

## NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

<b>TO: DIRECTOR, COMMISSIONED PERSONNEL CENTER, CPC</b>  THRU (Liaison Officer): Captain George White, NOAA, EDDUS <i>G. White</i> <i>12/20/05</i>	FROM: Tim McClung ROUTING CODE: NOAA ADDRESS: HCHB #5128 14th St. & Constitution Ave., NW Washington, DC 20230  PHONE NUMBER: (202) 482-7438
BILLET TITLE: Staff Assistant, Program Coordination Office BILLET #: 9312	(This block to be completed by liaison officer) IS THIS A NEW BILLET: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO BILLET PRIORITY: <input checked="" type="checkbox"/> A, <input type="checkbox"/> B, <input type="checkbox"/> C, <input type="checkbox"/> R
RANK REQUESTED: (0-2, 0-3, 0-4, etc.) <u>LT (O-3)</u> GS/GM EQUIVALENT: <u>GS-11</u>	

IMMEDIATE SUPERVISOR: Tim McClung	TITLE: Exec. Dir. to NOAA Chief of Staff	PHONE NUMBER: (202) 482-7438
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**EDUCATIONAL REQUIREMENTS:**  
 An advanced degree in Public Administration, Management, or Communications is desired, but not required. Coursework in writing / editing is highly desired. Prior to assuming this position, an Action Officer Development Course (correspondence course) is recommended.

**OTHER QUALIFICATIONS (INCLUDE PARTICULAR SECURITY CLEARANCES, SKILLS, ETC...)**  
 Understand organization and personnel within NMAO to facilitate coordination. Possess strong technical knowledge pertaining to the NMAO missions. Have basic knowledge of the budget structure and processes (PPBES). Have at least basic knowledge of NMAO's relationship to the Hill.

**1. GENERAL DESCRIPTION OF BILLET:**

The Program Coordination Office (PCO) provides staff support to NOAA Leadership and represents NOAA leadership in their liaison with NOAA Assistant Administrators and their staff. A PCO assignment should be viewed as an opportunity to educate and develop the future leaders in NOAA, so Officers should be carefully selected. This assignment requires trust (of and by the leadership), loyalty, dedication and hard work.

PCO supports the leadership by producing products that you would be proud to deliver and prepare them for issues that may arise during an event regardless of the subject matter. PCO staff develop concise and informative speeches, talking points, visual presentations and one page memos for use by NOAA Leadership on a variety of subjects incorporating the corporate NOAA view. This entails coordinating with other line offices, doing extensive subject matter research, tasking line offices for support, and maintaining awareness of the significant public affairs issues in the event areas.

Due to arduous nature of this assignment, it is recommended that the assignment not exceed 18 months.

**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): \_\_\_\_\_

- Provide senior staff support to the Office of the Under Secretary.
- Develop presentations and speeches for the Office of the Under Secretary.
- Provide expert staffing support at events by: including comprehensive background material; understanding local issues, working with Legislative Affairs; working with Public Affairs, Line Office Headquarters and others to ensure the leadership is fully prepared.
- Represent the Line and Program Offices within the Office of the Under Secretary and bring issues of concern to the attention of the Office of the Under Secretary. Represent the Office of the Under Secretary in interagency meetings and coordinate action within NOAA and the Department of Commerce as required.
- Review proposals and controlled correspondence coming to the Office of the Under Secretary for information and/or action and make recommendations as required.

3. CAREER DEVELOPMENT OPPORTUNITIES:

PCO affords the opportunity to educate and develop the future leaders in NOAA and the NOAA Corps. A PCO assignment provides the incumbent the following opportunities:

- Exposure to NOAA and NMAO leadership
- Obtaining broad based knowledge of all NOAA programs
- Seeing NOAA's mission and priorities from a strategic vantage
- Understanding of the concerns and issues affecting the Department of Commerce, NOAA, and NMAO
- Witnessing the internal and external pressures that influence the way NOAA addresses issues
- Learning the "corporate NOAA view" and establishing, and promoting, connections across line offices
- Honing communications (particularly concise writing) and time management skills

Successful completion of a PCO assignment provides NOAA and the NOAA Corps with a well-rounded officer who has experienced NOAA from operational and leadership aspects. These experiences provide a strong foundation for the incumbent to become a senior leader in NOAA.

4. ADDITIONAL COMMENTS:

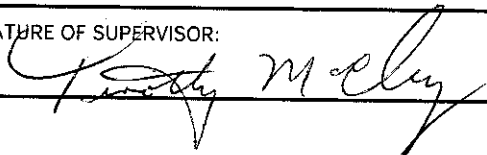
OTHER QUALIFICATIONS CONTINUED...

Willing to devote significant time and effort to support NOAA Leadership. Ability to manage time given varying priorities and short deadlines. Work well in a team environment. Be an active listener capable of capturing the salient points. Pay strict attention to detail and be open to professional development. Be receptive to focusing on NOAA by learning the "corporate NOAA view" and establishing, and promoting, connections across line offices for the betterment of NOAA.

DUTIES AND RESPONSIBILITIES CONTINUED...

- Work with NOAA Line and Program Offices to ensure adequate coordination and attempt to resolve differences dealing with programmatic, scientific and management issues within the agency.
- Advise the Office of the Under Secretary on broad initiatives and high priority issues requiring immediate attention. Provide briefings, as requested, on a broad range of issues which may affect program operations or have impact nationwide.
- Provide comprehensive analyses relating to proposed initiatives; conduct background research and short-term feasibility studies; and, develop general plans to define objectives and coordinate work to be undertaken.
- Develop recommendations or conclusions for the Office of the Under Secretary based on careful study/analysis of the material presented, requiring full understanding and consideration of NOAA policies, project management commitments and other relevant factors.
- Verify the proper formats and monitor the status of officer appointment and promotion packages as they progress through the NOAA and DOC clearance processes, White House approval, and Senate confirmation.

SIGNATURE OF SUPERVISOR:



DATE:

12/01/2005