NOAA Form 56-28A
(8-94)

U.S. DEPARTMENT OF COMMERCE
NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

TO: DIRECTOR, COMMISSIONED PERSONNEL CENTER, CPC

FROM:
ROUTING CODE:
ADDRESS:

THRU (Liaison Officer):
NMAO

BILLET TITLE: BILLET #: 0510
Chief, Workforce Planning and PPBES Branch

PHONE NUMBER:

RANK REQUESTED: (0-2. 0-3, 0-4, etc.) O-4

GS/GM EQUIVALENT:

(This block to be completed by liaison officer)
IS THIS A NEW BILLET: [X] YES [ ] NO
BILLET PRIORITY: [ ] A, [ ] B, [X] C, [ ] R

IMMEDIATE SUPERVISOR:	TITLE:	PHONE NUMBER:
CDR William Kearse	Chief Career Development Div	(301) 713-3444

EDUCATIONAL REQUIREMENTS:

1. Writing/oral communication skills
2. Good organizational and time management skills
3. Familiarity with MS Office, Access and Oracle.

OTHER QUALIFICATIONS (INCLUDE PARTICULAR SECURITY CLEARANCES, SKILLS, ETC...)

Excellent oral and written communication abilities, analytical skills, as well as the ability to prioritize and execute with limited guidance. Must be able to produce presentations, reports, point papers, and executive-level correspondence using MS Office and other professional quality media.

1. GENERAL DESCRIPTION OF BILLET:

1. Understand manpower management, funding, staffing and the Planning, Programming, Budgeting, and Execution System.
2. Utilize CPC the database to assist in the preparation of planning documents.
3. Review, analyze, and modify CPC program cost, budget based upon funding strategies.
4. Compare, cross-check, and correlate PPBES documentation to coincide with financial tracking tools.
5. Actively participates and provides data for Planning, Programming, Budgeting, and Execution System (PPBES) and multiple data calls from higher Headquarters.
6. Build analytical pictorials and graphics regarding the impacts from headquarter level program guidance and direction.
7. Utilizing MS Power Point, assist in drafting and reviewing presentations and other budgetary briefs.
8. Utilize MS Excel or MS Access to develop automatic graphic update features to databases that allow leadership to quickly ascertain and assess the program's workforce status.
9. Ensure CPC database information is correct and up-to-date.
10. Review and provide advice on Officer Evaluation Reports.
11. Monitoring and processing the changes to the property inventory, in response to new acquisitions, ownership changes, and excessing of property.
12. Other duties as assigned.

2. DUTIES AND RESPONSIBILITIES:
a. Is this a supervisory billet? [ ] YES [x] NO
b. If so, state number and grade of personnel supervised. Number: Grade(s):

As part of the Planning Programming Budgeting and Execution System process (PPBES), evaluates program requirements and needs from a budgetary, political, and institutional standpoint; applies a wide range of qualitative and/or quantitative methods for the assessment and improvement of program effectiveness through the use of the Planning, Programming, Budgeting and Execution System (PPBES).

Develops and prepares a variety of correspondence and other documentation, i.e., formal letters, position papers, reports, staff studies, staff summary packages, briefings, charts, bullet background papers, etc. Prepare and deliver oral presentations to convey program requirements or to proposed changes in relative documents.

CONTINUE IN ITEM 4

Reset - 1

3. CAREER DEVELOPMENT OPPORTUNITIES:

The billet provides opportunities to develop personal contacts with senior OMAO personnel, NOAA Line Office representatives, NOAA Program Managers and NOAA Goal Team Leads. Participation in NOAA Leadership programs and other training opportunities that are offered in the DC metro area. Briefing NOAA budget analysts about NOAA Corps requirements.

Requires the incumbent to become familiar with the needs of CPC, NMAO and the various lines and goals. The incumbent will possess or develop communication skills, planning and organizational skills and knowledge of the NOAA budget process. Oral/writing skills are used on a daily basis.

4. ADDITIONAL COMMENTS:

This billet:

1. Analyzes the strengths and weaknesses in the Commissioned Corps, recommends alternatives.
2. Actively participates in requirement reviews and management to strengthen organizational strategic planning to improve organizational direction and focus on the NOAA Corps.
3. Develops Human resource planning, information and statistics
4. Manages the development of a range of strategic human resource initiatives which assist CPC to meet its strategic objectives.

SIGNATURE OF SUPERVISOR:	DATE: 11/16/2006

Reset - 2