

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION

A. Billet Number B. Billet Title
C. Grade Requested D. Type of Submission
E. Minimum amount of overlap between incumbent officer/reporting officer for continuity of duties
F. Duty Type G. Estimated Length of Assignment

SECTION 2 - DUTY STATION ADDRESS AND CONTACT INFORMATION

A. Street Address B. Street Address
C. City D. State E. Country
F. Zip Code
G. Office x H. Mobile I. Fax

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor
1. Name 2. Position 3. Grade
4. Email 5. Office x 6. Mobile

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

C. Reviewer (Normally the Reporting Officer's Supervisor)
1. Name 2. Position 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 2. Office, Center, or Lab
3. 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 U.S. Pacific Command (USPACOM) area of responsibility (AOR) extends from the waters off the west coast of the U.S. to the western border of India and from the Antarctic to the North Pole, in total encompasses approximately half the earth's surface and 50% of the world's population. The 36 nations that comprise the Asia-Pacific include: two of the three largest economies and one of the ten smallest; the most populous nation; the largest democracy; the largest Muslim-majority nation; and the smallest republic in the world. The region is a vital driver of the global economy and includes the world's busiest international sea lanes and nine of the ten largest ports. By any meaningful measure, the Asia-Pacific is also the most militarized region in the world, with seven of the world's ten largest standing militaries and five of the world's declared nuclear nations. Under these circumstances, the strategic complexity facing the region is unique. Nearly every other government agency supports USPACOM with a liaison officer who provides support with emerging needs and strategic planning. NOAA benefits by being closer linked with the activities within the region allowing for identification of opportunities while allowing better overall governmental function situational awareness in the region. It will also allow better ties and contacts with nations NOAA often does business with and depend on for data exchanges.

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 being NOAA's representative on the staff of the USPACOM Commander through the Director of Pacific Outreach, J09, and support the activity as required.

The officer works for the Director of Pacific Outreach with the following duties:

- Educate and communicate with USPACOM on NOAA initiatives, products and services which could be of value to USPACOM and NOAA
- Inform and communicate with partners NOAA's products, capabilities, and technical expertise on programs; focusing on those with application and impact in USPACOM AOR
- Develop and strengthen relationships with Nation's government and civilian sectors in the AOR
- Serve on or advise the NOAA Pacific Island Regional Team and Pacific Region Executive Board
- Serve as LNO to the USPACOM Joint Operations Center (JOC) during daily operations. Serve as duty watch officer as required during JOC 24/7 stand-up for catastrophic events in the AOR
- Create opportunity for NOAA within the region and move the organization positively to enhance strategic goals
- Closely collaborate with other federal agency partners to ensure governmental resources are efficiently used, while maximizing benefit and value for the US taxpayer
- Maintain awareness of overall status for NOAA resources in/or available to the region and either offer or request support where appropriate or when necessitated by USPACOM
- Provide/arrange for briefings to command upon request to support current operations or strategic planning
- Represent NOAA, USPACOM and the nation through delegation visits
- Participate in Working Group on Climate, Environment and Security in the Asia Pacific Region
- Using NOAA expertise, engage in Climate related impacts. This is the primary long-term concern of the USPACOM command. NOAA has significant expertise and products to contribute throughout the AOR.
- Collaborate with the Asia-Pacific Center on Security Studies (APCSS) on integrating NOAA instruction into seminars, electives and courses. Pursue NOAA participation in APCSS courses. Pursue NOAA becoming an integral part of this network which extends to the senior levels of military and civilian governments throughout the AOR.

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):

None

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 checked="" type="checkbox"/> Political Savvy <input checked="" type="checkbox"/> Vision <input checked="" type="checkbox"/> Partnering

Leadership Prerequisite Comments (Optional)

The ideal officer would have a varied operational background; ship and aircraft operational knowledge, as well as varied NOAA Program experience, is required. A solid understanding of NOAA upper level management structure and processes is required. Previous experience with managing personnel and large organizations is desirable and previous assignments and/or experience within the Pacific Region will be a great asset. An understanding of Island Nation cultural protocols also beneficial.

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 SES level experience working with NOAA leadership.

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).

The ideal candidate would have:

- Solid background in aviation and ship operations which support NOAA strategic goals
- Ability to manage several, multi-disciplinary projects concurrently
- Superb inter-personal skills. Understanding of military, scientific, and culturally- diverse audiences and ability to cultivate and manage relationships with these diverse groups.
- Excellent communicator with the ability to distill technical information for less technical audiences in concise and rapid manner
- Skilled writer with good technical background and ability to adapt writing to forum (military, scientific, international)
- Knowledge on appropriate process and experience developing written agreements between government agencies
- Labor management relations experience
- Ability to work cross agency to achieve broad agency goals
- Visionary with experience initiating and managing new and innovative projects
- Ability to form and lead diverse teams; ability to instill and maintain team focus and motivation
- Knowledge and background of Super Computer architecture and operations and global numerical modeling initiatives
- Knowledge and understanding of the observing systems and requirements from global environmental modeling
- Polished speaking and writing ability with ability to assimilate technical information for non-technical audience and present coherently and efficiently to the press and other external entities

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 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 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

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

Additional Operational Development (security clearances, special training) or Operational Development Comments (Optional)

TS-SCI Security Clearance

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).

High level military management and organizational skills

- Military operations
- International relations and activities
- International negotiations and agreements

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

- Improve NOAA's visibility within the Pacific Region and arrange for dignitary meetings with government officials
- Create new opportunities for NOAA including, but not limited to Aircraft and Ship project participation in DoD AOR activities
- Advise PACOM command and serve during time of national need or when requested at command center during operational watches
- Provide briefings to command and all interested parties on NOAA products, services and activities within the region
- Expand NOAA presence in DoD and within nations in the AOR

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

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 _____

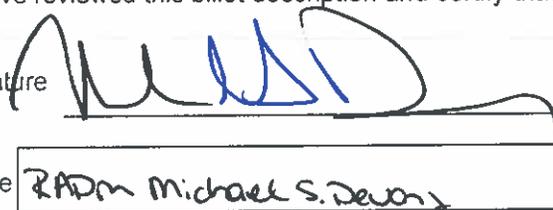
2. Date

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  CAPT ^{W/NOA}

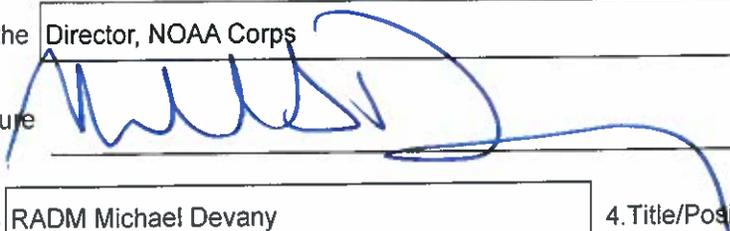
2. Date

3. Name

4. Title/Position

E. Director, NOAA Corps Endorsement

"I am the and I this billet."

1. Signature 

2. Date

3. Name

4. Title/Position