

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION

A. Billet Number	3001	B. Billet Title	Chief of Staff, Office of Oceanic and Atmospheric Research		
C. Grade Requested	O6 - CAPT	D. Type of Submission	OTHER - Temporary Assignment - Not detail		
E. Minimum amount of overlap between incumbent officer/reporting officer for continuity of duties	2 weeks				
F. Duty Type	FIXED SHORE	G. Estimated Length of Assignment	6 months		

SECTION 2 - DUTY STATION ADDRESS AND CONTACT INFORMATION

A. Street Address	1315 East West Highway	B. Street Address	SSMC3, 11462				
C. City	Silver Spring	D. State	Maryland	E. Country	United States	F. Zip Code	20910
G. Office	+1 (301) 734-1182	x		H. Mobile		I. Fax	+1 (301) 713-0163

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor							
1. Name	Ko Barrett	2. Position	DAA for Programs and Administration, OAR		3. Grade	SES-All	
4. Email	ko.barrett@noaa.gov	5. Office		x		6. Mobile	
B. Reporting Officer (2nd Level Supervisor)							
1. Name	Craig McLean	2. Position	AA, OAR		3. Grade	SES-All	
4. Email	craig.mclean@noaa.gov	5. Office	+1 (301) 713-1150	x		6. Mobile	
C. Reviewer (Normally the Reporting Officer's Supervisor)							
1. Name	CAPT David Zezula	2. Position	OAR NOAA Corps Liaison		3. Grade	O6	
4. Email	david.j.zezula@noaa.gov	5. Office	+1 (303) 497-6088	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	OAR	2. Office, Center, or Lab	Office of the Assistant Administrator				
3. Division	N/A	4. Branch	N/A	5. Section or Team	N/A		
B. NOAA Goal/Subgoal				C. Program			
D. NOAA Org Code	50-01-0000	E. NFC Org Code	54-50-01-0000-00000000		F. Project-Task	39WMMR01 P00	

SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

-The Office of Oceanic and Atmospheric Research (OAR) - or "NOAA Research" - provides the research foundation for understanding the complex systems that support our planet. Working in partnership with other organizational units of the National Oceanic and Atmospheric Administration (NOAA), a bureau of the Department of Commerce, NOAA Research enables better forecasts, earlier warnings for natural disasters, and a greater understanding of the Earth. OAR serves as NOAA's primary research component, conducting oceanographic, atmospheric, meteorological, and environmental research.

-This billet is located in the Office of the Assistant Administrator (AA) for OAR, reporting to the AA. The principle function of the billet is to provide daily support to the AA and Deputy AAs with the management of the Line Office (LO) and its' missions.

-The incumbent will interact with senior OAR leaders and senior managers, as well as staff, and NOAA Executives from Agency Leadership and other Line Offices.

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

-Serve as principal contact within OAR, across line offices & with NOAA HQ on strategic and tactical issues.

-Serve as Strategic Advisor to the Assistant Administrator (AA) and Deputy Assistant Administrators (DAAs) on policy, program and operational planning and implementation.

-Provide senior-level guidance and support to offices within OAR and with NOAA HQ through the NOAA Program Coordination Office, NOAA Executive Secretariat, NOAA Decision Coordination Office, and members of NOAA's senior political leadership and their staff.

-Direct headquarters personnel and field laboratories/programs offices as needed to implement policies, procedures, gather information, and to ensure compliance with organizational directives/administrative orders. Coordinate with other OAR staff offices – principally PPE and CFO/CAO to ensure that all roles at OAR Headquarters are clearly articulated and adhered to.

-Provide supervision and leadership to the AA Front Office administrative support and policy support staff. Supervision includes delegation of work, monitoring progress, evaluating performance, T&A and absence request approvals, and travel approvals.

-Support senior OAR leadership on initiatives focused on building/retaining a diverse and inclusive workforce.

-Manage the meeting agenda and meeting materials for the weekly Senior Managers Meeting (SMM) and Executive Leadership Meeting (ELT). Coordinate morning and evening briefings for AA.

-Support timely responses to controlled correspondence from Congress, constituents, or other agencies, and to other LOs' tasking and required reports. Provide strategic direction for how to improve communication and coordination.

-Develop and manage the OAR Front Office budget in accordance with all applicable policies and requirements. This includes developing and implementing spend plan, and oversight of all spending for purchase cards.

-Assist with/manage weekly and periodic reports to DOC and NOAA Headquarters Leadership that originate from the OAR front office. This includes working closely with NOAA HQ and OAR staff to provide quality control and strategic vision to ensure that OAR's key messages are consistently included. This also requires significant coordination with OAR Communications, who has the lead in developing some of these reports as well as PPE and CFO/CAO who often have the responsibility for developing and communicating key messages.

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):

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 checked="" type="checkbox"/> Entrepreneurship
CDR (O5)	Leading Performance and Change	<input checked="" type="checkbox"/> Creativity & Innovation <input checked="" type="checkbox"/> Human Capital Management <input checked="" 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 type="checkbox"/> Political Savvy <input checked="" type="checkbox"/> Vision <input checked="" type="checkbox"/> Partnering

Leadership Prerequisite Comments (Optional)

-Previous command of a NOAA operational asset (aircraft or ship) highly desired.

-Experience at an OAR Laboratory or Program preferred.

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)

- Previous command of a NOAA operational asset (aircraft or ship) highly desired.
- Secret Security Clearance required.
- Experience at an OAR Laboratory or Program preferred.

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).

- Prior to reporting, the officer should have familiarity of all OAR laboratories, programs, and activities.
- Supervisory and managerial experience required.
- Program planning and project management experience required.
- Experience with budgeting/execution, personnel actions, facilities, platform support, correspondence, and other administrative functions highly desired.

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 <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 <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 <input type="checkbox"/> Influencing Others <input type="checkbox"/> Developing Others <input type="checkbox"/> Execution
LCDR (O4)		<input type="checkbox"/> Decisiveness <input type="checkbox"/> Problem Solving <input type="checkbox"/> Conflict Management <input type="checkbox"/> Customer Focus <input type="checkbox"/> Entrepreneurship
CDR (O5)	Leading Performance and Change	<input checked="" type="checkbox"/> Creativity & Innovation <input checked="" 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 Development Comments (Optional)		
<p>-Incumbent will develop competencies by not only working directly for the OAR AA, but with other SES employees, including the Deputy AA for Programs and Administration, the Deputy AA for Science, the Chief Financial Officer, all Directors of Laboratories, Programs, and Offices throughout OAR, as well as NOAA, other agency, and international leadership.</p> <p>-Incumbent will gain broad knowledge of NOAA's research requirements, programs, budget, and cross LO coordination issues.</p> <p>-Officer will gain experience with Federal budget process, including interaction with Congress and DOC.</p>		

SECTION 11 - OPERATIONAL DEVELOPMENT

<p>A. Marine Development</p> <p><input type="checkbox"/> Officer of the Deck <input type="checkbox"/> Senior Watch Officer <input type="checkbox"/> ECDIS <input type="checkbox"/> Dynamic Positioning <input type="checkbox"/> Boat Deployment <input type="checkbox"/> MedPIC</p> <p><input type="checkbox"/> Coxswain/OIC <input type="checkbox"/> HAZWOPER <input type="checkbox"/> AUV Deployment <input type="checkbox"/> U/W UAS Deployment <input type="checkbox"/> Buoy/Mooring Qualified</p> <p><input type="checkbox"/> Trawl Qualified <input type="checkbox"/> Longline Qualified <input type="checkbox"/> Hydro Launch PIC <input type="checkbox"/> Foreign Port Calls</p>
<p>B. Aviation Development</p> <p><input type="checkbox"/> Co-Pilot <input type="checkbox"/> Pilot <input type="checkbox"/> Aircraft Commander <input type="checkbox"/> Mission Commander <input type="checkbox"/> Instructor Pilot <input type="checkbox"/> Hurricane Qualified</p> <p><input type="checkbox"/> Alaska/Wilderness Qualified <input type="checkbox"/> Flight Meteorologist <input type="checkbox"/> International Flights <input type="checkbox"/> UAS Pilot</p>
<p>C. Dive Development</p> <p><input type="checkbox"/> Scientific Diver <input type="checkbox"/> Working Diver <input type="checkbox"/> Advanced Working Diver <input type="checkbox"/> Master Diver <input type="checkbox"/> Dive Master <input type="checkbox"/> Dive Medic</p> <p><input type="checkbox"/> Unit Diving Supervisor</p>
<p>D. Additional Operational Development (security clearances, special training) or Operational Development Comments (Optional)</p> <p>-Incumbent will develop operational competencies related to senior management emergency preparedness.</p> <p>-Incumbent may become familiar with OMAO boards and the responsibilities associated with their role as a senior NOAA Corps Officer in Silver Spring.</p>

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).

- Development of research relationships between OAR and potential partners, sponsors, and stakeholders for its mission objectives.
- Development of applicable administrative and programmatic laws, regulations, policies, and procedures that provide the internal controls needed to safeguard resources, achieve organizational objectives, and protect the confidentiality of information provided to the agency, and respect of individual privacy.
- Familiarity with NOAA's budget/finance structure (MARS, CBS, C-Suite).
- Familiarity with government-contractor relationships.
- Familiarity with WebTA.
- Familiarity with Travel Manager.
- Familiarity with Foreign National visitors/guests and Deemed Export requirements.
- Familiarity with Information Technology as it relates to daily HQ operations.

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

Support the accomplishment of the OAR mission by directly assisting the AA in achieving:

- Workforce and organizational excellence.
- Performance management accountability.
- Culture of outstanding communication and services to OAR internal and external customers.
- Enhancement of scientific knowledge to improve innovation, support economic growth, and improve public safety.

Provide key assistance to AA and DAAs in the administration of OAR:

- Support senior leadership as delegated, including special projects and representation on boards, workshops, and teams.
- Effective daily supervision/management of the OAR AA's front office operations.
- Maintain overall awareness of current organizational issues in order to represent leadership as required.
- Contribute in Senior Management meetings and Executive Leadership Team meetings.
- Serve as a communications multiplier by maintaining or strengthening opportunities for effective internal and external engagement.

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 SIMON.DANIEL.M.1245522971 Digitally signed by SIMON.DANIEL.M.1245522971 Date: 2018.04.17 11:58:15 -04'00' 2. Date 2018-04-17
3. Name Daniel Simon 4. Title/Position OAR Chief of Staff

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 Ko Barrett 2. Date 2018-5-2
3. Name Ko Barrett 4. Title/Position OAR Deputy Assistant Administrator

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 Craig McLean 2. Date 04 MAY 2018
3. Name Craig McLean 4. Title/Position OAR Assistant Administrator

D. Commissioned Personnel Center Endorsement

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

1. Signature Devin Brakob CAPT, NOAA 2. Date 5/4/2018
3. Name CAPT. DEVIN BRAKOB, NOAA 4. Title/Position DIRECTOR, CPC

E. Director, NOAA Corps Endorsement

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

1. Signature Michael G. Silah 2. Date 5/15/2018
3. Name RADM MICHAEL SILAH, NOAA 4. Title/Position DIRECTOR, NOAA CORPS

Print Form

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