

## NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

### SECTION 1 - GENERAL INFORMATION

A. Billet Number  B. Billet Title   
C. Grade Requested  D. Type of Submission   
E. Minimum amount of overlap between incumbent officer/reporting officer for continuity of duties   
F. Duty Type  G. Estimated Length of Assignment

### SECTION 2 - DUTY STATION ADDRESS AND CONTACT INFORMATION

A. Street Address  B. Street Address   
C. City  D. State  E. Country  F. Zip Code   
G. Office  x  H. Mobile  I. Fax

### SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor  
1. Name  2. Position  3. Grade   
4. Email  5. Office  x  6. Mobile   
B. Reporting Officer (2nd Level Supervisor)  
1. Name  2. Position  3. Grade   
4. Email  5. Office  x  6. Mobile   
C. Reviewer (Normally the Reporting Officer's Supervisor)  
1. Name  2. Position  3. Grade   
4. Email  5. Office  x  6. Mobile

### 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  2. Office, Center, or Lab   
3. Division  4. Branch  5. Section or Team

B. NOAA Goal/Subgoal  C. Program   
D. NOAA Org Code  E. NFC Org Code  F. Project-Task

## SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

The Deputy Chief of Staff supports the Chief of Staff (CoS) in the management and delivery of the Director's vision for OMAO, ensuring that the Director, Deputy Director, and the Deputy Assistant Administrator are enabled in both logistical and substantive terms to carry out their work in an efficient and effective manner. In this capacity, the incumbent is a key advisor to the CoS, and OMAO leadership on all 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. Assists the CoS, Director, Deputy Director for Operations, and Deputy Assistant Administrator in management responsibility for the day-to-day operation of the offices and centers. The Deputy Chief of Staff officiates in place of the Chief of Staff in his/her absence, overseeing the smooth running of the office. Ensures that all pertinent data is coordinated in advance of meetings between OMAO leadership. The incumbent will be cognizant of the OMAO senior leader's 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. Facilitates the clear and effective coordination and communication with the centers (MO, AOC, CPC) and the divisions of OMAO. Leads the Executive Affairs Division and maintains direct communication with the NOAA Program Coordination Office, the NOAA Office of Legislative Intergovernmental Affairs, and the NOAA Communications office to maintain awareness of issues affecting OMAO.

## 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

- Responsible for responding to congressional inquiries and managing congressional activities including formal letters, questions for the record, and briefing papers. The incumbent will work closely with NOAA Office of Legislative and Intergovernmental Affairs (OLIA) to coordinate responses and monitor the clearance process. Familiarization with OMAO related congressional interests, relationships, and committees is required.
- Responsible for cultivating relationships with bureau/agency representatives, Congressional Affairs officers, and external partners.
- Build relationships with DOC/NOAA Public Affairs, Policy and Strategic Planning, General Council, and other related offices and personnel.
- Responsible for monitoring and evaluating program/project plans to ensure compliance with OMAO strategic goals.
- Assist in management of Executive Affairs Division budget.
- The incumbent will provide direct support for OMAO Operations initiatives and broader OMAO support, as needed. This Includes representing the Director, OMAO, as needed both internally and with external partners.
- Responsible for ensuring OMAO senior leadership are prepared for internal/external events and functions -including assisting with speech writing, briefing material preparation, and gathering background material.
- Provide direct support to the CoS in order to respond to written inquiries from NOAA and Department of Commerce leadership in a timely manner. This includes crafting talking points, conveying hot topics, presentations, and written memos.
- Provide direct support as assigned to Director, Deputy Director, and Deputy Assistant Administrator.

### 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

10

Grades of supervised personnel

ZA-2- to ZA-4, O1 to O4

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? Yes - All

Dollar Amount (K) \$2.2M

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):

Two Government Vehicles

**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<br><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<br><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<br><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 checked="" type="checkbox"/> Conflict Management<br><input checked="" type="checkbox"/> Customer Focus <input checked="" type="checkbox"/> Entrepreneurship  |
| CDR (O5)                      |                                | <input checked="" type="checkbox"/> Creativity & Innovation <input checked="" type="checkbox"/> Human Capital Management<br><input checked="" type="checkbox"/> Financial Management <input type="checkbox"/> Technology Management  |
| CAPT (O6) and<br>RADM (O7/O8) | Leading Organizations          | <input type="checkbox"/> External Awareness <input type="checkbox"/> Strategic Thinking <input type="checkbox"/> Political Savvy<br><input type="checkbox"/> Vision <input type="checkbox"/> Partnering  |

Leadership Prerequisite Comments (Optional)

## 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)

Officer should have completed a successful Executive Officer, Commanding Officer, or Aircraft Commander tour.  
Top Secret (SCI) required.

## 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).

- Must have exhibited significant writing and communicating skills in previous assignments.
- Thorough understanding of the Microsoft suite of products.
- Certificate in Public Administration or Public Policy (preferred)
- Masters Degree in Public Administration or Public Policy (preferred)
- COR Level 2 (preferred)

**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<br><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<br><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<br><input type="checkbox"/> Influencing Others <input type="checkbox"/> Developing Others <input type="checkbox"/> Execution                      |
| LCDR (O4)                                  |                                | <input checked="" type="checkbox"/> Decisiveness <input checked="" type="checkbox"/> Problem Solving <input checked="" type="checkbox"/> Conflict Management<br><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<br><input checked="" 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<br><input checked="" type="checkbox"/> Vision <input checked="" type="checkbox"/> Partnering          |
| Leadership Development Comments (Optional) |                                |   |
|  |                                |   |

**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 have the opportunity to attend training to learn the government budgeting process, public leadership, and other government related courses.
- Gain an expanded network of professional associates both within and outside of OMAO and NOAA.
- Gain experiences with OMAO's business processes and an understanding of corporate NOAA.
- Achieve a broader understanding and awareness of the requirements in working across organizational lines
- Gain an understanding of OMAO and NOAA organizational structure and corporate functions.

## SECTION 13 - CRITICAL SUCCESS CRITERIA

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

- Works effectively with people from all backgrounds.
- Treats all people with dignity and respect.
- Treats men and women equally.
- Shows respect and understanding of diverse points of view and demonstrates understanding in daily work and decision-making.
- Examine own biases and behaviors to avoid stereotypical responses and does not discriminate against any individual or group.
- Challenges others to rectify biases in behavior, systems and process.
- Mentors a number of employees at a senior level.
- Recognizes the talents in EAD, seeking to develop, support, and grow it.
- Provides an example to others by demonstrating moral courage in the face of challenging circumstances.
- Effectively assesses and advises on major programs/activities at a divisional level.
- Balances focus in order to deliver both OMAO and NOAA goals.
- Ability to interpret incomplete and/or ambiguous information.
- Effectively analyses and assesses new or uncertain critical situations.
- Identifies opportunities to improve divisional operations and effectively gains buy-in.
- Evaluates impact of improvement initiatives.
- Remains receptive to and encourages innovative ideas from more junior colleagues.
- Initiates change that will enable program/team to fulfill objectives in light of changing circumstances.
- Sets example and embodies OMAO/NOAA Corps principles and values.
- Demonstrably protects the reputation of OMAO/NOAA Corps.
- Interprets and implements OMAO/NOAA Corps principles and values.
- Ensures that division/programs operate in a manner aligned to the values and principles of the organization.
- Meets all deadlines
- Facilitates coordination between line offices when responses require cross agency collaboration
- Pay strict attention to detail in all correspondences and presentations
- Maintain awareness of the potential impacts of NOAA activities and decisions

## 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 SWEENEY.PATRICK.MATHIA  
S.1288595670

Digitally signed by  
SWEENEY.PATRICK.MATHIAS.1288595670  
Date: 2017.11.21 15:53:39 -05'00'

2. Date 2017-11-21

3. Name LCDR Patrick Sweeney, NOAA

4. Title/Position Deputy, Chief of Staff, OMAO

### 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 Gregory Raymond

Digitally signed by Gregory Raymond  
Date: 2018.01.28 16:58:53 -05'00'

2. Date

3. Name Mr. Gregory Raymond

4. Title/Position Chief of Staff, OMAO

### 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 Gregory Raymond

Digitally signed by Gregory Raymond  
Date: 2018.01.28 16:59:10 -05'00'

2. Date

3. Name Mr. Gregory Raymond

4. Title/Position Chief of Staff, OMAO

### 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 23 FEB 2018

3. Name CDR Jeffrey Shoup, NOAA

4. Title/Position Chief, OCMD

### E. Director, NOAA Corps Endorsement

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

1. Signature

2. Date 2/23/18

3. Name RADM Michael Silah, NOAA

4. Title/Position Director, NOAA Corps

Print Form

Submit to CPC (Reviewer Use Only)