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

THRU (Liaison Officer):

BILLET TITLE: Staff Assistant to the Director, MAOC

BILLET #: 0006

FROM:
ROUTING CODE:
ADDRESS:

PHONE NUMBER:

RANK REQUESTED: (0-2. 0-3, 0-4, etc.) 0-5

GS/GM EQUIVALENT: 14

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

IMMEDIATE SUPERVISOR:	TITLE:	PHONE NUMBER:
RADM Richard R. Behn	Director, Marine & Aviation Ops Ctr	(301) 713-1045

EDUCATIONAL REQUIREMENTS:

Educational requirements as upon entry into the Corps. Officer should be familiar with NMAO and NOAA Line responsibilities as well the goals of NOAA's programs. Demonstrated experience in and ability to provide effective management & leadership in carrying out NMAO's mission and managing its people. Familiarization with the NMAO's Strategic Plan and it's budget.

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

Ability to multi-task. Top Secret clearance required. Experience in writing/editing are highly desired. Proficiency in software programs associated with presentations, spreadsheets, and word processing are required. Have some experience in dealing with senior level management, administration and direction of programs.

1. GENERAL DESCRIPTION OF BILLET:

Incumbent serves as the marine program staff assistant for the Director, Marine and Aviation Operations Centers (MAOC). The incumbent is a key advisor to the Director on all marine program and policy issues with responsibility for insuring that the staff work and resources are properly executed to insure the timely and effective implementation of the Director's objectives and policies. Along with the Director, MAOC, this officer acts as the focal point within NMAO for the coordination of marine program support plans and activities. He/she will be the principal point of contact for the Director, MAOC, for all questions regarding marine requirements and issues with NOAA, it's programs, as well as other agencies and private industry. The incumbent works closely with NMAO Headquarters staff. Along with the Deputy Director, MOC and the Commanding Officers of MOC-A & MOC-P, the incumbent has the authority to make decisions for and speak for the Director, MAOC. The incumbent will ensure all pertinent data is coordinated in advance of the Director's meetings. The incumbent will be cognizant of the NMAO senior leaders schedules and their whereabouts at all times. The incumbent will ensure that all materials, including up-to-date schedules, presentations, background material, and other information is provided in a timely manner, and in sufficient time for review and updates before meetings. The incumbent will ensure the clear and effective coordination and communication with the centers (MOA, MOP, AOC, CPC) and the divisions of NMAO.

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

Primary duties will include, but not be limited to:
a) Coordinate with NMAO, MOC and AOC in the writing/editing of speeches and presentations for the Director;
b) Coordinate the Director's calendar/agenda on all marine related activities in conjunction with Director's secretary;
c) Recommend to the Director policy and program initiatives; oversee the development of policies and programs to meet the objectives of NMAO's marine activities;
d) Coordinate actions required of NOAA and NMAO. Assists in developing, planning and coordinating major programs of joint effort. Assist in the delegating of authority when committing a center to various courses of action.
e) Assist the NMAO and MOC leadership in the administration of programs and operations of the office. Ensure that established programs and operations are administered in accord with the Director. Exercise delegated authority to effect the resolution of program and policy issues that arise between the Line/Staff Offices, NMAO and NMAO's centers.

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3. CAREER DEVELOPMENT OPPORTUNITIES:

An assignment at the headquarters level as a Staff Assistant to the Director, MAOC, should be viewed as an excellent assignment into executive level positions within NOAA. The billet affords the opportunity to gain exposure to, work with, and alongside the top management of NMAO thus allowing the incumbent to guide NMAO's and the agency's direction. This billet also provides the incumbent with the opportunity to work directly with Line and Program offices, officers of all grades, and other government and non-government agencies. Incumbent will gain a broad based knowledge of all the programs of NOAA and NMAO. The officer will learn the interrelationships of the various NOAA elements and programs that drive the system. 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 formulation and execution of the NMAO budget, ship and aircraft operations, personnel actions (recruitment, ratings, discipline, etc.), executive decision making process, and the Planning, Programming, Budgeting and Execution System (PPBES).

4. ADDITIONAL COMMENTS:

The incumbent can expect to work a varied schedule that will include some travel on weekends and holidays. Flexibility will be the key to making this billet a success. The incumbent will get a tremendous amount of exposure to high-level discussions and decisions; therefore, discretion and maturity are of the utmost importance when being considered for this position.

The incumbent will represent the MAOC senior leadership when a specific action needs to be taken. Will become knowledgeable of the budget and resource management of MOC. Will have the opportunity to work closely with senior Line office personnel to address NOAA wide management and resource allocation issues; resolve personnel and resources staff issues involving NMAO offices; and undertake special projects and activities in support of the Director and NMAO.

The incumbent will assist in NMAO's PPBES process as one of the representatives for marine services.

SIGNATURE OF SUPERVISOR:	DATE:

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