

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION

A. Billet Number	0038	B. Billet Title	Flag Secretary
C. Grade Requested	O3 - LT	D. Type of Submission	ANNUAL RECERTIFICATION
E. Minimum amount of overlap between incumbent officer/reporting officer for continuity of duties	3 weeks		
F. Duty Type	FIXED SHORE	G. Estimated Length of Assignment	1 year

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) 713-7618	x		H. Mobile		I. Fax	

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor							
1. Name	Deputy Chief of Staff, OMAO	2. Position	Deputy Chief of Staff, OMAO	3. Grade	O5		
4. Email		5. Office	+1 (301) 713-7665	x		6. Mobile	
B. Reporting Officer (2nd Level Supervisor)							
1. Name	Deputy Chief of Staff, OMAO	2. Position	Deputy Chief of Staff, OMAO	3. Grade	O5		
4. Email		5. Office	+1 (301) 716-7665	x		6. Mobile	
C. Reviewer (Normally the Reporting Officer's Supervisor)							
1. Name	Chief of Staff, OMAO	2. Position	Chief of Staff, OMAO	3. Grade			
4. Email		5. Office	+1 (301) 716-7658	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	Headquarters				
3. Division	Executive Affairs	4. Branch	N/A	5. Section or Team	N/A		
B. NOAA Goal/Subgoal				C. Program			
Mission Support				Leadership			
D. NOAA Org Code	AN8100	E. NFC Org Code	08-08-0003-00-00-00-00	F. Project-Task	T8A2AHA-PHA		

SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

This position will provide the incumbent with the experiences necessary to meet the requirements of Billet #9312; Staff Assistant Program Coordination Office (PCO). Working in the Executive Affairs Division, the incumbent will gain exposure to executive level leadership, decision making, budgeting structure, and communicating with NOAA and Department of Commerce leadership. The incumbent will participate in a variety of OMAO and NOAA senior leadership meetings, briefings, and events. The incumbent will work closely with the Chief of Staff and Flag Lieutenant to ensure OMAO leadership is staffed and supported for all internal and external functions. This includes speech writing, brief preparation, crafting talking points, etc. The incumbent will also work closely with PCO participating in meetings to further their development and corporate understanding of NOAA for eventual transition into the assignment.

Special projects will be assigned, as applicable, to aid in professional development and an increased awareness of OMAO goals and challenges. This includes: budgeting and business processes, fleet allocation, and line office relations.

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 incumbent will be responsible for responding to congressional inquiries 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 preparing OMAO senior leadership for internal/external events and functions including speech writing, briefing material preparation, and gathering background material.

- Provide direct support to the Chief of Staff 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, Powerpoint presentations and written memorandums.

- The incumbent will fill in when necessary as Flag Lieutenant and in the Program Coordination Office.

- Provides additional support in event planning and preparation.

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):

N/A

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 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 type="checkbox"/> Creativity & Innovation <input type="checkbox"/> Human Capital Management <input type="checkbox"/> Financial Management <input type="checkbox"/> Technology Management
CAPT (O6) and RADM (O7/O8)		<input type="checkbox"/> External Awareness <input type="checkbox"/> Strategic Thinking <input type="checkbox"/> Political Savvy <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)

This is a non-operational assignment. A secret security clearance is 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).

- Ability to manage time given varying priorities and short deadlines.
- Work well in a team environment and be willing to devote significant time and effort to support OMAO leadership.
- Be an active listener capable of capturing the most significant points during various meetings and interactions. Pay strict attention to detail and be open to professional development and constructive criticism.
- Receptive to learning and incorporating the "NOAA view".
- Words, word choice and using the correct grammar are critical to this position. Must have exhibited significant writing and communicating skills in previous assignments.
- Thorough understanding of the Microsoft suite of products.

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 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 type="checkbox"/> Creativity & Innovation <input type="checkbox"/> Human Capital Management <input type="checkbox"/> Financial Management <input type="checkbox"/> Technology Management
CAPT (O6) and RADM (O7/O8)		<input type="checkbox"/> External Awareness <input type="checkbox"/> Strategic Thinking <input type="checkbox"/> Political Savvy <input type="checkbox"/> Vision <input type="checkbox"/> Partnering

Leadership Development Comments (Optional)

This billet provides the incumbent with the opportunity to work directly with senior OMAO and NOAA leadership. The incumbent will gain valuable experiences that are necessary for a follow on tour in the Program Coordination Office. The incumbent will be exposed to executive decision making and the competencies needed to lead an organization.

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)

N/A

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

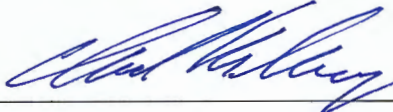
Provide brief measurable performance goals which would represent successful performance in this billet.

- Upholds the integrity of both OMAO and NOAA at all times as you are representing the Director, NOAA Corps in words and actions.
- Exhibits an understanding and awareness of the mission and vision of the Director, NOAA Corps and accurately conveys that message in all correspondences both in house and externally.
- Exhibits excellent time management skills and an ability to prioritize tasks given short notice.
- Works well in a team environment with people from various backgrounds treating everyone equitably with dignity and respect.
- 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 group.
- Challenges others to rectify biases in behavior, systems and process.
- Ability to interpret incomplete and/or ambiguous information.
- Perceptive to professional development coaching.
- Meets all deadlines.
- Develops clear and concise written responses, memos, and talking points for use by leadership on a variety of programmatic subjects.
- Follows through with documents in the clearance process.
- Facilitates coordination between line offices when responses require cross agency collaboration.
- Pay strict attention to detail in all correspondences and presentations.
- Active listener capable of capturing salient points.
- Maintains 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  *LCDR / NOAA* 2. Date 26 July 2019

3. Name LCDR Chad M. Meckley, 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  *LCDR / NOAA* 2. Date 26 July 2019

3. Name LCDR Chad M. Meckley, NOAA 4. Title/Position Deputy 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  2. Date 30 July 2019

3. Name Mr. Gregory Raymond 4. Title/Position Chief of Staff, OMAO

D. Commissioned Personnel Center Endorsement

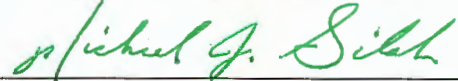
"I am the OMAO/CPC Officer Career Management Division representative. I recommend approval of this billet."

1. Signature  *CDR / NOAA* 2. Date 2 Aug 2019

3. Name CDR Jeffrey Taylor, NOAA 4. Title/Position Chief, Officer Career Management Division

E. Director, NOAA Corps Endorsement

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

1. Signature  2. Date 5 AUG 2019

3. Name RADM Michael J. Silah, NOAA 4. Title/Position Director, NOAA Corps

Print Form

Submit to CPC (Reviewer Use Only)