

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION

A. Billet Number	0013	B. Billet Title	Chief, Business Operations Section
C. Grade Requested	O5 - CDR	D. Type of Submission	PROPOSED NEW BILLET
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	2002 SE Marine Science Drive	B. Street Address					
C. City	Newport	D. State	Oregon	E. Country	United States	F. Zip Code	97365
G. Office	+1 (541) 867-8730	x		H. Mobile		I. Fax	

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor							
1. Name	Tajr Hull	2. Position	Chief Engineer	3. Grade	ZP V		
4. Email	tajr.hull@noaa.gov	5. Office	+1 (541) 867-8803	x		6. Mobile	+1 (703) 344-6999
B. Reporting Officer (2nd Level Supervisor)							
1. Name	Eric Berkowitz	2. Position	Deputy Director, MOC	3. Grade	O6		
4. Email	eric.w.berkowitz@noaa.gov	5. Office	+1 (541) 867-8802	x		6. Mobile	+1 (301) 204-2791
C. Reviewer (Normally the Reporting Officer's Supervisor)							
1. Name	David A. Score	2. Position	Director, MOC	3. Grade	O6		
4. Email	david.a.score@noaa.gov	5. Office	+1 (757) 441-6136	x		6. Mobile	+1 (301) 395-0124

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	MAOC		
3. Division	Marine Operations Center	4. Branch	Engineering	5. Section or Team	Business Operations
B. NOAA Goal/Subgoal			C. Program		
D. NOAA Org Code	AN2100	E. NFC Org Code	54-08-02-0001	F. Project-Task	LYP2AM

SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

Engineering Branch provides ships and other assigned assets with depot level maintenance, engineering, supply, logistics and information services for short- and long-term planning, maintenance, repair, and upgrade of the NOAA fleet to support NOAA missions. The Business Operations Section performs the planning, management, and tracking of depot level maintenance, special engineering projects, CASREP repairs and the execution of resources according to plan; this includes the execution of a budget exceeding \$40M annually. Supports the Chief of Engineering in the management and oversight of an organization totaling nearly 80 people; includes the support and tracking of rotating ETs and associated professional development of all branch personnel. Institutes a performance management system to ensure the branch is meeting customer expectations. Coordinates planning and processes with NOAA Regional Acquisition Divisions.

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

Under the branch chief's direction, the Business Operations Section Chief performs resource management planning and oversight for fiscal, manpower and resource analyses. Assists with the development of the Branch spendplan and tracks budget execution against the spendplan. Coordinates the development of the Forecasting and Advanced Acquisition Planning Systems (FAAPS) to meet NOAA deadlines for the next fiscal year; tracks budget execution for contracts exceeding \$150K against the FAAPS schedule. Coordinates and communicates with NOAA AGO regional acquisition divisions. Coordinates the development of the Five-year Dry Dock and Dock-side plan for depot level maintenance with projections out 10 years; five-year plan developed as input for the prioritization, allocation and scheduling (PAS) process, formerly called the FAP. Captures, tracks and reports Deferred Maintenance to meet requirements of SFFAS No. 6 for financial statement reporting. Leads the tracking and reporting of accountable property within the Branch's purview, including ship-unique spares, spare small boats and other NOAA-specific ship spares. Implements project tracking for assets under development or construction if they will be capitalized; supports project manager with completing Construction-Work-In-Progress (CWIP) documents to accrue the capitalized value for accounting purposes; serves as Activity Manager for CWIP. Leads the tracking of the Branch's performance management program to capture key performance indicators. Identifies training requirements, develops a plan and coordinates professional development of branch staff engineers; tracks certifications to ensure compliance with engineer roles and responsibilities; tracks certification attainment and expiration dates. Plans and tracks hiring to meet branch resource requirements and incorporates succession planning. Supports the planning and tracking of the rotating ET program, to include planning and scheduling related professional development.

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):

Not applicable.

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 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)

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)

Graduation from a Maritime College or Academy, with emphasis in Marine Engineering or Naval Architecture is highly desired.

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).

Knowledge of MARS & CBS; desired experience developing/extracting data from MARS & CBS

Experience developing spendplans

Marine, electrical, electronics or mechanical engineering education

Familiarity desired with USCG, ABS, the CFR and industry standards (ASTM, IEEE, etc) for engineering

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 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 type="checkbox"/> Partnering
Leadership Development Comments (Optional)		

SECTION 11 - OPERATIONAL DEVELOPMENT

<p>A. Marine Development</p> <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
<p>B. Aviation Development</p> <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
<p>C. Dive Development</p> <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
<p>D. Additional Operational Development (security clearances, special training) or Operational Development Comments (Optional)</p> <div style="height: 80px;"></div>

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).

Senior management skills and organizational leadership development.
Spendplan development, budgeting and contracting.
Strategic planning and policy development.
Project and Risk Management planning; cost and schedule management
Performance management
COR certification

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

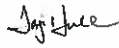
Branch-wide reports are collated, reviewed and submitted on time for Deferred maintenance, CWIP, Accountable Property, etc.
Spend plan and budget execution variance is less than 25%; funds are spent to within 0.5 % of budget.
Contract milestones are planned with NOAA acquisition and tracked to meet contract repair schedules.
COR certifications are tracked and key personnel notified of expiration and requirements to renew certifications.
Accounts Payable issues are highlighted and resolved promptly; accounts payable tracked with none over 60 days past due.
Credit cards reconciled with none over 30 days past due.

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 Tajr Hull
DN: cn=Tajr Hull, o=Engineering, ou=MOC,
email=tajr.hull@noaa.gov, c=US
Date: 2012.06.03 14:56:57 -0700

2. Date 2012-06-03

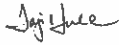
3. Name Tajr Hull

4. Title/Position Chief of Engineering

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



Digitally signed by Tajr Hull
DN: cn=Tajr Hull, o=Engineering, ou=MOC,
email=tajr.hull@noaa.gov, c=US
Date: 2012.09.02 12:16:03 -0700

2. Date

3. Name Tajr Hull

4. Title/Position Chief of Engineering

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 David A. Score
DN: cn=David A. Score, o, ou=MOC-Atlantic,
email=David.A.Score@noaa.gov, c=US
Date: 2012.08.30 00:11:17 -0400

2. Date 2012-08-30


3. Name RDML David A. Score, NOAA

4. Title/Position OMAO Deputy Director 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 2012-09-06


3. Name CAPT Anne K. Lynch

4. Title/Position Director, Commissioned Personnel Center

E. Director, NOAA Corps Endorsement

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

1. Signature



2. Date 2012-09-07

3. Name RADM Michael S. Devany

4. Title/Position Director, NOAA Corps

Print Form

Submit to CPC (Reviewer Use Only)

