

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

TO: DIRECTOR, COMMISSIONED PERSONNEL CENTER, CPC		FROM: ROUTING CODE: ADDRESS: Kevin S. Amos PAE HCHB 6120	
THRU (Liaison Officer): <i>George E. White</i> CAPT George E. White, Executive Director DUS		PHONE NUMBER: (202) 482-0915	
BILLET TITLE: <u>Program Analyst, Program Analysis & Evaluatio</u> BILLET #: <u>9317</u>		IS THIS A NEW BILLET: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO BILLET PRIORITY: <input checked="" type="checkbox"/> A, <input type="checkbox"/> B, <input type="checkbox"/> C, <input type="checkbox"/> R	
RANK REQUESTED: (0-2, 0-3, 0-4, etc.) <u>O-4</u> GS/GM EQUIVALENT: <u>GS13</u>		<small>(This block to be completed by liaison officer)</small>	
IMMEDIATE SUPERVISOR: Bonnie Morehouse	TITLE: Director, PA&E	PHONE NUMBER: (202) 482-1050	
EDUCATIONAL REQUIREMENTS: In addition to the basic requirements for entry into the Corps, formal training in analytical techniques is beneficial.			
OTHER QUALIFICATIONS (INCLUDE PARTICULAR SECURITY CLEARANCES, SKILLS, ETC...) Knowledge of NOAA operations is required. Familiarity with the NOAA Strategic Plan, Planning, Programming, Budgeting and Execution System (PPBES), and legislative processes is desired. Ability to use Powerpoint and Excel highly desirable.			
1. GENERAL DESCRIPTION OF BILLET: This billet is in the Office of Program Analysis and Evaluation (PA&E). OPA&E is the principal NOAA staff for independent program analysis and evaluation. Through independent and objective analysis, the Office provides evaluations and assessments of specific issues, program plans, and broad area efforts for their ability to support the Department of Commerce and NOAA mission, objectives and policies. The Office manages and coordinates the efforts and activities of the NOAA staff in the programming phase of the Planning, Programming and Budgeting System process which provides the fiscal and programmatic linkage between NOAA's strategic plan and its budget. The Office provides an analytical foundation for programmatic decisions by evaluating process, policy and program alternatives. This analysis forms the basis for an integrated NOAA Program recommendation. The Officer is expected to assist in all phases of the Programming process and in special analysis projects. The Officer is expected to interact with Senior Management throughout NOAA. The Officer will provide the Office Director with recommendations on funding and alternative courses of action based on thorough analysis of the issue at hand.			
2. DUTIES AND RESPONSIBILITIES: a. Is this a supervisory billet? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO b. If so, state number and grade of personnel supervised. Number: _____ Grade(s): _____			
1. Conducts analysis of programmatic and special issues. 2. Develops policy and programmatic alternatives. 3. Recommends the optimum course of action for NOAA. 4. Develops briefings and decision papers for NOAA leadership. 5. Makes presentations/recommendations to NOAA leadership.			

3. CAREER DEVELOPMENT OPPORTUNITIES:

This billet affords the opportunity to examine issues from every part of NOAA. The Office has the opportunity to influence the future directions of the organization and to work with the most senior levels of NOAA leadership.

The Officer will gain a broad based understanding of the entire NOAA program and its future directions. The Officer will gain insight into NOAA leadership policy making processes and have the opportunity to participate in these processes.

4. ADDITIONAL COMMENTS:

SIGNATURE OF SUPERVISOR:

B. Muehause

DATE:

06/28/2006