

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION

| | | | | | |
|---|-------------|-----------------------------------|--|--|--|
| A. Billet Number | 9314 | B. Billet Title | Senior Advisor, Director of Operations, Office of the Deputy Secretary | | |
| C. Grade Requested | O6 - CAPT | D. Type of Submission | REALIGNMENT OF DUTIES | | |
| E. Minimum amount of overlap between incumbent officer/reporting officer for continuity of duties | 3 weeks | | | | |
| F. Duty Type | FIXED SHORE | G. Estimated Length of Assignment | 2 years | | |

SECTION 2 - DUTY STATION ADDRESS AND CONTACT INFORMATION

| | | | | | | | |
|-------------------|-----------------------|-------------------|------------------------|------------|---------------|-------------|-------|
| A. Street Address | 1401 Constitution Ave | B. Street Address | Department of Commerce | | | | |
| C. City | Washington | D. State | District of Colu | E. Country | United States | F. Zip Code | 20230 |
| G. Office | | x | | H. Mobile | | I. Fax | |

SECTION 3 - OFFICER EVALUATION REPORTING

| | | | | | | | |
|---|--|-------------|--|----------|---------|-----------|--|
| A. Supervisor | | | | | | | |
| 1. Name | | 2. Position | Chief of Staff to the Deputy Secretary | 3. Grade | SES-All | | |
| 4. Email | | 5. Office | | x | | 6. Mobile | |
| B. Reporting Officer (2nd Level Supervisor) | | | | | | | |
| 1. Name | | 2. Position | Deputy Secretary of Commerce | 3. Grade | SES-All | | |
| 4. Email | | 5. Office | | x | | 6. Mobile | |
| C. Reviewer (Normally the Reporting Officer's Supervisor) | | | | | | | |
| 1. Name | | 2. Position | Director, OMAO and NOAA Corps | 3. Grade | O8 | | |
| 4. Email | | 5. Office | | 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 | DOC | 2. Office, Center, or Lab | Office of the Secretary | | |
| 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 Deputy Secretary of Commerce (DSC) is the principal deputy to the Secretary of Commerce. The DSC provides Department-wide direction to the multitude of bureaus within the Department of Commerce, in-line with Administration priorities. In addition, the DSC implements the Administration's commerce-related priorities and initiatives as directed by the Secretary of Commerce. The incumbent of this position serves as a Senior Advisor and Director of Operations, Office of the Deputy Secretary. In this capacity, the incumbent is a key advisor to the DSC on all program and policy issues with responsibility for ensuring that the staff work and resources are properly executed to ensure the timely and effective implementation of the Departments objectives and policies. Assists the Chief of Staff and Senior Advisors in management responsibility for the day-to-day operation of the Office. The incumbent acts for the Chief of Staff in his/her absence and has the authority to speak and make decisions for him/her. Works with the Department to ensure that all pertinent data is coordinated in advance of meetings. The incumbent will be cognizant of the DSC's schedules. The incumbent will ensure that all materials, including up-to-date schedules, presentations, background material, and other information is provided in a timely manner, and in sufficient time for review and updates before meetings.

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 incumbent will:

-Serve as Advisor to the Deputy Secretary of Commerce (DSC) and Chief of Staff

-Assist the DSC and Chief of Staff in the following:

- a) Coordinating the DSC calendar/agenda, in conjunction with the Departmental initiatives and priorities ;
- b) Recommends to the Chief of Staff and Senior Advisors policy and program initiatives; tracks the development of policies and programs to meet the objectives of Department of Commerce and DSC;
- c) Coordinates actions and information required of Departmental entities. Assists in developing, planning and coordinating major engagements of the Office of Deputy Secretary.
- d) Assist leadership in the administration of programs and operations of the office and Department Ensures that established programs and operations are administered in accordance with Departmental Leadership Exercises delegated authority to effect the resolution of program and policy issues that arise between entities.
- e) Collaborates with throughout the Department on actions, technical drafting assistance, and potential participation at events for Members of Congress and staff.
- f) Develops strategy and assists with execution of polices related to Departmental operations
- g) Oversee see day to day operations of the Office of the Deputy Secretary
- h) Maximize operational effectiveness of the DSC
- j) Identify critical needs and issues requiring the immediate attention of the DSC; coordinate information, and recommend action and alternatives.

*Due to the nature of this billet it is exempted from NOAA Corps Augmentation Policy 1211-01:Commissioned Officer Augmentation

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):

No

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 checked="" type="checkbox"/> Human Capital Management <input checked="" type="checkbox"/> Financial Management <input checked="" type="checkbox"/> Technology Management |
| CAPT (O6) and RADM (O7/O8) | | <input checked="" type="checkbox"/> External Awareness <input type="checkbox"/> Strategic Thinking <input checked="" type="checkbox"/> Political Savvy <input type="checkbox"/> Vision <input type="checkbox"/> Partnering |

Leadership Prerequisite Comments (Optional)

Familiarity with public administration is desired, but not required. Discretion and ability to communicate apolitically is 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)

Must have at least a Secret clearance due to nature of information discussed by the Principal. Will go through process of upgrading clearance during assignment.

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).

Working knowledge of NOAA, DOC, and general US Government structure.

Working knowledge of the legislative process.

Working knowledge of the Executive Decision Process.

Working knowledge of DOC missions, leadership, and capabilities.

Thorough knowledge of DOC policy and strategic plans, including diversity and EEO plans and activities.

Familiarity with current political landscape.

Ability to discreetly operate in a political environment. Capacity to understand multiple drivers of strategic direction, reconcile competing agendas, and propose workable solutions.

Endurance in the face of adversity. Ability to accept political, budgetary, or administrative setbacks while keeping Administration goals firmly in sight.

Proficiency in software suites relevant to presentations and documentation (such as Microsoft Office)

Ethical integrity and working knowledge of ethical standards for political appointees and career employees.

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 checked="" 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)

This assignment is considered a leadership development opportunity due to the amount of exposure to senior leadership throughout DOC and the Gov't. First-hand observations of high-level decision making and legislative processes will help officer prepare for and successfully navigate the challenges faced in a career of public service. Experience gained in this position would lend itself to leadership positions in NOAA Corps, NOAA, DOC, and Federal partners. A savvy, attentive officer can also develop 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/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)

Incumbent will be vetted for TS/SCI clearance.

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).

Skills Developed:

- Federal budgeting processing
- Executive decision making
- Political savvy
- Federal and External partnering
- Strategic thinking

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

- Deputy Secretary of Commerce (DSC) is consistently well prepared for interactions with Administration leadership, political leaders, and external constituents.
- DSC is well briefed on both strategic and critically developing issues.
- DSC is consistently provided thoughtful analysis of situations and issues, potential solutions, analysis of outcomes and risks, and recommended actions.
- Develop and sustain internal and external relationships to facilitate the execution of Department-wide policies and decisions with regards to the Administration's priorities.
- Upholds the integrity of Uniformed Service and the NOAA Corps at all times; represents DSC in words and actions.
- Exhibits an understanding and awareness of the mission of the Department and vision of the Secretary and Deputy Secretary; accurately conveys that message in all correspondence.
- Exhibits excellent time management skills and ability to prioritize tasks given short notice and deadlines.
- Works well in a team environment.
- Perceptive to professional development coaching.
- Meets all deadlines.
- 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."

1. Signature

Patrick Sweeney CDR/NOAA

2. Date 2023-05-04

3. Name CDR Patrick Sweeney, NOAA

4. Title/Position Senior Advisor, Director of Operations

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

Eric Morrissette

2. Date 2023-05-04

3. Name Eric Morrissette

4. Title/Position Chief of Staff to the Deputy Secretary of Commerce

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

Nancy Hann, RADM/NOAA

2. Date MAY 05 2023

3. Name RADM Nancy Hann

4. Title/Position Director, NOAA Corps

D. Commissioned Personnel Center Endorsement

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

1. Signature

Ryan Wattam CDR/NOAA

2. Date 05 MAY 2023

3. Name CDR Ryan Wattam, NOAA

4. Title/Position Chief, OCMD

E. Director, NOAA Corps Endorsement

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

1. Signature

Nancy Hann, RADM/NOAA

2. Date MAY 05 2023

3. Name RADM Nancy Hann, NOAA

4. Title/Position Director, NOAA Corps

Print Form

Submit to CPC (Reviewer Use Only)