes, programs, and policies to provide NOAA with a highly skilled, adaptive, and flexible uniformed workforce capable of supporting and accomplishing the agencies missions in the air, at sea, and through emerging technologies around the globe.

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

The Special Projects Coordinator will be responsible for ensuring cross divisional collaboration throughout CPC and may expect to engage in a multitude of human resources related activities. Collaborates directly with project stake holders and executive sponsors. Develops and manages project documentation, including but not limited to project charter, project schedule, cost estimates/budget, acquisition documents, project briefings and communications. Provides coordination, administrative support, and communications management for all aspects of project planning and implementation.

- Supports business case development, requirements gathering and management, and prioritization of projects and unfunded requests.

- Performs analysis and monitoring of program and project performance, performance metrics, and risk factors; advises CPC leadership on evolving risks, issues, and trends.

- Provides technical writing and reviews, supports routing and approvals, and monitors review cycles for applicable policy in support of OMAO's CPC. Supports steering committee meetings as required.

- Develops and reviews CPC executive level briefings, talking points, performance data, and reports.

- Provides recommendations to improve effectiveness and efficiency of operations and business management functions. Collaborates with leadership and operational stakeholders to develop, execute, and document business process improvements.

- Assists in developing and reviewing project management templates. Supports content management and updates for CPC's website.

- Completes project management training for FAC-PPM or PMP.

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 type="checkbox"/> Decisiveness <input checked="" type="checkbox"/> Problem Solving <input checked="" 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 type="checkbox"/> External Awareness <input type="checkbox"/> Strategic Thinking <input type="checkbox"/> Political Savvy <input type="checkbox"/> Vision <input type="checkbox"/> Partnering

Leadership Prerequisite Comments (Optional)

- Excellent written and verbal communication skills
- Ability to relay information, recommendations, options for decision, and complex data at an executive level
- Ability to serve as a natural leader within units or teams
- Interpersonal skills required to lead, engage, and influence peers and organizational partners
- Ability to apply operational and technical experience into business solutions

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 NOAA and OMAO programs, structure and operations 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).

Preferred skills and experience:

1. Knowledge of program and project management fundamentals and best practices. Experience supporting or managing projects or operational/business process improvements.
2. Technical writing experience. Experience drafting or reviewing policy, SOPs, or other technical instructions. Regulatory knowledge desirable.
3. Ability to operate independently and demonstrate critical thinking and analytical skills.
4. Intermediate to Advanced skills across Microsoft Office and google productivity tools. Experience with AODocs and MS Project or Smartsheet preferred.
5. Strong written and verbal communication skills. Experience developing and reviewing executive level presentations, talking points, and white papers or technical documents.
6. Attention to detail.

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 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 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 type="checkbox"/> Partnering
Leadership Development Comments (Optional)		
- Attendance at mid-grade leadership training - Assume responsibility for planning, development, and implementation of a project or business process improvement - Insight into broad and complex organizational issues, challenges, and opportunities - Other formal leadership training opportunities may be supported through internal and external funding based on fiscal allocations		

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) N/A

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. Acquire project management experience and hours necessary to obtain PMI Project Management Professional (PMP) certification or FAC-P/PM. Should prerequisites be met throughout assignment, achieve FAC-P/PM (entry or mid-level) or PMP certification.
2. Experience developing and routing policy in support of programs, projects, process improvement, and/or regulation.
3. Ability to manage projects professionally through application of project management best practices. Experience developing project management artifacts for project planning and execution.
4. Experience gathering and reviewing requirements, developing business case(s), and analyzing competing priorities.
5. Ability to provide concise, articulate, and effective briefings on various topics to CPC and OMAO leadership.

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

1. Effective and successful completion of project(s) and/or business process improvement(s).
2. Project delivered on-time and within allocated budget.
3. Effective and well-received communications, administrative oversight, briefings, and performance measures.
4. Completion of project management, acquisition, and/or leadership training.

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
CARRIER, JOSEPH, KELSO, III, 1.1155373152
Date: 2023.08.21 10:14:35 -04'00'

2. Date 2023-08-21

3. Name LCDR Joseph Carrier, NOAA

4. Title/Position Chief, Officer Assignment Branch

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

COLEGROVE.ANDREW.RAY
MOND.1292287646

Digitally signed by
COLEGROVE.ANDREW.RAYMOND.1292287646
Date: 2023.08.17 10:12:47 -04'00'

2. Date 2023-08-17

3. Name CDR Andrew Colegrove, NOAA

4. Title/Position Chief, Officer Career Management Division

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

Digitally signed by VAN
WESTENDORP, CHRISTIAAN, HENRY, 1012828175
Date: 2023.09.13 16:46:12 -04'00'

2. Date 2023-09-13

3. Name CAPT Christiaan van Westendorp, NOAA

4. Title/Position Director, Commissioned Personnel Center

D. Commissioned Personnel Center Endorsement

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

1. Signature

COLEGROVE.ANDREW.RAY
MOND.1292287646

Digitally signed by
COLEGROVE.ANDREW.RAYMOND.1292287646
Date: 2023.08.17 10:12:58 -04'00'

2. Date 2023-08-17

3. Name CDR Andrew Colegrove, 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 26 SEPT 23

3. Name RADM Nancy Hann, NOAA

4. Title/Position Director, NOAA Corps

Print Form

Submit to CPC (Reviewer Use Only)