NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION

A. Billet Number 551
B. Billet Title Staff Officer, NOAA Corps Policy

C. Grade Requested 04 - LCDR
D. Type of Submission PROPOSED NEW BILLET

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 8403 Colesville Road
B. Street Address Suite 500

C. City Silver Spring
D. State Maryland
E. Country United States
F. Zip Code 20910

G. Office ________ x ________ H. Mobile ____________ I. Fax +1 (301) 713-4140

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor

1. Name Gregory S. Raymond
2. Position Acting, Deputy Director, Commissioned Personnel
3. Grade ZA V
4. Email gregory.raymond@noaa.gov
5. Office +1 (301) 713-7715
6. Mobile ________

B. Reporting Officer (2nd Level Supervisor)

1. Name Gregory Raymond
2. Position Acting Deputy Director, Commissioned Personnel
3. Grade ZA V
4. Email gregory.raymond@noaa.gov
5. Office +1 (301) 713-7715
6. Mobile ________

C. Reviewer (Normally the Reporting Officer’s Supervisor)

1. Name CAPT Amilynn Adams
2. Position Director, Commissioned Personnel Center
3. Grade O6
4. Email Director.CPC@noaa.gov
5. Office +1 (301) 713-7711
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 OMAO
2. Office, Center, or Lab CPC
3. Division NOAA Corps Policy
4. Branch ________
5. Section or Team ________

B. NOAA Goal/Subgoal ________
C. Program ________

D. NOAA Org Code ________
E. NFC Org Code 08-01-0001:00-00-00-00
F. Project-Task ________
SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

The NOAA Corps Policy Division is one of the three primary execution divisions within CPC.

Human Resources (HR) Policy Program Division is responsible for the development, update and management of HR policies associated with the NOAA Commissioned Officer Corps, one of the seven uniformed services. In addition, the function expounds upon NOAA’s HR policies, as needed, for implementation and execution in the OMAO.

SECTION 6 - DUTIES AND RESPONSIBILITIES

6A. Description of Duties and Responsibilities

The incumbent officer will provide broad based policy support for the entire NOAA Corps.

1. Develop, evaluate and periodically review the CPC policy development strategy. Post updates on the CPC website, and ensure established milestones/deadlines are met. Work with CPC Division Chiefs and other appropriate personnel to set priorities for the development, update, and enhancement of human resources policy that supports the organization, the NOAA Corps and OMAO HR policies/requirements. Communicate results to appropriate personnel and provide periodic status updates to supervisor.

2. Analyze and evaluate, on a quantitative and qualitative basis, the effectiveness of policy development goals and objectives. Analyze new and/or amend legislation and make appropriate changes to policies. Review proposed legislation/regulations from other uniformed services (e.g., National Defense Authorization Act) or programs to determine their impact on existing NOAA Corps/OMAO human resources policies.

3. Lead, conduct, and/or participate in any comprehensive study/review designed to restructure NOAA Corps policy, and contribute to/develop OMAO personnel policies.

4. Liaison with NOAA’s Workforce Management Office, DOC’s Office of General Counsel, and DOC’s Office of Human Resources Management to ensure approval of all additions and amendments to the NOAA Corps Directives.

5. Support the development and/or identify areas needing policy guidance, standard operating procedures, NOAA Administrative Orders, program improvement or revision of internal directives, operating procedures. Develop policy guidance, recommend through chain of command, and implement/execute solution(s).

6. Ensure HR policies are implemented within CPC, OMAO and the NOAA Corps in accordance with directives/guidance with a view toward client understanding and support.

6B. Division of Duties and Responsibilities, Total Must = 100%

Technical 20 + Operational 70 + Leading and Managing 10 + Executive Leadership 0 = 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   ☐ No
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):

N/A

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 (01)</td>
<td>Leading Self</td>
<td>☒ Core Values &amp; Conduct ☒ Health &amp; Well Being ☒ Responsibility</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☒ Followership ☒ Adaptability</td>
</tr>
<tr>
<td>LTJG (02)</td>
<td>Leading Others</td>
<td>☒ Interpersonal Skills ☒ Continuous Learning ☒ Technical Proficiency</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☒ Listening ☒ Speaking</td>
</tr>
<tr>
<td>LT (03)</td>
<td>Leading Performance and Change</td>
<td>☒ Writing ☒ Team Building ☒ Leveraging Diversity</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☒ Influencing Others ☒ Developing Others ☒ Execution</td>
</tr>
<tr>
<td>LCDR (04)</td>
<td>Leading Organizations</td>
<td>☒ Decisiveness ☒ Problem Solving ☒ Conflict Management</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☒ Customer Focus ☒ Entrepreneurship</td>
</tr>
<tr>
<td>CDR (05)</td>
<td></td>
<td>☐ Creativity &amp; Innovation ☐ Human Capital Management</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☐ Financial Management ☐ Technology Management</td>
</tr>
<tr>
<td>CAPT (06) and RADM (07/08)</td>
<td>Leading Organizations</td>
<td>☐ External Awareness ☐ Strategic Thinking ☐ Political Savvy</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☐ Vision ☐ Partnering</td>
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Leadership Prerequisite Comments (Optional)

Incumbent officer must be professional in appearance, actions, and communications. Maturity is a must as officer will be exposed to a vast amount of sensitive information. Solid interpersonal skills are imperative for building relationships within the diverse OPMD and CPC team and communicating with NOAA Corps officers to solve problems. Writing skills are necessary to produce correspondence for approval and review by chain of command to include Director, CPC; WFMO; DOC OGC; Dept OHRM. Speaking skills required to present to various groups on the services NOAA Corps Policy provides to customers.
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)

N/A

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).

Knowledge of Joint Travel Regulations (JTR), NOAA Corps Directives (NCD), and CPC web site highly recommended.

Knowledge of researching laws/legislations; writing skills.

Strong administrative skills and advanced computer skills necessary.

Ability to manage multiple projects and maintain keen attention to detail are critical to success.

Professionalism and maturity vital.
SECTION 10 - LEADERSHIP DEVELOPMENT

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<thead>
<tr>
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Leadership Development Comments (Optional)
Incumbent will gain knowledge of current operation of CPC and better understand how to implement creative and innovative solutions to problems throughout the NOAA Corps as well as gain experience in nearly all aspects of the NOAA Corps Policy and Law. Incumbent should strive to develop the ability to manage details of every day operation while gradually driving improvements towards the accomplishment of larger vision and long term goals.

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
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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)
N/A
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).

The incumbent will develop expertise in the NOAA Corps' human resources directives and laws governing the NOAA Corps personnel processes and use it to teach, mentor, serve, and support NOAA Corps officers now as well as create and implement improvements for better future service.

The incumbent will manage and prioritize multiple projects by leveraging diversity and forging relationships within OPMD, CPC, and beyond.

The incumbent will develop skills researching laws, policies and legislation.

Funding available, the incumbent may take advantage of training opportunities for certification in public administration.

Incumbent has an opportunity in this billet to impact the entire NOAA Corps through partnerships that create efficiencies.

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

1. Represent NOAA Corps on the Military Advisory Panel at the biweekly Per Diem, Travel, Transportation & Allowances Committee; track, review, and make recommendations to CPC Management, and Director, NOAA Corps on all proposed changes to the Joint Travel Regulations (JTR) and serve as a representative to inter-agency group meetings (SGLI, Blended Retirement, etc).

2. Participate in all NOAA Corps Officer Personnel Boards providing policy assistance as needed.

3. Develop partnerships with other agencies and external organizations to further NOAA Corps legislative interests.

4. Successfully maintaining good working relationships with committee staffs.

5. Ensuring prompt response to all Congressional inquiries.

6. Develop political savvy, vision, partnering, and other executive leadership skills.

7. Develop networks and build alliances with co-workers, clients partners and stakeholders to share best practices and lead/manage organizational and policy objects to include serving on identified human resources and uniformed service related boards/committees/panels. Serve as CPC's policy representative at various HR forums to include those sponsored by NOAA, DOC and/or other agencies.
## 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."

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<thead>
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<th>Signature</th>
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<td>[Signature]</td>
<td>2/13/17</td>
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<table>
<thead>
<tr>
<th>Name</th>
<th>Title/Position</th>
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<tbody>
<tr>
<td>Sherrrita Irby</td>
<td>NOAA Corps Policy Program Manager</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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<tr>
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<tbody>
<tr>
<td>Gregory S. Raymond</td>
<td>Acting Deputy Director, CPC</td>
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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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<td>Acting Deputy Director, CPC</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>Name</th>
<th>Title/Position</th>
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<tbody>
<tr>
<td>Amilynn Adams</td>
<td>Director, CPC</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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<th>Date</th>
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<td>6/01/17</td>
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<tr>
<th>Name</th>
<th>Title/Position</th>
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<tbody>
<tr>
<td>RADM David A. Score</td>
<td>Director, NOAA Corps</td>
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</table>