

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION CD BILLET NUMBER: 18168

A. Billet Number	0020	B. Billet Title	MAOC Senior Program Analyst		
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	No Overlap Required				
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					
C. City	Silver Spring	D. State	Maryland	E. Country	United States	F. Zip Code	20910
G. Office	+1 (301) 713-7700	x		H. Mobile		I. Fax	

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor							
1. Name	Todd Stiles	2. Position	Deputy Director, MAOC	3. Grade	O6		
4. Email	Todd.C.Stiles@noaa.gov	5. Office	+1 (301) 713-7700	x		6. Mobile	
B. Reporting Officer (2nd Level Supervisor)							
1. Name	Philip M. Kenul	2. Position	Director, MAOC	3. Grade	O7		
4. Email	Philip.M.Kenul@noaa.gov	5. Office	+1 (301) 713-7700	x		6. Mobile	
C. Reviewer (Normally the Reporting Officer's Supervisor)							
1. Name	Philip M. Kenul	2. Position	Director, MAOC	3. Grade	O7		
4. Email	Philip.M.Kenul@noaa.gov	5. Office	+1 (301) 713-7700	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	OMAO				
3. Division	MAOC	4. Branch	N/A	5. Section or Team	N/A		
B. NOAA Goal/Subgoal	Mission Support / Fleet Services			C. Program	Marine Operations and Maintenance		
D. NOAA Org Code	AN2000	E. NFC Org Code	540802000000000000		F. Project-Task	H8P2ANM - PMA	

SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

The incumbent of this position serves as the Senior Program Analyst for the Director, Marine and Aviation Operations Centers (MAOC). In this capacity, the incumbent is a key advisor and principal point of contact to the MAOC Director and Deputy Director on internal and external marine and aviation program issues with responsibility for analysis, representation and integration across NOAA and its programs, as well as other partner agencies, and private industry.

The assigned officer will analyze and focus on activities to include, but not limited to, interagency fleet representation and coordination, fleet allocation, internal cruise execution plans, UAS and AUV, and MAOC PPBES activity.

SECTION 6 - DUTIES AND RESPONSIBILITIES

6A. Description of Duties and Responsibilities

Community Platform Liaison:

1. Maintains a current and comprehensive knowledge of interagency activities and policies related to platform users (university, private, and international fleets) and identifies potential conflict or benefit issues for analysis and evaluation and conducts appropriate assessments and studies.
 2. Serves as the interface between NOAA and UNOLS, represents NOAA on various UNOLS committees, implementation teams, and work groups on matters related to ship scheduling.
 3. Serves as the MAOC HQ point of contact for issues, such as: ice operations, remote operations, and navigation issues.
- Participates in conferences, meetings, and other functions as necessary to maintain an understanding of the liaison between users and agencies.

Fleet Allocation Process Improvement:

1. MAOC member/representative to the Fleet Allocation "Fleet Working Group" and the "Integrated FAP Team".
2. Cruise Execution Action Officer: Cruise Instruction process improvement to include comprehensive review of current customer satisfaction survey and feedback mechanism.

UAS & AUV:

1. Assist and advise the Director in the evaluation of Autonomous Underwater Vehicles (AUVs) and Unmanned Aircraft Systems (UAS) equipped with associated sensors to help collect NOAA data. Assist in the development of a small platform management plan for ships & aircraft services.

MAOC PPBES Liaison:

1. Serve as Marine Operations and Maintenance, Aircraft Services, and Aircraft Replacement Program (PPBES) Assist.

MAOC HQ Aircraft Liaison Assist

1. Serve as MAOC HQ POC on Shrike replacement.
2. Serve as MAOC Aircraft Replacement Plan POC and advisor to the Director, MAOC

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

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 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)

Senior officer of either operational ship or aircraft bring mutual benefit.

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).

Ability to multi-task. Experience in dealing with senior level management, administration and direction of programs. Experience in writing/editing. Proficiency in software programs associated with presentations, spreadsheets, and word processing are required.

Experience with both AOC and MOC programs and projects highly desired. Project analysis, cost benefit analysis, or project or risk management highly desirable. Solid background in Power Point, Excel, Access or other database management skills are beneficial.

Incumbent must have excellent communication skills, i.e., be capable of clear self expression, both written and spoken. The Incumbent should have firm grasp of NOAA organizational structure and Program mission, as well as NMAO and MAOC program.

SECTION 10 - LEADERSHIP DEVELOPMENT

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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 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 type="checkbox"/> Writing <input checked="" 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 type="checkbox"/> Decisiveness <input checked="" type="checkbox"/> Problem Solving <input checked="" type="checkbox"/> Conflict Management <input checked="" type="checkbox"/> Customer Focus <input 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 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)

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).

An assignment to MAOC headquarters level as the Senior Program Analyst can be viewed as an excellent assignment into the executive level positions within NOAA. The billet affords the opportunity to gain exposure to, work with, and alongside the top management of NMAO and MAOC, as well as external partners, thus allowing the incumbent to help guide NMAO's and the agency's direction. Incumbent will build upon knowledge of all the programs of NOAA. The incumbent will develop an understanding of the concerns and issues affecting both the NMAO and NOAA. These include, but are not limited to, the management and advisor role in: planning and formulation of the MAOC budget, ship and aircraft operational and allocation preparedness, small platform management, the executive decision making process, and the Planning, Programming, Budgeting and Execution System (PPBES).

Successful completion of the billet will result in greater external awareness, and enhanced strategic thinking skill by exposure and working closely alongside senior leadership, as well as other NOAA Programs and external partners through project analysis, advisement, and execution of key MAOC initiatives.

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

- Establish presence as MAOC HQ POC on all matters related to knowledge of interagency activities and policies related to platform users (university, private, and international fleets).
- Represent and advise both internal and external fleet users - maintain positive working relationship with fleet users
- Conducts appropriate assessments and studies of current fleet use to determine efficiency.
- Establish membership as "Fleet Working Group" and the "Integrated FAP Team" member.
- Complete and continuous evaluation of Cruise Instruction process analysis to include current customer satisfaction and provide improvements.
- Assist in the development of a small platform management plan for ships & aircraft services.
- Assist in development of program plans as part of PPBES process as related to Marine Operations and Maintenance, Aircraft Services, and Aircraft Replacement Program.
- Assist in the development and acquisition of the Shrike replacement.
- Sound advice to the Director MAOC on matters related to Aircraft Replacement Plan.

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 Todd C. Stiles 2. Date

3. Name 4. Title/Position

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 Philip M. Kenul 2. Date

3. Name 4. Title/Position

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 Philip M. Kenul 2. Date

3. Name 4. Title/Position

D. Commissioned Personnel Center Endorsement

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

1. Signature Nathan H. Hancock 2. Date

3. Name 4. Title/Position

D. Director, NOAA Corps Endorsement

"I am the and I this billet."

1. Signature Jonathan W. Bailey 2. Date

3. Name 4. Title/Position