

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION

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 Month				
F. Duty Type	FIXED SHORE	G. Estimated Length of Assignment	3 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 (401) 626-2648	I. Fax	+1 (301) 713-4140

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor							
1. Name	RADM Michael S. Devany, NOAA	2. Position	Director, NOAA Corps & OMAO	3. Grade	O8		
4. Email	Michael.Devany@noaa.gov	5. Office	+1 (301) 713-7600	x		6. Mobile	+1 (757) 510-5399
B. Reporting Officer (2nd Level Supervisor)							
1. Name	RADM Michael S. Devany, NOAA	2. Position	Director, NOAA Corps & OMAO	3. Grade	O8		
4. Email	Michael.Devany@noaa.gov	5. Office	+1 (301) 713-7600	x		6. Mobile	+1 (757) 510-5399
C. Reviewer (Normally the Reporting Officer's Supervisor)							
1. Name	RADM Michael S. Devany, NOAA	2. Position	Director, NOAA Corps & OMAO	3. Grade	O8		
4. Email	Michael.Devany@noaa.gov	5. Office	+1 (301) 713-7600	x		6. Mobile	+1 (757) 510-5399

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	Commissioned Personnel Center		
3. Division	Office of the Director	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	L8P2ANM-PCP

SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

The Commissioned Personnel Center (CPC) is located with the Office of Marine and Aviation Operations, and provides policies, programs, and processes that facilitate the recruitment, commissioning, training and development, performance management, and retention of a highly skilled, adaptive, and flexible workforce of NOAA Corps officers capable of accomplishing the Agency's mission. It is comprised of five functional components: the Office of the Director, Officer Personnel Management Division, Officer Career Management Division, NOAA Corps Block Funding, and the Resource Management Division. The CPC serves as the operating human resources management office for NOAA Corps officers (to include dependents), providing the full range of recruitment, training, assignment, advisory services, benefits counseling, personnel and payroll processing, and resource management in partnership with OMAO senior management to carry out NOAA's mission.

The Office of the Director (OD), CPC reports to the Director, NOAA Corps and OMAO, and on behalf of the Director, NOAA Corps and OMAO, develops strategies, policies and proposes regulations to carry out a comprehensive human resources management program. The Director, CPC manages all aspects of the NOAA Corps personnel system, and is responsible for officer recruitment, training, assignments, career development, payroll, and records maintenance.

The Office of the Director, CPC evaluates the human resources management aspects of the NOAA Corps, and works closely with the Director, NOAA Corps and OMAO to facilitate operations and implementation of policies and programs which enable officers to best serve NOAA and the Nation.

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 and Administration

1. Directs the planning, management and administration of the Commissioned Personnel Center (CPC). Directs the staffing of approximately 30 personnel, including the Deputy Director, division chiefs, and program managers.
2. Oversees NOAA Corps human resource management and human capital initiatives through the recruitment, assignment, and training of a highly-skilled, adaptive officer corps. Advises the Director, NOAA Corps on all aspects of officer human resources issues. Ensures administration all officer personnel actions from appointment, to promotion, to resignation/retirement. Responsible for ensuring all actions are administered in accordance with applicable statutes, Departmental Organizational Orders, NOAA Administrative Orders, and NOAA Corps Directives. Monitors laws and regulations affecting the uniformed services and implement changes, as appropriate. Counsels officers on human resources related matters.
3. Identifies and establishes CPC and NOAA Corps management priorities via annual and strategic planning. Directs the development and implementation of CPC initiatives to provide long-term effective utilization of NOAA Corps officers.
4. Fosters public awareness of the NOAA Corps' mission and objectives. Oversees key integral partnerships and stakeholder relationships, for example with the USCG, that impact the success of NOAA Corps operations.

Financial Management and Budget

5. Oversees CPC's annual operating, discretionary, and mandatory account budgets. Administers a budget of approximately \$65 million and ensures fiscal year-end closeout with +/- 5% annual budget allocation.
6. Directs the development and implementation of operating plans and financial requirements for the CPC in accordance with the decisions of the Director, NOAA Corps for the approved officer end-strength. Complies with CPC Budget Delegations as identified in Standard Operating Procedure 0801-00.
7. Directs the development of financial management policies and procedures which comply with Congressional, Office of Management and Budget, DOC, NOAA, and OMAO established regulations. Ensures organizational compliance with DoC Purchase Card Program policy CAM1313.301.
8. Ensures funds availability prior to 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 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)

NOAA Ship and/or Aircraft Command experience. Top Secret security clearance (optional).

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).

1. Prior experience in military human resources management and/or assignment rotation within the Commissioned Personnel Center.
2. Prior senior management experience in DOC/NOAA Line, Staff or Program Office.

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 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

<p>A. Marine Development</p> <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</p> <p><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</p> <p><input type="checkbox"/> Trawl Qualified <input type="checkbox"/> Longline Qualified <input type="checkbox"/> Hydro Launch PIC <input type="checkbox"/> Foreign Port Calls</p>
<p>B. Aviation Development</p> <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</p> <p><input type="checkbox"/> Alaska/Wilderness Qualified <input type="checkbox"/> Flight Meteorologist <input type="checkbox"/> International Flights <input type="checkbox"/> UAS Pilot</p>
<p>C. Dive Development</p> <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</p> <p><input type="checkbox"/> Unit Diving Supervisor</p>
<p>D. Additional Operational Development (security clearances, special training) or Operational Development Comments (Optional)</p> <p> </p>

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 at the headquarters level as Director, CPC should be viewed as an excellent transition assignment into executive level positions within NOAA. This billet affords the opportunity to gain exposure to, work with, and alongside the top management of OMAO, and at times NOAA, thus allowing the incumbent to guide OMAO and the agency's direction. Incumbent will gain a broad based knowledge of NOAA programs. The incumbent will develop an understanding of the concerns and issues affecting OMAO, CPC, and NOAA. These include, but are not limited to, the formulation and execution of the OMAO budget, ship and aircraft operations assignments, personnel actions, executive decision making process, and strategic planning activities.

SECTION 13 - CRITICAL SUCCESS CRITERIA


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

1. Well informed Director, NOAA Corps on all matters related to NOAA Corps directives and procedures, plans and budget to effectively operate and manage the NOAA Corps.
2. Senior advisor to Director, NOAA Corps on all NOAA Corps program and policy issues.
3. Develop and implement the NOAA Corps Workforce Plan.
4. Timely and effective office administration processes and responses within CPC and to OMAO, NOAA, and DOC.
5. Well informed staffs (OMAO and CPC), programs, and others through effective and well understood communication of NOAA Corps operations and related activities.

SECTION 14 - ROUTING, REVIEW, RECOMMENDATION AND APPROVAL

A. Developer's Statement

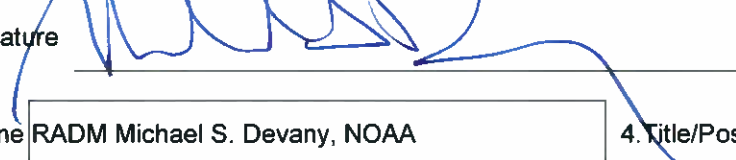
"I certify that I have written this billet description and certify that it is a true and correct representation of the billet."

1. Signature  2. Date

3. Name 4. Title/Position

B. Supervisor's Statement

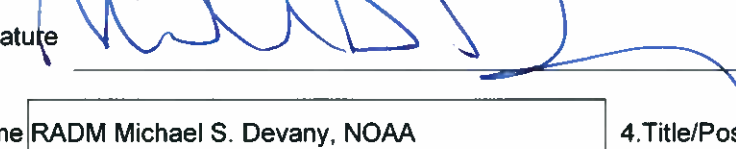
"I have reviewed this billet description and certify that it is a true and correct representation of this billet "

1. Signature  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  2. Date

3. Name 4. Title/Position

D. Commissioned Personnel Center Endorsement

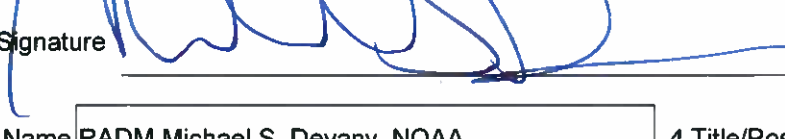
"I am the OMAO/CPC Officer Career Management Division representative. I recommend of this billet."

1. Signature  2. Date

3. Name 4. Title/Position

E. Director, NOAA Corps Endorsement

"I am the and I this billet."

1. Signature  2. Date

3. Name 4. Title/Position