

## NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

### SECTION 1 - GENERAL INFORMATION

A. Billet Number	0315	B. Billet Title	North Atlantic Regional Coordinator		
C. Grade Requested	O4 - LCDR	D. Type of Submission	REALIGNMENT OF DUTIES		
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	NEFSC Narragansett Laboratory	B. Street Address	28 Tarzwell Dr.				
C. City	Narragansett	D. State	Rhode Island	E. Country	United States	F. Zip Code	02882
G. Office		x		H. Mobile		I. Fax	

### SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor							
1. Name	Jason Tuell	2. Position	Director, NWS Eastern Region	3. Grade	SES-All		
4. Email	jason.tuell@noaa.gov	5. Office	+1 (631) 244-0101	x		6. Mobile	
B. Reporting Officer (2nd Level Supervisor)							
1. Name	Jason Tuell	2. Position	Director, NWS Eastern Region	3. Grade	SES-All		
4. Email	jason.tuell@noaa.gov	5. Office	+1 (631) 244-0101	x		6. Mobile	
C. Reviewer (Normally the Reporting Officer's Supervisor)							
1. Name	Nancy Hann	2. Position	Chief of Staff, OMAO	3. Grade	O6		
4. Email	nancy.hann@noaa.gov	5. Office	+1 (301) 713-7658	x		6. Mobile	+1 (301) 357-0261

### 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			
3. Division	NA	4. Branch	NA	5. Section or Team	
B. NOAA Goal/Subgoal	Mission Support	C. Program	Regional Collaboration		
D. NOAA Org Code		E. NFC Org Code		F. Project-Task	

## SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

NOAA's regional collaboration network is tasked with identifying, communicating and responding to regional needs; catalyzing collaboration, and connecting people and capabilities to meet NOAA's mission. The officer will act as NOAA's Regional Collaboration Coordinator (Regional Coordinator) for the North Atlantic. As NOAA's North Atlantic Regional Coordinator, the officer will work alongside the SES North Atlantic Regional Team Lead to administer and lead a team of 20 senior NOAA staff located throughout the region, representing all of NOAA's business lines and a variety of disciplines. The coordinator produces and disseminates regionally-specific information on NOAA's place-based impacts and priorities to inform decision-making, develops and extends NOAA's interdisciplinary capacity, and fosters interaction among NOAA and with partners to improve understanding of and respect for NOAA's mission and capabilities in the North Atlantic. The officer will empower and motivate this team of geographically dispersed senior NOAA managers, and support and sustain cooperative working relationships within the team and with our partner network.

## 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

As the only regional NOAA member dedicated to regional collaboration in the North Atlantic, the officer will be working across all NOAA Line Offices with senior staff in the region. The ideal officer would know - or be interested in learning - about NOAA's entire mission, and be a self-starter who has the willingness and curiosity to lead, seek out and support opportunities for NOAA collaboration in the region. Some travel is required, but normally it is within the North Atlantic. There are three main components to this diverse and challenging position:

Internal communication, networking and collaboration leadership in the North Atlantic (competencies in Interpersonal Skills, Team Building, Problem Solving, Creativity & Innovation, Leveraging Diversity, Influencing Others, Execution, Financial Management, and Partnering): Initiate and enable internal collaboration at NOAA, communicate regional needs to both regional leadership and NOAA headquarters in order to address regional priorities. This includes presenting and attending various in-region NOAA and partner meetings, administering monthly virtual and annual in-person meetings of the North Atlantic Regional Team (and maintaining the associated administrative record), and participating in bi-weekly calls with counterparts in the other regions and monthly calls of the regional collaboration network. It also includes informing leadership visits and significant regional events in the region (the officer will ensure the visit is cross-cutting and shows return on investments in the region), as well as the writing and distribution of a regional quarterly newsletter highlighting NOAA collaboration activities in the North Atlantic.

External communication, networking, and collaboration leadership in the North Atlantic (competencies in Problem Solving, Developing Others, Influencing Others, Leveraging Diversity, Decisiveness, Conflict Management, Political Savvy, and Partnering): Initiate and enable collaboration among NOAA and its partners in the North Atlantic to address regional priorities, and promote awareness and understanding of NOAA's capabilities, services, and programmatic priorities to targeted audiences. The primary task under this component is the design and execution of the NART's thematic roundtables with district congressional staff (3-4 annually). This may also include the expansion into the engagement of the region's 12 Federally recognized tribes.

Program Planning and Reporting (competencies in Speaking, Writing, Entrepreneurship, Vision, Strategic Thinking, External Awareness, and Partnering): Ensure effective planning, operating, and reporting of NART activities within the Regional Collaboration Network, and to NOAA headquarters. This requires excellent writing and communication skills, timely contributions to headquarters for quarterly and annual reporting, as well as presentations in-region to both internal and external audiences to raise awareness and identify new opportunities for NOAA collaboration.

Incident Response (Technical Proficiency, Execution, Problem Solving, Writing, Listening, Political Savvy, and Partnering) : In the event of an extreme weather event or spill response the NART coordinator could be expected to perform duties at the incident command center.

### 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 checked="" type="checkbox"/> Developing Others <input checked="" type="checkbox"/> Execution
LCDR (O4)		<input checked="" type="checkbox"/> Decisiveness <input checked="" 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 checked="" 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)

Must have excellent communications skills, be capable of clear self-expression both written and verbal and possess strong organizational skills. The ability to work independently and to demonstrate initiative is essential. Prior experience with multiple line offices is preferred. Experience working on distributed teams is helpful.

## 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 officer should have a broad working knowledge of NOAA's management structure, business procedures, capabilities, services, and programmatic priorities in order to plan and execute the team's annual budget. Ability to manage projects and synthesize information in a clear, concise manner is essential, as is multitasking in a highly dynamic position.

## 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 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 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)		

## 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)**

The NART coordinator maintains a secret clearance in the event of an incident response scenario.

## **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).

This position affords the officer the opportunity to gain valuable experience leading and learning from senior NOAA managers across all of NOAA's business lines. Knowledge, skills and abilities developed include an increased understanding of NOAA capabilities and offices in the North Atlantic, project management, budget planning and execution, writing and oral communication, facilitation and coordination.

## **SECTION 13 - CRITICAL SUCCESS CRITERIA**

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

Significant contribution to NOAA collaborative projects resulting in new partnerships and/or joint activities across line offices.  
Delivery of four quarterly NOAA in the North Atlantic newsletters by the 4th week after the start of each quarter to all NOAA employees in the North Atlantic.  
Organization and execution of at least two NOAA roundtables with district Congressional staff or tribal partner in each fiscal year.  
Development of annual team operating plan and associated budget for each planning cycle.  
Supervision of a NOAA Rotational Assignment Program participant in support of NART activities.  
Visit a minimum of 2 NOAA facilities in region annually to present and share information on Regional Collaboration/NART.  
Promote and educate internal and external leaders on the valuable aspects of the NOAA in the region during site visits.

**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



Digitally signed by BARTLETT, NICOLE D. 1365832176  
DN: c=US, o=U.S. Government, ou=DoD, ou=PKI,  
ou=OTHER, cn=BARTLETT, NICOLE D. 1365832176  
Date: 2016.08.16 09:40:50 -0400

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

Digitally signed by TUELL, JASON.P.1011566410  
DN: c=US, o=U.S. Government, ou=DoD, ou=PKI,  
ou=OTHER, cn=TUELL, JASON.P.1011566410  
Date: 2016.12.14 12:05:15 -0500

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, NOAA

2. Date

3. Name

4. Title/Position

**E. Director, NOAA Corps Endorsement**

"I am the  and I  this billet."

1. Signature

  
CDR/NOAA

2. Date

3. Name

4. Title/Position