

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION

A. Billet Number	7015	B. Billet Title	Chief, IOOS Regional and External Affairs Division (READ)		
C. Grade Requested	O6 - CAPT	D. Type of Submission	REALIGNMENT OF DUTIES		
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	2.5 years		

SECTION 2 - DUTY STATION ADDRESS AND CONTACT INFORMATION

A. Street Address	1100 Wayne Ave	B. Street Address	Suite 1225				
C. City	Silver Spring	D. State	Maryland	E. Country	United States	F. Zip Code	20910
G. Office	+1 (301) 427-2443	x		H. Mobile	+1 (240) 778-9129	I. Fax	+1 (301) 427-2073

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor							
1. Name	Suzanne Skelley	2. Position	Deputy Director, IOOS	3. Grade	GS 15		
4. Email	Suzanne.Skelley@noaa.gov	5. Office	+1 (301) 427-2434	x		6. Mobile	+1 (240) 205-0875
B. Reporting Officer (2nd Level Supervisor)							
1. Name	Suzanne Skelley	2. Position	Deputy Director, IOOS	3. Grade	GS 15		
4. Email	Suzanne.Skelley@noaa.gov	5. Office	+1 (301) 427-2434	x		6. Mobile	+1 (240) 205-0875
C. Reviewer (Normally the Reporting Officer's Supervisor)							
1. Name	Zdenka Willis	2. Position	Director, IOOS	3. Grade	SES-All		
4. Email	Zdenka.Willis@noaa.gov	5. Office	+1 (301) 427-2458	x		6. Mobile	+1 (301) 676-4747

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	NOS	2. Office, Center, or Lab	IOOS		
3. Division	READ	4. Branch		5. Section or Team	

B. NOAA Goal/Subgoal	Modeling and Observing Infrastructure (MOBI)	C. Program	IOOS		
D. NOAA Org Code	1001000000	E. NFC Org Code		F. Project-Task	H8K3BDF-P00

SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

The United States Integrated Ocean Observing System (IOOS®) is a user-driven, coordinated network of people, organizations, and technology that generate and disseminate continuous data about our coastal waters, Great Lakes, and oceans. IOOS is our Eyes on our Oceans, Coasts and Great Lakes. IOOS is a tool that will enable the Nation to track, predict, manage, and adapt to changes in our marine environment and deliver critical information to decision makers to improve safety, enhance our economy and protect our environment. IOOS provides a major shift in the approach to ocean observing by drawing together the vast network of disparate federal and non-federal observing systems to produce a cohesive suite of data, information, and products.

Two interdependent components constitute the U.S. IOOS: (1) the global ocean component, and (2) the coastal component. The coastal component includes a federal component and a regional, non-federal component. The Integrated Coastal and Ocean Observation System (ICOOS) Act of 2009 authorized U.S. IOOS and named NOAA the lead federal agency. Activities of the federal component are coordinated through the Interagency Working Group on Ocean Observations (IWGOO), which the NOS Acting AA chairs and the IOOS Director is the NOAA principal. The regional component is defined by 11 geographic areas, each with a Regional Association which manages the regional coastal ocean observing system, and a consortium of institutions that provide sensor validation and verification services.

SECTION 6 - DUTIES AND RESPONSIBILITIES

6A. Description of Duties and Responsibilities

The incumbent serves as the Chief of the Policy, Regional & External Affairs Division and serves as the key advisor to the Senior Executive Service member Program Director on program and policy issues. In support of the Director, the Division Chief will be responsible for regional IOOS development & maintenance activities, implementation of elements of the ICOOS Act, Congressional interaction support, leadership support on policy issues, communications, education, training & outreach, and staffing industry and international collaboration activities. The Division Chief will coordinate with other national observation programs to ensure maximum usage of appropriate available data. The incumbent is responsible for the development of partnerships to explore and define ocean and coastal observing issues and establish realistic objectives for collaborative projects. Additionally, the incumbent represents the policies of the NOAA IOOS Program in alliance with internal and external groups responsible for IOOS resources and developmental policy. The Division Chief directly supervises six civilian employees and oversees numerous cooperative agreements totaling \$30M in FY10. Implementing an integrated ocean observing system for the nation, in accordance with the ICOOS Act and cognizant of the political environment, and in cooperation with partners ranging from interagency, regional, industry, other NOAA programs, requires creativity and innovation, external awareness, strategic thinking and vision.

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):

No.

SECTION 7 - LEADERSHIP PREREQUISITES

GRADE	LEADERSHIP MATURITY LEVEL	LEADERSHIP COMPETENCIES NEEDED FOR THIS BILLET
ENS (O1)	Leading Self	<input type="checkbox"/> Core Values & Conduct <input type="checkbox"/> Health & Well Being <input type="checkbox"/> Responsibility <input type="checkbox"/> Followership <input type="checkbox"/> Adaptability
LTJG (O2)		<input type="checkbox"/> Interpersonal Skills <input type="checkbox"/> Continuous Learning <input type="checkbox"/> Technical Proficiency <input type="checkbox"/> Listening <input type="checkbox"/> Speaking
LT (O3)	Leading Others	<input type="checkbox"/> Writing <input type="checkbox"/> Team Building <input type="checkbox"/> Leveraging Diversity <input type="checkbox"/> Influencing Others <input type="checkbox"/> Developing Others <input type="checkbox"/> Execution
LCDR (O4)		<input type="checkbox"/> Decisiveness <input type="checkbox"/> Problem Solving <input type="checkbox"/> Conflict Management <input type="checkbox"/> Customer Focus <input type="checkbox"/> Entrepreneurship
CDR (O5)	Leading Performance and Change	<input type="checkbox"/> Creativity & Innovation <input type="checkbox"/> Human Capital Management <input 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)

The incumbent must possess strong interpersonal and leadership skills to interact with Congressional staff, Interagency partners, and regional partners. The incumbent must possess integrity, honesty, and be an adept public speaker and articulate writer.

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)

None.

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).

The incumbent should have a strong background in NOS programs, demonstrating working knowledge of NOAA line and staff office responsibilities and capabilities. The incumbent should have an advanced degree in a science or business related field. The incumbent should have strong supervisory and leadership skills to lead GS13-14 (Band 3-4) employees and the ability to manage projects. The incumbent should have a good understanding of grants or contract planning and administration to manage the 25+ cooperative agreements awarded through IOOS. The incumbent should have a solid understanding of interactions between the Legislative and Executive branches, interagency oceanographic activities, ocean governance structure, NOAA policy and strategic plans, and a working knowledge of NOAA's budget formulation process.

SECTION 10 - LEADERSHIP DEVELOPMENT

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 type="checkbox"/> Responsibility <input type="checkbox"/> Followership <input type="checkbox"/> Adaptability
LTJG (O2)		<input type="checkbox"/> Interpersonal Skills <input type="checkbox"/> Continuous Learning <input type="checkbox"/> Technical Proficiency <input type="checkbox"/> Listening <input type="checkbox"/> Speaking
LT (O3)	Leading Others	<input type="checkbox"/> Writing <input type="checkbox"/> Team Building <input type="checkbox"/> Leveraging Diversity <input type="checkbox"/> Influencing Others <input type="checkbox"/> Developing Others <input type="checkbox"/> Execution
LCDR (O4)		<input type="checkbox"/> Decisiveness <input type="checkbox"/> Problem Solving <input type="checkbox"/> Conflict Management <input type="checkbox"/> Customer Focus <input type="checkbox"/> Entrepreneurship
CDR (O5)	Leading Performance and Change	<input type="checkbox"/> Creativity & Innovation <input type="checkbox"/> Human Capital Management <input 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)

This billet affords the opportunity to work with senior NOAA leaders, senior leaders of other federal agencies and leaders of regional partner organizations, allowing the incumbent to influence the development of U.S. IOOS. The incumbent will gain a broad based knowledge and experience of implementing a new law to establish a national program involving other federal agencies, regional non-federal partners, industry, the academic community, as well as other NOAA programs. The incumbent will implement a national scale program within the context of the personnel, policy, budget and management systems of NOAA.

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)

None.

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 incumbent will develop an understanding of the concerns and issues affecting the Department and NOAA, as well as other federal agencies and the broader community associated with oceanographic data. The incumbent will gain program management and system acquisition experience, as IOOS is a major project as defined by NOAA Administrative Order (NAO 216-108). The incumbent will be provided the opportunity to develop the background, tools, and exposure necessary to join the Senior Leadership as a Flag Officer.

This billet affords the opportunity for the incumbent to exercise their interpersonal skills with senior NOAA leaders, senior leaders of other federal agencies and leaders of our non-federal partner organizations. The incumbent will also enhance verbal, written and presentation skills while communicating program priorities to audiences within NOAA, Congressional staff, other agencies, and the private sector and with our regional partners. The incumbent will become well versed with competitive agreement processes and hone techniques for responding to NOAA data calls and inquiries from the public and Congressional staff and members. The incumbent will develop negotiation skills with the private sector pertaining to grant proposals and awards. The incumbent will master leadership skills while supervising senior staff and advancing the development of the Regional and External Affairs Division to support the IOOS mission.

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

Receiving positive feedback on performance by at least 90% of regional partners.

Proactively scheduling and preparing for meetings with Congressional staff 3-4 times per year.

Improving the IOOS communication's presence by incorporating stakeholder feedback.

Remaining within annual budget provided to READ.

Retention of 90% of READ Division staff.

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 **James Verlaque**

Digitally signed by James Verlaque
DN: cn=James Verlaque, o=IOOS, ou=READ,
email=James.Verlaque@noaa.gov, c=US
Date: 2010.03.26 11:19:54 -04'00'

2. Date **2010-03-26**

3. Name **James Verlaque**

4. Title/Position **Chief, IOOS READ**

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 **Suzanne Skelley**

Digitally signed by Suzanne Skelley
DN: cn=Suzanne Skelley, o=IOOS Program, ou=NOAA/NOCS/
IOOS, email=Suzanne.Skelley@noaa.gov, c=US
Date: 2010.04.19 16:00:32 -04'00'

2. Date **2010-04-19**

3. Name **Suzanne Skelley**

4. Title/Position **Deputy Director, IOOS**

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 **Captain Michele Finn**

Digitally signed by Captain Michele Finn
DN: cn=Captain Michele Finn, o=Disaster Response Center,
ou=NOS/ORR, email=michele.a.finn@noaa.gov, c=US
Date: 2010.04.22 15:31:34 -04'00'

2. Date **2010-04-22**

3. Name **Captain Michele Finn, NOAA**

4. Title/Position **NOS Liaison Officer**

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 **5/1/2012**

3. Name **CAPT Anne Lynch**

4. Title/Position **Director, Commissioned Personnel Center**

D. Director, NOAA Corps Endorsement

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

1. Signature 

2. Date **5/9/2012**

3. Name **RADM Jonathan Bailey**

4. Title/Position **Director, NOAA Corps**

Print Form

Submit to CPC (Reviewer Use Only)