NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION

A. Billet Number 0008
B. Billet Title Deputy Chief of Staff, OMAO
C. Grade Requested O5 - CDR
D. Type of Submission PROPOSED NEW BILLET
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 3 years

SECTION 2 - DUTY STATION ADDRESS AND CONTACT INFORMATION

A. Street Address 8403 Colesville Road
B. Street Address Suite 500
C. City Silver Spring
D. State Maryland
E. Country United States
F. Zip Code 20910
G. Office +1 (301) 713-7665 x
H. Mobile
I. Fax

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor
1. Name Chief of Staff, OMAO
2. Position Chief of Staff, OMAO
3. Grade
4. Email
5. Office x
6. Mobile

B. Reporting Officer (2nd Level Supervisor)
1. Name Chief of Staff, OMAO
2. Position Chief of Staff, OMAO
3. Grade
4. Email
5. Office x
6. Mobile

C. Reviewer (Normally the Reporting Officer’s Supervisor)
1. Name Director, NOAA Corps & OMAO
2. Position Director, NOAA Corps & OMAO
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 OMAO
2. Office, Center, or Lab OMAO HQ
3. Division EAD
4. Branch
5. Section or Team

B. NOAA Goal/Subgoal Mission Support
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

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%

<table>
<thead>
<tr>
<th>Technical</th>
<th>Operational</th>
<th>Leading and Managing</th>
<th>Executive Leadership</th>
</tr>
</thead>
<tbody>
<tr>
<td>35</td>
<td>5</td>
<td>50</td>
<td>10</td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>GRADE</th>
<th>LEADERSHIP MATURITY LEVEL</th>
<th>LEADERSHIP COMPETENCIES NEEDED FOR THIS BILLET</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENS (O1)</td>
<td>Leading Self</td>
<td>☑ Core Values &amp; Conduct ☑ Health &amp; Well Being ☑ Responsibility</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☑ Followership ☑ Adaptability</td>
</tr>
<tr>
<td>LTJG (O2)</td>
<td>Leading Others</td>
<td>☑ Interpersonal Skills ☑ Continuous Learning ☑ Technical Proficiency</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☑ Listening ☑ Speaking</td>
</tr>
<tr>
<td>LT (O3)</td>
<td>Leading Performance and Change</td>
<td>☑ Decisiveness ☑ Problem Solving ☑ Conflict Management</td>
</tr>
<tr>
<td>LCDR (O4)</td>
<td>Leading Performance and Change</td>
<td>☑ Customer Focus ☑ Entrepreneurship</td>
</tr>
<tr>
<td>CDR (O5)</td>
<td>Leading Organizations</td>
<td>☑ Creativity &amp; Innovation ☑ Human Capital Management</td>
</tr>
<tr>
<td>CAPT (O6)</td>
<td>Leading Organizations</td>
<td>☑ Financial Management ☑ Technology Management</td>
</tr>
<tr>
<td>CDR (O7/O8)</td>
<td>Leading Organizations</td>
<td>☐ External Awareness ☐ Strategic Thinking ☐ Political Savvy</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☐ Vision ☐ Partnering</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>GRADE</th>
<th>LEADERSHIP MATURITY LEVEL</th>
<th>LEADERSHIP COMPETENCIES DEVELOPED IN THIS BILLET</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENS (O1)</td>
<td>Leading Self</td>
<td>☐ Core Values &amp; Conduct ☐ Health &amp; Well Being ☐ Responsibility</td>
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<td></td>
<td>☐ Listening ☐ Speaking</td>
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<td>LT (O3)</td>
<td>Leading Performance and Change</td>
<td>☐ Writing ☐ Team Building ☐ Leveraging Diversity</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☐ Influencing Others ☐ Developing Others ☐ Execution</td>
</tr>
<tr>
<td>LCDR (O4)</td>
<td>Leading Performance and Change</td>
<td>☒ Decisiveness ☒ Problem Solving ☒ Conflict Management</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☒ Customer Focus ☒ Entrepreneurship</td>
</tr>
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<td>CDR (O5)</td>
<td>Leading Organizations</td>
<td>☒ Creativity &amp; Innovation ☒ Human Capital Management</td>
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<td></td>
<td></td>
<td>☒ Financial Management ☐ Technology Management</td>
</tr>
<tr>
<td>CAPT (O5) and RADM (O7/O8)</td>
<td>Leading Organizations</td>
<td>☒ External Awareness ☒ Strategic Thinking ☒ Political Savvy</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☒ Vision ☒ Partnering</td>
</tr>
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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

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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.
- Examines 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.
- Effectively analyzes 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.
### 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."

<table>
<thead>
<tr>
<th>Signature</th>
<th>SWEENY.PATRICK.MATHIA S.1288595670</th>
<th>2. Date 2017-11-21</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>LCDR Patrick Sweeney, NOAA</td>
<td>3. Name</td>
</tr>
<tr>
<td>Title/Position</td>
<td>Deputy, Chief of Staff, OMAO</td>
<td>4. Title/Position</td>
</tr>
</tbody>
</table>

### B. Supervisor's Statement

"I have reviewed this billet description and certify that it is a true and correct representation of this billet."

<table>
<thead>
<tr>
<th>Signature</th>
<th>Gregory Raymond</th>
<th>2. Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Mr. Gregory Raymond</td>
<td>3. Name</td>
</tr>
<tr>
<td>Title/Position</td>
<td>Chief of Staff, OMAO</td>
<td>4. Title/Position</td>
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</tbody>
</table>

### 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."

<table>
<thead>
<tr>
<th>Signature</th>
<th>Gregory Raymond</th>
<th>2. Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Mr. Gregory Raymond</td>
<td>3. Name</td>
</tr>
<tr>
<td>Title/Position</td>
<td>Chief of Staff, OMAO</td>
<td>4. Title/Position</td>
</tr>
</tbody>
</table>

### D. Commissioned Personnel Center Endorsement

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

<table>
<thead>
<tr>
<th>Signature</th>
<th>CDR Jeffrey Shoup, NOAA</th>
<th>2. Date 2018-01-28</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>CDR Jeffrey Shoup, NOAA</td>
<td>3. Name</td>
</tr>
<tr>
<td>Title/Position</td>
<td>Chief, GCMD</td>
<td>4. Title/Position</td>
</tr>
</tbody>
</table>

### E. Director, NOAA Corps Endorsement

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

<table>
<thead>
<tr>
<th>Signature</th>
<th>RADM Michael Silah, NOAA</th>
<th>2. Date 2018-01-28</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>RADM Michael Silah, NOAA</td>
<td>3. Name</td>
</tr>
<tr>
<td>Title/Position</td>
<td>Director, NOAA Corps</td>
<td>4. Title/Position</td>
</tr>
</tbody>
</table>