

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION

A. Billet Number	0320	B. Billet Title	NOAA Liaison to the Oceanographer of the Navy		
C. Grade Requested	O4 - LCDR	D. Type of Submission	ANNUAL RECERTIFICATION		
E. Minimum amount of overlap between incumbent officer/reporting officer for continuity of duties	1 week				
F. Duty Type	FIXED SHORE	G. Estimated Length of Assignment	3 years		

SECTION 2 - DUTY STATION ADDRESS AND CONTACT INFORMATION

A. Street Address	3450 Massachusetts Ave NW	B. Street Address	Bldg 1, Room QB				
C. City	Washington	D. State	District of Colu	E. Country	United States	F. Zip Code	20392
G. Office	+1 (202) 762-0612	x		H. Mobile		I. Fax	

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor							
1. Name	CAPT Erika Sauer, USN	2. Position	Navy Deputy to NOAA	3. Grade	O6		
4. Email	erika.sauer@navy.mil	5. Office	+1 (703) 614-1818	x		6. Mobile	
B. Reporting Officer (2nd Level Supervisor)							
1. Name	RDML Timothy Gallaudet	2. Position	Oceanographer of the Navy	3. Grade	O7		
4. Email	timothy.gallaudet@navy.mil	5. Office	+1 (703) 614-1846	x		6. Mobile	
C. Reviewer (Normally the Reporting Officer's Supervisor)							
1. Name	CDR Nancy L. Hann	2. Position	Chief of Staff, Office of Marine and Aviation	3. Grade	O5		
4. Email	nancy.hann@noaa.gov	5. Office	+1 (301) 713-7658	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	OMAO	2. Office, Center, or Lab	OMAO		
3. Division	Executive Affairs 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 NOAA Liaison Officer (NOAA LNO) to the Oceanographer of the Navy is the principal representative of NOAA physically located at the Naval Observatory. Liaison Officers are embedded by one agency in the host agency in which they are responsible for achieving common understanding, unity of effort, and best utilization of resources. The NOAA LNO assists senior leadership of both agencies by providing visibility of issues and opportunities between NOAA and Navy Oceanography / Information Dominance (ID). Oceanography includes meteorology, oceanography, mapping, charting and geodesy, astronomy, and precise time and time interval. Insight provided by the LNO assists executive leadership by providing information and insight which guides organizational strategy, vision, and partnering opportunities while increasing external awareness, entrepreneurship, and political savvy.

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

The NOAA LNO is responsible for: 1, promoting unity of effort; 2, achieving common understanding; and 3, best and most efficient utilization of resources between NOAA and the Navy. In executing these duties, the NOAA LNO will participate in, be knowledgeable of, coordinate, facilitate, and/or execute interagency policies, strategy, projects, programs, agreements and/or exercises.

The incumbent, organizationally, is within N2/N6E5 (Navy Deputy to NOAA), an office under the Navigator and Oceanographer of the Navy (N2/N6E), who in turn reports to the Deputy Chief of Naval Operations for Information Warfare (N2/N6). The DCNO N2/N6 reports directly to the Chief of Naval Operations (CNO). Although within the Navy Oceanographer's portfolio, the incumbent works throughout the Navy (and NOAA) portfolio on a wide variety of established or emerging issues, including (but not limited to) hydrography/cartography, oceanography, meteorology, fisheries monitoring, Arctic operations and R&D, and satellite operations and data networking. The NOAA LNO is expected to be expert or locate experts in all areas where Navy Oceanography and NOAA share a common interest or responsibility. The NOAA LNO initiates contacts at the appropriate staff level(s) of both NOAA and Navy to best determine and represent the interests of each. Frequently sensitive strategic or organizational activities are briefed to senior leadership, requiring discretion and tact.

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):

The officer will not have responsibility for managing or commanding Government assets.

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 <input checked="" type="checkbox"/> Followership <input checked="" type="checkbox"/> Adaptability
LTJG (O2)		<input checked="" type="checkbox"/> Interpersonal Skills <input checked="" type="checkbox"/> Continuous Learning <input checked="" type="checkbox"/> Technical Proficiency <input checked="" type="checkbox"/> Listening <input checked="" type="checkbox"/> Speaking
LT (O3)	Leading Others	<input checked="" type="checkbox"/> Writing <input checked="" type="checkbox"/> Team Building <input checked="" type="checkbox"/> Leveraging Diversity <input checked="" type="checkbox"/> Influencing Others <input checked="" type="checkbox"/> Developing Others <input checked="" type="checkbox"/> Execution
LCDR (O4)		<input checked="" type="checkbox"/> Decisiveness <input checked="" type="checkbox"/> Problem Solving <input checked="" type="checkbox"/> Conflict Management <input checked="" type="checkbox"/> Customer Focus <input type="checkbox"/> Entrepreneurship
CDR (O5)	Leading Performance and Change	<input checked="" type="checkbox"/> Creativity & Innovation <input type="checkbox"/> Human Capital Management <input checked="" type="checkbox"/> Financial Management <input type="checkbox"/> Technology Management
CAPT (O6) and RADM (O7/O8)		<input checked="" type="checkbox"/> External Awareness <input type="checkbox"/> Strategic Thinking <input type="checkbox"/> Political Savvy <input checked="" type="checkbox"/> Vision <input checked="" 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)

The NOAA LNO must possess the highest operational qualifications available for either the aviation or marine occupational specialties. SWO or Aircraft Commander qualification is required in order to be regarded as having attained enough experience to be a credible operational professional. Top Secret security clearance is not generally required but may be needed for rare situations to conduct liaison responsibilities within the Navy's intelligence community. Secret clearance is required for a high percentage of the LNO's duties.

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).

Officers selected for NOAA LNO to the Oceanographer of the Navy must possess program expertise in at least one area of NOAA's missions and have a fundamental understanding of NOAA's programs, strategic plans, and goals. Additionally, knowledge and understanding of the Navy structure, mission, culture, challenges, and goals is critical for success. The CNO's Navigation Plan / Sailing Directions must be read and comprehended as a primer to effective liaising within the organizational culture of the Navy.

SECTION 10 - LEADERSHIP DEVELOPMENT

GRADE	LEADERSHIP MATURITY LEVEL	LEADERSHIP COMPETENCIES DEVELOPED IN 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 <input checked="" type="checkbox"/> Followership <input checked="" type="checkbox"/> Adaptability
LTJG (O2)		<input checked="" type="checkbox"/> Interpersonal Skills <input checked="" type="checkbox"/> Continuous Learning <input checked="" type="checkbox"/> Technical Proficiency <input checked="" type="checkbox"/> Listening <input checked="" type="checkbox"/> Speaking
LT (O3)	Leading Others	<input checked="" type="checkbox"/> Writing <input checked="" type="checkbox"/> Team Building <input checked="" type="checkbox"/> Leveraging Diversity <input checked="" type="checkbox"/> Influencing Others <input type="checkbox"/> Developing Others <input checked="" type="checkbox"/> Execution
LCDR (O4)		<input checked="" type="checkbox"/> Decisiveness <input checked="" type="checkbox"/> Problem Solving <input checked="" type="checkbox"/> Conflict Management <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 <input type="checkbox"/> Financial Management <input checked="" 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)

LNOs interact and provide information and guidance to senior leadership up to the NOAA Administrator and Oceanographer of the Navy; through these interactions the incumbent is exposed to and develops understanding of Flag Officer and SES-level leadership competencies.

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)

The NOAA LNO will benefit in follow-on assignments by having built an extensive network of Navy peers which can enhance the officer's effectiveness in numerous follow-on assignments across NOAA. Additionally, exposure to the Navy enterprise provides experience and understanding of the challenges faced by the Navy in operating their fleet of ships, boats, and aircraft and the courses of action considered or pursued to maintain readiness of the fleet. Knowledge of these courses of action may be applicable or beneficial to NOAA.

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).

Professional networks are developed as a result of successful liaising, resulting in valuable contacts for NOAA and Navy while serving in positions of greater leadership responsibility within NOAA. Understanding of Navy doctrine, culture, challenges, and opportunities and how they relate to NOAA develops awareness and understanding of strategic leadership principles.

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

1. Continually expand the network of professional contacts within the Navy.
2. Become relied upon to develop talking points for senior leadership meetings.
3. Identify and facilitate interagency collaborations.

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

2. Date 2014-11-07

3. Name Christiaan van Westendorp, CDR/NOAA

4. Title/Position NOAA LNO to Oceanographer of the Navy

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

2. Date 07 NOV 2014

3. Name Erika Sauer, CAPT/USN

4. Title/Position Navy Deputy to NOAA

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

2. Date 28 MAR 16

3. Name CDR Nancy L. Hann, NOAA

4. Title/Position Chief of Staff, OMAO

D. Commissioned Personnel Center Endorsement

"I am the OMAO/CPC Officer Career Management Division representative. I recommend of this billet."

1. Signature

CDR, NOAA

2. Date 3/21/2016

3. Name CDR Devin R. Brakob, NOAA

4. Title/Position Chief, Officer Career Management Division

E. Director, NOAA Corps Endorsement

"I am the and I approve this billet."

1. Signature

2. Date 3/23/14

3. Name RADM David A. Score, NOAA

4. Title/Position Director, NOAA Corps

Print Form

Submit to CPC (Reviewer Use Only)