

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION

| | | | | | |
|---|-------------|-----------------------------------|---|--|--|
| A. Billet Number | 0325 | B. Billet Title | NOAA Liaison Officer to the United States Coast Guard | | |
| C. Grade Requested | O6 - CAPT | 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 | 2703 Martin Luther King Jr. Avenue SE | B. Street Address | Stop 7509 | | | | |
| C. City | Washington | D. State | District of Colu | E. Country | United States | F. Zip Code | 20593 |
| G. Office | +1 (202) 372-1569 | x | | H. Mobile | +1 (301) 758-6890 | I. Fax | +1 (202) 372-1909 |

SECTION 3 - OFFICER EVALUATION REPORTING

| | | | | | | | |
|---|-------------------------|-------------|---|----------|---------|-----------|-------------------|
| A. Supervisor | | | | | | | |
| 1. Name | CAPT Scott J. Smith | 2. Position | Deputy Director, Marine Transportations Sys | 3. Grade | O6 | | |
| 4. Email | scott.j.smith2@uscg.mil | 5. Office | +1 (202) 372-1505 | x | | 6. Mobile | +1 (202) 436-6696 |
| B. Reporting Officer (2nd Level Supervisor) | | | | | | | |
| 1. Name | Mr. Gary Rasicot | 2. Position | Director, CG-5PW | 3. Grade | SES-All | | |
| 4. Email | gary.c.rasicot@uscg.mil | 5. Office | +1 (202) 372-2017 | x | | 6. Mobile | +1 (202) 412-2330 |
| C. Reviewer (Normally the Reporting Officer's Supervisor) | | | | | | | |
| 1. Name | | 2. Position | Chief of Staff | 3. Grade | O6 | | |
| 4. Email | omao.cos@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 United States Coast Guard is the principal representative of NOAA physically located at the USCG HQ. 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 USCG. 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 USCG. 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 CG-5PW, Director of Marine Transportation Systems, an office under the Assistant Commandant for Prevention (CG-5P) who in turn reports to the Deputy Commandant for Operations (DCO). The DCO reports directly to the Commandant of the Coast Guard (CCG). Although within the Deputy Commandant for Operations' portfolio, and under the direct supervision of the Director, Marine Transportation Systems, the incumbent works throughout the USCG (and NOAA) portfolio on a wide variety of established or emerging issues - from satellites to fisheries enforcement, from International Ice Patrol to 2011 Japan Tsunami Marine Debris, the NOAA LNO is expected to be expert or locate experts in all areas where USCG and NOAA share a common interest or responsibility. The NOAA LNO initiates contacts at the appropriate staff level(s) of both NOAA and USCG 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 checked="" type="checkbox"/> Strategic Thinking <input checked="" 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, although not used on a regular basis, is required for emerging issues as well as effective conduct of liaison responsibilities within the USCG's intelligence community.

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 USCG 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 USCG structure, mission, culture, challenges, and goals is critical for success. USCG Publication 1 (<http://www.uscg.mil/top/about/pub1.asp>) and USCG Publication 3 (http://www.uscg.mil/doctrine/CGPub/CG_Pub_3_0.pdf) must be read and comprehended as a primer to effective liaising within the organizational culture of the USCG.

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 type="checkbox"/> Continuous Learning <input 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 Commandant of the USCG, 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 USCG peers which can enhance the officer's effectiveness in numerous follow-on assignments across NOAA. Additionally, exposure to the CG enterprise provides experience and understanding of the challenges faced by the CG in operating their fleet of ships, boats, and aircraft and the courses of action considered or pursued to maintain readiness of the fleet. Courses of action which 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 USCG while serving in positions of greater leadership responsibility within NOAA. Understanding of USCG 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 USCG.
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 ADAMS.JEREMY.M.1029672250 Digitally signed by ADAMS.JEREMY.M.1029672250
DN: cn=US, o=U.S. Government, ou=DoD, ou=PKI,
ou=NOAA, cn=ADAMS.JEREMY.M.1029672250
Date: 2014.08.19 08:43:53 -0400 2. Date

3. Name 4. Title/Position

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 SMITH.SCOTT.J.1032979161 Digitally signed by SMITH.SCOTT.J.1032979161
DN: cn=US, o=U.S. Government, ou=DoD, ou=PKI,
ou=USCG, cn=SMITH.SCOTT.J.1032979161
Date: 2014.08.19 12:38:35 -0400 2. Date

3. Name 4. Title/Position

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

3. Name 4. Title/Position

D. Commissioned Personnel Center Endorsement

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

1. Signature Kurt Zegowitz CDR/NOAA 2. Date

3. Name 4. Title/Position

E. Director, NOAA Corps Endorsement

"I am the and I this billet."

1. Signature [Signature] 2. Date

3. Name 4. Title/Position