NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION

A. Billet Number [9313]  B. Billet Title Flag Lieutenant to the NOAA Administrator

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 [1401 Constitution Ave, NW]  B. Street Address [Department of Commerce]


SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor

1. Name [Renee Stone]  2. Position [NOAA Chief of Staff]  3. Grade [SES-All]


B. Reporting Officer (2nd Level Supervisor)


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


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 [NOAA HQ]  2. Office, Center, or Lab [UNSEC]

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 incumbent will serve as the Aide-de-Camp or 'Flag Lieutenant' to the NOAA Administrator. The position requires an officer who is proactive, adaptable, and excels working in a fast-paced environment. The incumbent must have excellent time management skills and manage competing priorities. As the NOAA Administrator's Aide, the incumbent will be responsible for communicating logistics and will ensure details are coordinated in advance. As the on-scene manager of the Administrator's travel and meeting agendas, the Flag Lieutenant must be cognizant of the Administrator's schedule and whereabouts at all times. Due to the position's high public visibility, the Flag Lieutenant must possess impeccable bearing, appearance, and be familiar with the NOAA organizational and military customs and courtesies.

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

Flag Lieutenant duties include:
1. On-scene management of the NOAA Administrator's schedule, meeting agenda, facilities, transportation, and reservations.
2. Assist the Administrator with individualized tasks which facilitate productive time management and resource management.
3. Conduct direct research and data collection for use in the Administrator's decision making process.
4. Prioritize competing demands on the Administrator's schedule and assist with the management of the official calendar.
5. Ensure the Administrator is prepared for all meetings, briefings, events, and engagements.
6. Capture follow up and action items on behalf of the NOAA Administrator.

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

Technical 25 + Operational 55 + Leading and Managing 20 + 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 Program Coordination Officers, usually high-performing early-career Line Office personnel

2. Fiscal

Will the Officer have budget responsibility? 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 (O1)</td>
<td>Leading Self</td>
<td>☒ Core Values &amp; Conduct ☒ Health &amp; Well Being ☒ Responsibility</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☒ Followership ☒ Adaptable</td>
</tr>
<tr>
<td>LTJG (O2)</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 (O3)</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 (O4)</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 (O5)</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 (O6)</td>
<td>and RADM (O7/O8)</td>
<td>☐ External Awareness ☐ Strategic Thinking ☐ Political Savvy</td>
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<tr>
<td></td>
<td></td>
<td>☐ Vision ☐ Partnering</td>
</tr>
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</table>

Leadership Prerequisite Comments (Optional)

Strong inter-personal skills and adaptability are required. A varied schedule will include travel throughout the work week and occasionally on the weekends. Long days are to be expected. The incumbent will get tremendous exposure to high level discussions and decision making, therefore discretion and maturity are of the utmost importance. The incumbent shall maintain impeccable wear of the uniform, display the highest degree of officer bearing, and exhibit knowledge of diplomatic and uniformed services protocols.
### SECTION 8 - OPERATIONAL PREREQUISITES

<table>
<thead>
<tr>
<th>A. Marine Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Officer of the Deck</td>
</tr>
<tr>
<td>□ Coxswain/OIC</td>
</tr>
<tr>
<td>□ Trawl Qualified</td>
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<table>
<thead>
<tr>
<th>B. Aviation Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Co-Pilot</td>
</tr>
<tr>
<td>□ Alaska/Wilderness Qualified</td>
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<table>
<thead>
<tr>
<th>C. Dive Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Scientific Diver</td>
</tr>
<tr>
<td>□ Unit Diving Supervisor</td>
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</table>

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<thead>
<tr>
<th>D. Additional Operational Prerequisites (security clearances, special training) and Operational Prerequisite Comments (Optional)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Familiarity with Public Administration is desired, but not required.</td>
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</tbody>
</table>

### 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 the NOAA structure, missions, and leadership.
Familiarity with responsibilities and duties of other Line Office staff members.
Proficiency in software programs associated with presentations, spreadsheets, and word processing.
**SECTION 10 - LEADERSHIP DEVELOPMENT**

<table>
<thead>
<tr>
<th>GRADE</th>
<th>LEADERSHIP MATURITY LEVEL</th>
<th>LEADERSHIP COMPETENCIES DEVELOPED IN THIS BILLET</th>
</tr>
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<tr>
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<td>Leading Self</td>
<td>✗ Core Values &amp; Conduct ☐ Health &amp; Well Being  ☒ Responsibility</td>
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<td></td>
<td>and Change</td>
<td>☐ Customer Focus</td>
</tr>
<tr>
<td>CDR (O5)</td>
<td>Leading Organizations</td>
<td>☐ Financial Management</td>
</tr>
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**Leadership Development Comments (Optional)**

This assignment is considered a leadership development opportunity due to the amount of exposure to senior leadership throughout NOAA and the Government. First hand observations of the high-level decision making and legislative processes will help a junior officer prepare for and successfully negotiate the challenges faced in a career of public service. Experience gained in this position would lend itself to follow-on liaison assignments to Capitol Hill, other Uniformed Services, or Federal Agencies. A savvy, attentive officer can also develop some external awareness, strategic thinking, political savvy, vision, and partnering skills.

**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/JW 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)
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).

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

1. Upholds the integrity of NOAA at all times; represents the NOAA Administrator in words and actions.
2. Exhibits an understanding and awareness of the mission of NOAA and vision of the NOAA Administrator; accurately conveys that message in all correspondence.
3. Exhibits excellent time management skills and ability to prioritize tasks given short notice and deadlines.
4. Works well in a team environment.
5. Perceptive to professional development coaching.
6. Meets all deadlines.
7. NOAA Administrator is kept informed of, prepared for, and on time to all meetings, engagements, and events.
8. NOAA Administrator’s talking points, speeches, and presentations are edited, prepared, and ready for delivery.
9. All travel is executed while maintaining appropriate reach back to HQ.
10. Actions and integrity of the uniformed officer in this high visibility role reflect positively on OMAO/NOAA Corps at all times.
## 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."

<table>
<thead>
<tr>
<th>Signature</th>
<th>MATHESON, FIONNA JEAN. 12</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>71719074</td>
</tr>
</tbody>
</table>

2. Date 2015-07-15

3. Name: Fionna Matheson

4. Title/Position: Flag Lieutenant to the NOAA Administrator

### B. Supervisor's Statement

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

<table>
<thead>
<tr>
<th>Signature</th>
<th>Renee Stone</th>
</tr>
</thead>
</table>

2. Date 7-15-2015

3. Name: Renee Stone

4. Title/Position: Chief of Staff, NOAA

### 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."

<table>
<thead>
<tr>
<th>Signature</th>
<th>Renee Stone</th>
</tr>
</thead>
</table>

2. Date 7-15-2015

3. Name: Renee Stone

4. Title/Position: Chief of Staff, NOAA

### D. Commissioned Personnel Center Endorsement

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

<table>
<thead>
<tr>
<th>Signature</th>
<th>Devin R. Bratton, CDR, NOAA</th>
</tr>
</thead>
</table>

2. Date 3/7/2016

3. Name: Devin R. Bratton, CDR, NOAA

4. Title/Position: Chief, Officer Career Management Division

### E. Director, NOAA Corps Endorsement

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

<table>
<thead>
<tr>
<th>Signature</th>
<th>David A. Snow, NOAA</th>
</tr>
</thead>
</table>

2. Date 3/23/16

3. Name: David A. Snow, NOAA

4. Title/Position: Director, NOAA Corps