

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION

A. Billet Number	9312	B. Billet Title	Staff Assistant, Program Coordination Office
C. Grade Requested	O3 - LT	D. Type of Submission	ANNUAL RECERTIFICATION
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	1 year

SECTION 2 - DUTY STATION ADDRESS AND CONTACT INFORMATION

A. Street Address	Herbert C. Hoover Building	B. Street Address	1401 Constitution Ave., Room 58019				
C. City	Washington	D. State	District of Colu	E. Country	United States	F. Zip Code	20230
G. Office	+1 (202) 482-0683	x		H. Mobile	+1 (307) 641-7539	I. Fax	

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor							
1. Name	Deputy Chief of Staff, OMAO	2. Position	Deputy Chief of Staff, OMAO	3. Grade			
4. Email		5. Office	+1 (301) 713-7665	x		6. Mobile	
B. Reporting Officer (2nd Level Supervisor)							
1. Name	Deputy Chief of Staff, OMAO	2. Position	Deputy Chief of Staff, OMAO	3. Grade			
4. Email		5. Office	+1 (301) 713-7665	x		6. Mobile	
C. Reviewer (Normally the Reporting Officer's Supervisor)							
1. Name	Chief of Staff, OMAO	2. Position	Chief of Staff, OMAO	3. Grade			
4. Email		5. Office	+1 (301) 713-7658	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	OMAO	2. Office, Center, or Lab	Headquarters					
3. Division	Executive Affairs	4. Branch		5. Section or Team				
B. NOAA Goal/Subgoal				Mission Support	C. Program			
D. NOAA Org Code	AN8100	E. NFC Org Code	08-08-0003-00-00-00-00	F. Project-Task	T8A2AQH-PQH			

SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

The Program Coordination Office (PCO) provides staff support to NOAA Leadership and represents NOAA leadership in their liaison with NOAA Assistant Administrators and their staff. PCO supports leadership by producing the highest quality products and preparing them for issues that may arise during various events regardless of subject matter. PCO staff develops concise and informative speeches, talking points, visual presentation and one page memos for use by NOAA Leadership on a variety of subjects incorporating the "Big NOAA" view. This entails coordinating with other line offices, doing extensive subject matter research, tasking other PCO staff and maintaining awareness of the significant public affairs issues in the event areas.

A thorough understanding of OMAO organization and personnel is vital to facilitate coordination. A strong technical knowledge of the various operations OMAO performs is also very important. Basic knowledge of the budget structure, various processes and OMAO's relationship with the Hill is beneficial.

This assignment requires travel and the ability to coordinate travel so resourcefulness, attention to detail and the ability of an officer to educate him or herself on unfamiliar areas is very important. A PCO assignment is an opportunity to educate and develop the future leaders in NOAA so officers are selected carefully. This assignment requires the trust of/by leadership, dedication, loyalty, and hard work.

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

- Provide senior staff support to the Office of the Under Secretary.
- Develop presentations, statements and remarks for the Office of the Under Secretary.
- Provide expert staffing support at events by: including comprehensive background material; understanding local issues working with Legislative Affairs; working with Public Affairs, Line Office Headquarters and others to ensure leadership is fully prepared for various interactions.
- Represent the Line and Program Offices within the Office of the Under Secretary and bring issues of concern to the attention of the Office of the Under Secretary. Represent the Office of the Under Secretary in inter-agency meetings and coordinate action with NOAA and the Department of Commerce as required
- Review proposals and controlled correspondence coming to the Office of the Under Secretary for information, and/or action and make recommendations and edits as required.
- Work with NOAA Line and Program Offices to ensure adequate coordination and attempt to resolve differences dealing with programmatic, scientific and management issues with the agency.
- Advise the Office of the Under Secretary on broad initiatives and high priority issues requiring immediate attention. Provide briefings, as requested, on a broad range of issues which may affect program operations or have nationwide impacts.
- Provide comprehensive analyses relating to proposed initiatives; conduct background research and short-term feasibility studies and develop general plans to define objectives and coordinate work to be undertaken.
- Develop recommendations or conclusions for the Office of the Under Secretary based on careful study/analysis of the material presented, requiring full understanding and consideration of NOAA policies, project management commitments and other relevant factors.
- Verify the proper formats and monitor the status of officer appointment and promotion packages as they progress through the NOAA and DOC clearance processes, White House approval and Senate confirmation.

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):

N/A

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 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)

Officer should have completed a successful Operations Officer, Executive Officer or Aircraft Commander Tour. Top Secret Security Clearance is preferred in this position.

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).

-Willing to devote significant time and effort to support NOAA Leadership. Ability to manage time given varying priorities and short deadlines. Work well in a team environment. Be an active listener capable of capturing the most significant points during various meeting and interactions. Pay strict attention to detail and be open to professional development and constructive criticism. Be receptive to focusing on NOAA by learning the "corporate NOAA view" and establishing, and promoting, connections across line offices for the betterment of NOAA.

- Words and word choice are critical in this position. Must have exhibited significant writing communication skills in previous assignments.

- Thorough understanding of Microsoft and Google suite of products.

SECTION 10 - LEADERSHIP DEVELOPMENT

GRADE	LEADERSHIP MATURITY LEVEL	LEADERSHIP COMPETENCIES DEVELOPED IN THIS BILLET
ENS (O1)	Leading Self	<input type="checkbox"/> Core Values & Conduct <input type="checkbox"/> Health & Well Being <input type="checkbox"/> Responsibility <input type="checkbox"/> Followership <input type="checkbox"/> Adaptability
LTJG (O2)		<input type="checkbox"/> Interpersonal Skills <input type="checkbox"/> Continuous Learning <input type="checkbox"/> Technical Proficiency <input type="checkbox"/> Listening <input 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 type="checkbox"/> Political Savvy <input type="checkbox"/> Vision <input type="checkbox"/> Partnering
Leadership Development Comments (Optional)		

SECTION 11 - OPERATIONAL DEVELOPMENT

A. Marine Development <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
B. Aviation Development <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
C. Dive Development <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
D. Additional Operational Development (security clearances, special training) or Operational Development Comments (Optional) None

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).

- Will have the opportunity to attend training to gain a better understanding of the budgeting process and other government related courses.
- Gain an expanded network of professional associates both within and outside of OMAO and NOAA.
- Gain a better understanding on corporate NOAA and how the line offices work together, in conjunction with senior leadership, to meet the goals set forth by current and future administrations.
- Gain an understanding of OMAO and NOAA organizational structure and corporate functions.
- Observe NOAA's mission and priorities from a strategic vantage.

Successful completion of a PCO assignment provides NOAA and NOAA Corps with a well-rounded officer who has experienced NOAA from operational and leadership aspects. These experiences provide a strong foundation for the incumbent to become a senior leader in NOAA.

SECTION 13 - CRITICAL SUCCESS CRITERIA


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

- Works effectively with people from various backgrounds.
- Treats all people with dignity and respect.
- Treats all individuals equally.
- Shows respect and understanding of diverse points of view and demonstrates understanding in daily work and decision-making.
- Examine own biases and behaviors to avoid stereotypical responses and does not discriminate against any individual or group.
- Challenges others to rectify biases in behavior, systems and process
- Provides an example to others by demonstrating moral courage in the face of challenging circumstances.
- Effectively assesses and advises on NOAA issues affecting OMAO
- Balances focus in order to deliver both OMAO and NOAA goals.
- Ability to interpret incomplete and/or ambiguous information.
- Effectively analyzes and assesses new or uncertain critical situations.
- Evaluates impact of improvement initiatives.
- Enhance other PCO team member knowledge of OMAO.
- Remains receptive to and encourages innovative ideas from more junior colleagues.
- Sets example and embodies OMAO/NOAA Corps principles and values.
- Demonstrably protects the reputation of NOAA leadership.
- Facilitates coordination between line offices when responses require cross agency collaboration.
- Pays strict attention to detail in all correspondences and presentations.
- Maintains awareness of the potential impacts of NOAA activities and decisions.

SECTION 14 - ROUTING, REVIEW, RECOMMENDATION AND APPROVAL

A. Developer's Statement

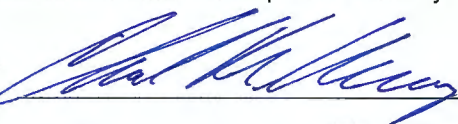
"I certify that I have written this billet description and certify that it is a true and correct representation of the billet."

1. Signature  ^{LCDR/NOAA} 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  ^{LCDR/NOAA} 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  ^{CDR/NOAA} 2. Date

3. Name 4. Title/Position

E. Director, NOAA Corps Endorsement

"I am the and I approve this billet."

1. Signature  2. Date

3. Name 4. Title/Position