

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION

A. Billet Number	<input type="text" value="0522"/>	B. Billet Title	<input type="text" value="Chief, Officer Recruiting Branch"/>
C. Grade Requested	<input type="text" value="O4 - LCDR"/>	D. Type of Submission	<input type="text" value="ANNUAL RECERTIFICATION"/>
E. Minimum amount of overlap between incumbent officer/reporting officer for continuity of duties	<input type="text" value="1 Month"/>		
F. Duty Type	<input type="text" value="FIXED SHORE"/>	G. Estimated Length of Assignment	<input type="text" value="3 years"/>

SECTION 2 - DUTY STATION ADDRESS AND CONTACT INFORMATION

A. Street Address	<input type="text" value="8403 Colesville Rd"/>	B. Street Address	<input type="text" value="Suite 500"/>
C. City	<input type="text" value="Silver Spring"/>	D. State	<input type="text" value="Maryland"/>
E. Country	<input type="text" value="United States"/>	F. Zip Code	<input type="text"/>
G. Office	<input type="text" value="+1 (301) 713-7731"/> x <input type="text"/>	H. Mobile	<input type="text"/>
I. Fax	<input type="text" value="+1 (301) 713-4140"/>		

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor					
1. Name	<input type="text" value="CDR Scott Sirois"/>	2. Position	<input type="text" value="Chief, Officer Career Management Division"/>	3. Grade	<input type="text" value="O5"/>
4. Email	<input type="text" value="chief.careermgmt.cpc@noa.gov"/>	5. Office	<input type="text" value="+1 (301) 713-7748"/> x <input type="text"/>	6. Mobile	<input type="text"/>
B. Reporting Officer (2nd Level Supervisor)					
1. Name	<input type="text" value="Monica M.P. Matthews"/>	2. Position	<input type="text" value="Deputy Director, Commissioned Pers Ctr"/>	3. Grade	<input type="text" value="ZA V"/>
4. Email	<input type="text" value="Monica.MPmatthews@noaa.gov"/>	5. Office	<input type="text" value="+1 (301) 713-7715"/> x <input type="text"/>	6. Mobile	<input type="text"/>
C. Reviewer (Normally the Reporting Officer's Supervisor)					
1. Name	<input type="text" value="CAPT Anne Lynch"/>	2. Position	<input type="text" value="Director, Commissioned Personnel Center"/>	3. Grade	<input type="text" value="O6"/>
4. Email	<input type="text" value="Director.CPC@noaa.gov"/>	5. Office	<input type="text" value="+1 (301) 713-7713"/> x <input type="text"/>	6. Mobile	<input type="text" value="+1 (301) 943-8420"/>

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	<input type="text" value="OMAO"/>	2. Office, Center, or Lab	<input type="text" value="CPC"/>		
3. Division	<input type="text" value="OCMD"/>	4. Branch	<input type="text" value="Officer Recruiting Branch"/>	5. Section or Team	<input type="text"/>
B. NOAA Goal/Subgoal	<input type="text"/>		C. Program	<input type="text"/>	
D. NOAA Org Code	<input type="text"/>	E. NFC Org Code	<input type="text" value="08-01-0000-00-00-00-00"/>	F. Project-Task	<input type="text" value="J8P2ANM PCP"/>

SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

The Career Management Division is one of the two primary execution divisions within CPC. The Division comprises of the Recruiting Branch, Assignment Coordinator, and NOAA Officer Training Center. The division has major roles with leadership development programs and training, career counseling, human capital strategic planning, and the officer evaluation system. The division recruits, trains, assigns, and develops officers to ensure NOAA and the NOAA Corps is staffed with highly skilled and motivated officers.

The Chief, NOAA Corps Officer Recruiting Branch is responsible for ensuring that an adequate pool of qualified NOAA Corps applicants is available to facilitate selection of high-potential officer candidates for each of two NOAA Corps Basic Officer Training Classes (BOTC) per year. The branch manages NOAA Corps applications from the point of initial contact through in-processing of appointed officer candidates. Other responsibilities include establishing and maintaining relationships with academic institutions, disseminating current recruiting and general NOAA Corps information to organizations and individuals, arranging NOAA Corps presence at various recruiting events, and striving to increase diversity among the pool of qualified NOAA Corps applicants.

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 incumbent officer will be responsible for:

1. Supervising Recruiting Officer. Includes monitoring performance, skill development, and completing annual personnel reporting requirements.
2. Managing Officer Recruiting Branch budget to ensure all critical needs are met and flexible needs are periodically evaluated and adjusted to best meet the current recruiting needs.
3. Tracking and monitoring recruiting/appointment statistics, current and projected personnel needs, success of recruiting plan developed by Recruiting Officer, and success of recruiting EEO/diversity initiatives.
4. Liaison with Chief, OCMD and Chief, OPMD to improve recruiting processes and entry level officer qualifications.
5. Solicitation and procurement of recruiting contracts to include online recruiting services and EEO/diversity targeted advertising.
6. Design, production, procurement, and inventory of NOAA Corps recruiting material and paraphernalia.
7. Review and evaluation of application materials to determine eligibility. Providing timely responses, detailed instructions, and guidance to applicants as they complete the application process.
8. Tracking progress of each application and maintaining files for each applicant.
9. Performing applicant interviews or arranging for applicants to interview with an appropriately ranked and experienced officer in their geographic location. Includes preparing interviewing officer with application materials, interview paperwork, and any concerns identified by the Recruiting Branch that should be investigated during the interview.
10. Preparation for and attendance at BOTC selection boards. Includes scheduling Officer Personnel Board (OPB) meeting with Chief, Officer Personnel Management Division, validation of applicant files, creation of BOTC matrix, dissemination of files to OPB members, providing unbiased Recruiting Branch notes to the OPB, and providing information requested by the OPB if deemed appropriate.
11. Reviewing and approving travel authorizations and vouchers for invitational travel required for officer candidate in-processing.
12. Performing final in-processing and leading required online training sessions during BOTC Indoctrination, as well as assisting the OIC, NOAA Officer Training Center as needed.
13. Ensuring information on the NOAA Corps recruiting website is accurate and professionally presented.
14. Seeking new opportunities for outreach and recruiting that will promote the NOAA Corps and generate interest among potential applicants.
15. Compile Recruiting Annual Report and revise applicable directives, forms, and policy documents.
16. Indirectly supervise OCMD's Administrative Assistant when they are performing Recruiting Branch tasks.
17. Assist the Recruiting Officer and Field Recruiters with providing information to prospective candidates.

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)	Leading Others	<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)		<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)	Leading Performance and Change	<input checked="" type="checkbox"/> Decisiveness <input checked="" type="checkbox"/> Problem Solving <input type="checkbox"/> Conflict Management <input checked="" type="checkbox"/> Customer Focus <input type="checkbox"/> Entrepreneurship
CDR (O5)		<input type="checkbox"/> Creativity & Innovation <input type="checkbox"/> Human Capital Management <input checked="" type="checkbox"/> Financial Management <input type="checkbox"/> Technology Management
CAPT (O6) and RADM (O7/O8)	Leading Organizations	<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)

Incumbent officer must be professional in appearance, actions, and communications. Solid interpersonal skills are imperative for building relationships with potential applicants, academic institutions, vendors, and other NOAA offices.

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)

Incumbent officer must be familiar with all components of NOAA and the NOAA Corps. As the supervisory level contact for officer recruiting, he/she must be able to answer the multitude of questions that will be presented by prospective candidates and college/university staff. Diverse operational experience is preferred. A minimum of Officer of the Deck and Working Diver qualifications are highly desirable. A thorough understanding of requirements for obtaining these qualifications is essential when providing guidance to applicants or newly appointed officers.

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).

Experience with budgeting, travel regulations, and customer service is required.

Strong management, interpersonal and administrative skills are critical to success.

Ability to manage multiple projects, attention to detail, and strong computer skills are highly recommended.

Excellent officer bearing is necessary.

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

Leadership Development Comments (Optional)

Human capital management includes strategic planning to ensure a large pool of highly qualified and diverse applicants, tracking and evaluation of recruiting/appointment statistics, and projecting numbers of new recruits needed. Creativity and innovation to ensure recruiting is modern and will successfully reach qualified members of the emerging workforce. Financial management skills will be required to successfully plan and execute the Officer Recruiting Branch budget such that all critical activities are funded and more flexible activities are periodically evaluated and adjusted to best meet current recruiting needs.

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).

The officer will develop expertise in NOAA's human resources policies and on-boarding requirements, regulations governing the NOAA Corps appointment process, budget planning and execution, management and prioritization of multiple projects, written and verbal communication, behavioral-based interviewing, public outreach, and property management. The officer will develop knowledge of student opportunities and other employment opportunities throughout NOAA. Relationships will be established with multiple NOAA offices through outreach and partnering for various recruiting events.

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

1. OER's for Recruiting Officer submitted complete, professional, and on time. Recruiting Officer demonstrates professional growth and overall development.
2. The number of qualified applicants for each BOTC will be at least 75 persons of various scientific or technical backgrounds applicable to NOAA's missions.
3. Quantifiable recruiting efforts will be made to reach qualified potential applicants that are of a diverse ethnicity.
4. Annual Officer Recruiting Branch expenses will be tracked and within the allotted budget +/- 10%.
5. Inventory of standard recruiting props and materials will be sufficient to supply all career fairs arranged by the Recruiting Officer.
6. All initial application paperwork submissions (e.g., Personal Data Resume) will be reviewed and a response provided within two weeks of receipt.
7. All email or telephone contacts either directed specifically to Chief, Officer Recruiting Branch or from persons with an application package in progress will receive a response within one week of contact.
8. Officer Personnel Board will receive applicant files for review that are complete and free of error.
9. Newly appointed officers will complete all required in-processing paperwork and online training requirements in the first week of Indoctrination.

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 Holly Jablonski 2. Date 30 AUG 2011
3. Name LCDR Holly Jablonski 4. Title/Position Chief, Officer Recruiting 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 Scott Sirosis 2. Date 26 Sept 2011
3. Name CDR Scott Sirosis 4. Title/Position Chief, Officer Career and 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 Anne Lynch 2. Date 27 SEPT 11
3. Name CAPT Anne Lynch 4. Title/Position Director, Commissioned Personnel Center

D. Commissioned Personnel Center Endorsement

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

1. Signature Amanda Goeller 2. Date 28 SEPT 2011
3. Name LT Amanda Goeller 4. Title/Position Chief, Officer Assignments Branch

E. Director, NOAA Corps Endorsement

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

1. Signature Jonathan Bailey 2. Date 10/27/2011
3. Name RADM Jonathan Bailey 4. Title/Position Director, NOAA Corps

Print Form

Submit to CPC (Reviewer Use Only)