NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION
A. Billet Number 0080  B. Billet Title NOAA Liaison to PACOM
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 US Pacific Command, J09  B. Street Address BOX 64031
C. City Camp Smith  D. State Hawaii  E. Country  F. Zip Code 96861
G. Office x  H. Mobile  I. Fax

SECTION 3 - OFFICER EVALUATION REPORTING
A. Supervisor
1. Name  2. Position Director, Pacific Outreach, J9  3. Grade O7
4. Email  5. Office x  6. Mobile
B. Reporting Officer (2nd Level Supervisor)
1. Name  2. Position  3. Grade O6
4. Email  5. Office x  6. Mobile
C. Reviewer (Normally the Reporting Officer's Supervisor)
1. Name RADM Michael Devany  2. Position Director, OMAO  3. Grade
4. Email michael.s.devany@noaa.gov  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

5A. 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.

- Work 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 10 + Operational 10 + Leading and Managing 10 + Executive Leadership 70 = 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?  Yes - Planning and Budgeting  Dollar Amount (K)  30,000

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

<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>
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<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>
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<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>
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<td></td>
<td></td>
<td>☑ Customer Focus ☑ Entrepreneurship</td>
</tr>
<tr>
<td>LCDR (O4)</td>
<td>Leading Organizations</td>
<td>☑ Creativity &amp; Innovation ☑ Human Capital Management</td>
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<td>☑ Financial Management ☑ Technology Management</td>
</tr>
<tr>
<td>CDR (O5)</td>
<td>Leading Organizations</td>
<td>☑ External Awareness ☑ Strategic Thinking ☑ Political Savvy</td>
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<td>Leading Organizations</td>
<td>☑ Vision ☑ Partnering</td>
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<td>and RADM (O7/O8)</td>
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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
☐ Coxswin/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

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Leadership Development Comments (Optional)

### SECTION 11 - OPERATIONAL DEVELOPMENT

**A. Marine Development**

- ☐ Officer of the Deck
- ☐ Senior Watch Officer
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- ☐ Dynamic Positioning
- ☐ Boat Deployment
- ☐ MedPIC
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- ☐ Buoy/Mooring Qualified
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- ☐ Longline Qualified
- ☐ Hydro Launch PIC
- ☐ Foreign Port Calls

**B. Aviation Development**

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- ☐ Pilot
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- ☐ 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
### 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."

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<th>1. Signature</th>
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<tr>
<th>3. Name</th>
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<tr>
<td>Barry Choy</td>
<td>Director Office of Hydrologic Development</td>
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### B. Supervisor's Statement

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

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### 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."

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<tbody>
<tr>
<td>RADM Michael S. Devany</td>
<td>Director, NOAA Corps</td>
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### D. Commissioned Personnel Center Endorsement

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

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<tr>
<th>3. Name</th>
<th>4. Title/Position</th>
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<tr>
<td>CAPT Anne Lynch</td>
<td>Director Commissioned Personnel Center</td>
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### E. Director, NOAA Corps Endorsement

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

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