

**NOAA COMMISSIONED OFFICER BILLET DESCRIPTION****SECTION 1 - GENERAL INFORMATION**

A. Billet Number	0320	B. Billet Title	NOAA Liaison to the Oceanographer of the Navy		
C. Grade Requested	O4 - LCDR	D. Type of Submission	CHANGE OF DUTY STATION		
E. Minimum amount of overlap between incumbent officer/reporting officer for continuity of duties	1 week				
F. Duty Type	FIXED SHORE	G. Estimated Length of Assignment	3 years		

**SECTION 2 - DUTY STATION ADDRESS AND CONTACT INFORMATION**

A. Street Address	2000 Navy Pentagon	B. Street Address	Room 5D150				
C. City	Washington	D. State	District of Colu	E. Country	United States	F. Zip Code	20350
G. Office	7036141724	x		H. Mobile	2404615883	I. Fax	

**SECTION 3 - OFFICER EVALUATION REPORTING**

A. Supervisor							
1. Name	CAPT Matthew Pawlenko	2. Position	Branch Head, N2N6E5	3. Grade	O6		
4. Email	matthew.pawlenko.mil@us.navy.mil	5. Office	7036145023	x		6. Mobile	
B. Reporting Officer (2nd Level Supervisor)							
1. Name	RDML Ronald Piret	2. Position	Oceanographer of the Navy	3. Grade	O7		
4. Email	ronald.j.piret.mil@us.navy.mil	5. Office	7036141847	x		6. Mobile	
C. Reviewer (Normally the Reporting Officer's Supervisor)							
1. Name	CDR Dean Legidakes	2. Position	Chief of Staff, Office of Marine and Aviation C	3. Grade	O5		
4. Email	dean.legidakes@noaa.gov	5. Office		x		6. Mobile	8506372179

**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	OMAO Headquarters			
3. Division	Executive Affairs 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 NOAA Liaison Officer (NOAA LNO) to the Oceanographer of the Navy is the principal representative of NOAA to the Department of the Navy, physically located at the Pentagon. This position is embedded within OPNAV N2N6E5 under the Oceanographer and Navigator of the Navy Interagency, Policy and Naval Deputy to NOAA Branch. The Oceanographer formally holds the role of Naval Deputy to NOAA, representing all Navy interests.

Liaison Officers are detailed by their parent agency to the host agency in which they are responsible for achieving common understanding, unity of effort, and best utilization of resources. The NOAA LNO assists senior leadership of both agencies by providing visibility of issues and opportunities between NOAA and Navy Oceanography / Information Warfare (IW). Within the Navy, Oceanography includes meteorology, oceanography, mapping, charting and geodesy, astronomy, and precise time and navigation. Insight provided by the LNO assists executive leadership by providing information and insight which guides organizational strategy, vision, and partnering opportunities while increasing external awareness, entrepreneurship, and political savvy.

## 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 NOAA LNO is responsible for: 1, promoting unity of effort; 2, achieving common understanding; and 3, best and most efficient utilization of resources between NOAA and the Navy. In executing these duties, the NOAA LNO will participate in, be knowledgeable of, coordinate, facilitate, and/or execute interagency policies, strategy, projects, programs, agreements and/or exercises.

Primary duties on a routine basis include:

- Management of the NOAA-Navy Umbrella Memorandum of Understanding and annexes, including renewals and development of new agreements
- Attendance for situational awareness and/or representation of Navy interests with NOAA ties at interagency working groups, committees and other meetings.
- Production of briefing materials for senior staff within both the Navy and NOAA to prepare for interagency interactions. In particular, routine meetings are held between NOAA AA and UNSEC level leadership and Naval Oceanography leadership.
- Coordination and facilitation of interagency meetings including the NOAA-Navy Senior Executive Leadership Panel (SELP)
- Participation in NOAA cross-line office executive level coordination groups (UxS, Arctic, AI, meteorological services) to inform potential for new connections
- Coordination with line office PCOs to answer requests for information regarding Navy activities from NOAA leadership

The incumbent, organizationally, is within N2N6E5 (Navy Deputy to NOAA), an office under the Navigator and Oceanographer of the Navy (N2N6E), who reports to the Deputy Chief of Naval Operations for Information Warfare (N2N6), who in turn reports directly to the Chief of Naval Operations (CNO). Although within the Navy Oceanographer's portfolio, the incumbent works throughout the Navy (and NOAA) portfolio on a wide variety of established or emerging issues, including (but not limited to) hydrography/cartography, oceanography, meteorology, fisheries monitoring, Arctic operations and R&D, and satellite operations and data networking. Close coordination is also expected with Commander, Navy Meteorology and Oceanography Command (CNMOC), where the operational side of Navy oceanography and meteorology are housed. The NOAA LNO is expected to be the expert or locate experts in all areas where Navy Oceanography and NOAA share a common interest or responsibility. The NOAA LNO initiates contacts at the appropriate staff level(s) of both NOAA and Navy to best determine and represent the interests of each. Frequently sensitive strategic or organizational activities are briefed to senior leadership, requiring discretion and tact.

### 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):

The officer will not have responsibility for managing or commanding Government assets. Although not a direct participant in formulation, the officer has opportunities to learn about budgeting and financial processes within DoD.

**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 type="checkbox"/> Human Capital Management <input 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 type="checkbox"/> Political Savvy <input checked="" type="checkbox"/> Vision <input checked="" type="checkbox"/> Partnering

**Leadership Prerequisite Comments (Optional)**

Experience with DoD interactions in prior billets or prior service experience within DoD is beneficial but not required.

## 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)

The NOAA LNO must possess the highest operational qualifications available for either the aviation or marine occupational specialties. SWO or Aircraft Commander qualification is required in order to be regarded as having attained enough experience to be a credible operational professional. Secret clearance is required due to classified workspace and significant classified responsibilities. Top Secret/SCI security clearance is not generally required but desired as it may be needed for rare situations to conduct liaison responsibilities within the Navy's intelligence community.

## 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).

Officers selected for NOAA LNO to the Oceanographer of the Navy must possess program expertise in at least one area of NOAA's missions and have a fundamental understanding of NOAA and Department of Commerce programs, strategic plans, and goals. Additionally, knowledge and understanding of the Navy structure, mission, culture, challenges, and goals is critical for success. The CNO's Navigation Plan and DoD and Navy strategies related to Climate, Arctic and Science and Technology must be read and comprehended as a primer to effective liaising within the organizational culture of the Navy.

## 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 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 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)			
<p>The LNO interacts and provides information and guidance to senior leadership up to the NOAA Administrator, Oceanographer of the Navy and SECNAV departments; through these interactions the incumbent is exposed to and develops understanding of Flag Officer, SES-level and honorable-level leadership competencies and priorities.</p>			

## SECTION 11 - OPERATIONAL DEVELOPMENT

<p><b>A. Marine Development</b></p> <p> <input type="checkbox"/> Officer of the Deck    <input type="checkbox"/> Senior Watch Officer    <input type="checkbox"/> ECDIS    <input type="checkbox"/> Dynamic Positioning    <input type="checkbox"/> Boat Deployment    <input type="checkbox"/> MedPIC  <input type="checkbox"/> Coxswain/OIC    <input type="checkbox"/> HAZWOPER    <input type="checkbox"/> AUV Deployment    <input type="checkbox"/> U/W UAS Deployment    <input type="checkbox"/> Buoy/Mooring Qualified  <input type="checkbox"/> Trawl Qualified    <input type="checkbox"/> Longline Qualified    <input type="checkbox"/> Hydro Launch PIC    <input type="checkbox"/> Foreign Port Calls </p>
<p><b>B. Aviation Development</b></p> <p> <input type="checkbox"/> Co-Pilot    <input type="checkbox"/> Pilot    <input type="checkbox"/> Aircraft Commander    <input type="checkbox"/> Mission Commander    <input type="checkbox"/> Instructor Pilot    <input type="checkbox"/> Hurricane Qualified  <input type="checkbox"/> Alaska/Wilderness Qualified    <input type="checkbox"/> Flight Meteorologist    <input type="checkbox"/> International Flights    <input type="checkbox"/> UAS Pilot </p>
<p><b>C. Dive Development</b></p> <p> <input type="checkbox"/> Scientific Diver    <input type="checkbox"/> Working Diver    <input type="checkbox"/> Advanced Working Diver    <input type="checkbox"/> Master Diver    <input type="checkbox"/> Dive Master    <input type="checkbox"/> Dive Medic  <input type="checkbox"/> Unit Diving Supervisor </p>
<p><b>D. Additional Operational Development (security clearances, special training) or Operational Development Comments (Optional)</b></p> <p>TS/SCI clearance beneficial to allow full participation in Navy activities and meetings. The LNO will benefit in follow-on assignments by having built an extensive network of Navy peers which can enhance the officer's effectiveness. Exposure to the Navy enterprise provides experience and understanding of the challenges faced by the Navy in operating their fleet of ships, boats, and aircraft and the courses of action considered or pursued to maintain readiness of the fleet.</p>

## 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).

Professional networks are developed as a result of successful liaising, resulting in valuable contacts for NOAA and Navy while serving in positions of greater leadership responsibility within NOAA. Understanding of Navy doctrine, culture, challenges, and opportunities and how they relate to NOAA develops awareness and understanding of strategic leadership principles.

There are opportunities to formally develop DoD and Navy skills such as through action officer courses, budgetary training and TDY to meetings, tabletop and operational exercises.

## SECTION 13 - CRITICAL SUCCESS CRITERIA

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

1. Continually expand the network of professional contacts within the Navy.
2. Become relied upon to develop talking points for senior leadership meetings.
3. Identify and facilitate interagency collaborations.
4. Maintain continuity in formal relationship between NOAA and Navy as defined in Memoranda of Understanding, interagency coordination bodies and senior leadership meetings.

## 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



MANDA.DAMIAN.CURTIS.1396610660  
2024.07.23 11:35:48 -04'00'

2. Date

23 Jul 2024

3. Name

LCDR Damian Manda, NOAA

4. Title/Position

NOAA LNO to the Oceanographer of the Navy

### 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

PAWLENKO.MATTHEW.1239028655

Digitally signed by  
PAWLENKO.MATTHEW.1239028655  
Date: 2024.07.23 09:14:54 -04'00'

2. Date

23 Jul 2024

3. Name

CAPT Matthew Pawlenko, USN

4. Title/Position

Branch Head, Naval Oceanography

### 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

LEGIDAKES.DEAN.JOHN.1038314579

Digitally signed by  
LEGIDAKES.DEAN.JOHN.1038314579  
Date: 2024.07.24 09:45:14 -04'00'

2. Date

24 July 2024

3. Name

CDR Dean Legidakes, NOAA

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

COLEGROVE.ANDREW.RAYMOND.1292287646

Digitally signed by  
COLEGROVE.ANDREW.RAYMOND.1292287646  
Date: 2024.08.29 17:21:11 -04'00'

2. Date

2024-08-29

3. Name

CDR Andrew Colegrove

4. Title/Position

Chief, Officer Career Management Division

### E. Director, NOAA Corps Endorsement

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

1. Signature



Digitally signed by VAN  
WESTENDORP.CHRISTIAAN.HENRY.1012828175  
Date: 2024.09.10 14:56:55 -04'00'

2. Date

9/10/2024

3. Name

CAPT C. van Westendorp, NOAA

4. Title/Position

Director, Commissioned Personnel Center

Print Form

Submit to CPC (Reviewer Use Only)