

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION

| | | | | | |
|---|--|-----------------------------------|--|--|--|
| A. Billet Number | <input type="text" value="0041"/> | B. Billet Title | <input type="text" value="Senior Advisor to the Director, NOAA Corps C."/> | | |
| Grade Requested | <input type="text" value="O5 - CDR"/> | D. Type of Submission | <input type="text" value="PROPOSED NEW BILLET"/> | | |
| E. Minimum amount of overlap between incumbent officer/reporting officer for continuity of duties | <input type="text" value="2 weeks"/> | | | | |
| F. Duty Type | <input type="text" value="FIXED SHORE"/> | G. Estimated Length of Assignment | <input type="text" value="2 years"/> | | |

SECTION 2 - DUTY STATION ADDRESS AND CONTACT INFORMATION

| | | | | | | | |
|-------------------|---|-------------------|--|------------|--|-------------|--|
| A. Street Address | <input type="text" value="8403 Colesville Road"/> | B. Street Address | <input type="text" value="Suite 500"/> | | | | |
| C. City | <input type="text" value="Silver Spring"/> | D. State | <input type="text" value="Maryland"/> | E. Country | <input type="text" value="United States"/> | F. Zip Code | <input type="text" value="20910"/> |
| G. Office | <input type="text" value="+1 (301) 713-1045"/> | x | <input type="text"/> | H. Mobile | <input type="text"/> | I. Fax | <input type="text" value="+1 (301) 713-1541"/> |

SECTION 3 - OFFICER EVALUATION REPORTING

| | | | | | | | |
|---|--|-------------|---|----------|------------------------------------|-----------|----------------------|
| A. Supervisor | | | | | | | |
| 1. Name | <input type="text" value="Gregory S. Raymond"/> | 2. Position | <input type="text" value="Chief of Staff"/> | 3. Grade | <input type="text" value="ZA IV"/> | | |
| 4. Email | <input type="text" value="gregory.raymond@noaa.gov"/> | 5. Office | <input type="text" value="+1 (301) 713-7665"/> | x | <input type="text"/> | 6. Mobile | <input type="text"/> |
| B. Reporting Officer (2nd Level Supervisor) | | | | | | | |
| 1. Name | <input type="text" value="Rear Admiral Michael J. Silah"/> | 2. Position | <input type="text" value="Director, NOAA Corps"/> | 3. Grade | <input type="text" value="O8"/> | | |
| 4. Email | <input type="text" value="Director.OMAO@noaa.gov"/> | 5. Office | <input type="text" value="+1 (301) 713-7600"/> | x | <input type="text"/> | 6. Mobile | <input type="text"/> |
| C. Reviewer (Normally the Reporting Officer's Supervisor) | | | | | | | |
| 1. Name | <input type="text" value="Rear Admiral Michael J. Silah"/> | 2. Position | <input type="text" value="Director, NOAA Corps"/> | 3. Grade | <input type="text" value="O8"/> | | |
| 4. Email | <input type="text" value="Director.OMAO@noaa.gov"/> | 5. Office | <input type="text" value="+1 (301) 713-7600"/> | x | <input type="text"/> | 6. Mobile | <input type="text"/> |

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 | <input type="text" value="OMAO"/> | 2. Office, Center, or Lab | <input type="text" value="OMAO Operations"/> | | |
| 3. Division | <input type="text"/> | 4. Branch | <input type="text"/> | 5. Section or Team | <input type="text"/> |
| B. NOAA Goal/Subgoal | | <input type="text" value="Mission Support"/> | C. Program | | <input type="text"/> |
| D. NOAA Org Code | <input type="text"/> | E. NFC Org Code | <input type="text"/> | F. Project-Task | <input type="text"/> |

SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

OMAO Operations is responsible and has overall authority for all marine and aviation operations for NOAA programs. The Senior Advisor develops policies, standards, and procedures which govern the safe, efficient and economical use of NOAA ships, aircraft, and resources. Incumbent will also manage projects as assigned by the Director, OMAO.

SECTION 6 - DUTIES AND RESPONSIBILITIES

6A. Description of Duties and Responsibilities

Incumbent serves as the advisor to the Director, NOAA Corps. The incumbent is a key advisor to the Director for various program and policy issues with responsibility for ensuring staff work and resources are properly executed to insure the timely and effective implementation of the Director's objectives and policies. The incumbent works closely with OMAO Headquarters staff and the MOC and AOC Commanding Officers to ensure that the Director is promptly informed of active developments and issues related to OMAO operations. The incumbent will ensure the clear and effective coordination and communication with the centers (MO, AOC, CPC) and the divisions within OMAO. |

Primary duties include, but are not limited to:

*Development of internal communication strategies and plans to assist Director, NOAA Corps with leading Corps and instilling desired command climate.

*Coordinate with OMAO, MO and AOC in the writing/editing of speeches and presentations for the Director/Deputy Director.

* Recommend to the Director policy and program initiatives; oversee the development of policies and programs to meet the objectives of OMAO's internal communications.

* Coordinate actions required of NOAA and OMAO. Assists in developing, planning and coordinating major programs of joint effort.

* Assist OMAO, MO and AOC leadership in the administration of programs and operations of the office. Ensure that established programs and operations are administered in accord with the Director. Exercise delegated authority to effect the resolution of program and policy issues that arise between the Line/Staff Offices, OMAO and OMAO's centers. This will include extensive interaction with Line/Staff Office senior personnel.

* Other duties as assigned by Director, OMAO.

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 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 type="checkbox"/> Human Capital Management <input type="checkbox"/> Financial Management <input checked="" 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)

Officer must bring strong interpersonal skills, be a good listener, able to articulate positions on complex issues. Writing skills are critical for explaining complex issues, drawing logical conclusions and making recommendations to senior leadership on key, sometimes controversial, OMAO and NOAA issues.

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)

Prefer diverse background with CO or Aircraft Commander experience. Supervisory experience 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).

Excellent oral and written communication skills.

In-depth knowledge of MO and AOC's operations and support to NOAA programs.

Significant operational experience supporting NOAA programs.

Proficiency in MS Office suite of software (Word, Excel, Powerpoint), Gmail and Google Drive.

Tact and diplomacy in working with superiors, peers both inside and outside of NOAA.

Contracting Officer Representative certification/experience a plus.

Project management and/or training a plus.

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 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 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 checked="" type="checkbox"/> Political Savvy <input checked="" type="checkbox"/> Vision <input checked="" type="checkbox"/> Partnering |
| Leadership Development Comments (Optional) | | |

Incumbent will be exposed to the OMAO senior leadership decision-making process, strategic planning and other aspects of Headquarters operations. The incumbent will interact extensively with NOAA Corps Admirals, L.O. Senior Executives and senior staff across NOAA. Incumbent will also be afforded the opportunity to attend Leadership training, as schedule and budgets permit.

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)

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).

An assignment at the headquarters level as a Senior Advisor to the Director, OMAO, should be viewed as an excellent assignment into an executive level position within NOAA. The billet affords the opportunity to gain exposure to, work with, and alongside the top management of OMAO, thus allowing the incumbent to guide OMAO's and the agency's direction. This billet also provides the incumbent with the opportunity to work directly with Line and Program offices, officers and civilians at all levels and other government and non-government agencies. Incumbent will gain a broad-based knowledge of all the programs across NOAA and within OMAO. The officer will learn the interrelationships of the various NOAA elements and programs that drive the system. The incumbent will develop an understanding of the concerns and issues affecting both OMAO and NOAA. These include, but are not limited to, the formulation and execution of the OMAO budget, ship and aircraft operations, personnel actions (recruitment, ratings, discipline, etc.), and the executive decision-making process.

The incumbent can expect to work a varied schedule that will include some travel on weekends and holidays. Flexibility will be the key to making this billet a success. The incumbent will gain a broad exposure to high-level discussions and decisions; therefore, discretion and maturity are of the utmost importance when being considered for this position.

The incumbent will represent OMAO Operations senior leadership when issues arise and action must be taken. Incumbent will also have the opportunity to work closely with senior Line office personnel to address NOAA-wide management and resource allocation issues; resolve personnel and resource staffing issues involving OMAO offices; and undertake special projects and activities in support of the Deputy Director for Operations and OMAO.

The incumbent will assist other divisions within OMAO issues related to operations and strategic planning.

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

Clearly and succinctly brief high level issues to the Director, OMAO. Develop well researched and coordinated recommendations to address these same issues.

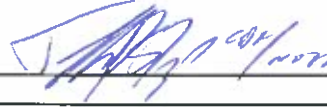
Gain an understanding of high level issues affecting NOAA and OMAO. Communicate relevant issues with MO and AOC leadership, and then assist in developing appropriate policies, actions or responses to resolve them.

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

9/6/2017

3. Name

Commander Jeffrey D. Shoup, NOAA

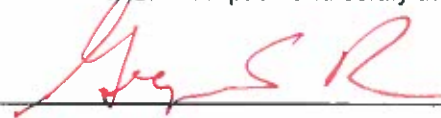
4. Title/Position

Chief, OCMD

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 SEP 17

3. Name

Mr. Greg S. Raymond

4. Title/Position

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

07 SEP 17

3. Name

Rear Admiral Michael J. Silah, NOAA


4. Title/Position

Director, NOAA Corps

D. Commissioned Personnel Center Endorsement

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

1. Signature



2. Date

9/6/2017

3. Name

Commander Jeffrey D. Shoup

4. Title/Position

Chief, OCMD

D. Director, NOAA Corps Endorsement

"I am the and I approve this billet."

1. Signature



2. Date

07 SEP 17

3. Name

Rear Admiral Michael J. Silah, NOAA

4. Title/Position

Director, NOAA Corps

1000

1000

1000

1000

1000

1000