NOAA Form 56-28A
(revised 9/25/2009)

U.S. Department of Commerce
National Oceanic and Atmospheric Administration

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION

A. Billet Number: 9318
B. Billet Title: Staff, Legislative Affairs
C. Grade Requested: O6 - CAPT
D. Type of Submission: ANNUAL RECERTIFICATION
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: 1 year

SECTION 2 - DUTY STATION ADDRESS AND CONTACT INFORMATION

A. Street Address: Herbert C Hoover Building
B. Street Address: 14th and Constitution, NW
C. City: Washington
D. State: District of Colu
E. Country: United States
F. Zip Code:
G. Office: x
H. Mobile:
I. Fax:

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor

1. Name: CAPT Todd A. Bridgeman, NOAA
2. Position: Executive Director to DUS
3. Grade: O6
4. Email: todd.a.bridgeman@noaa.gov
5. Office: x
6. Mobile:

B. Reporting Officer (2nd Level Supervisor)

1. Name: CAPT Todd A. Bridgeman, NOAA
2. Position: Executive Director to DUS
3. Grade: O6
4. Email: todd.a.bridgeman@noaa.gov
5. Office: x
6. Mobile:

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

1. Name: VADM Michael S. Devany, NOAA
2. Position: Deputy Under Secretary for Operations
3. Grade:
4. Email: mike.devany@noaa.gov
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: Office of the Under Secretar
2. Office, Center, or Lab: Office of Legislative and Intergov'tl Affairs
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

NOAA's Office of Legislative and Intergovernmental Affairs is responsible for the agencies relationships with Congress, other parts of the executive branch, as well as state, local and tribal governments. The office develops and executes legislative strategies, advises NOAA leadership on Congressional, intergovernmental and tribal issues, prepares congressional testimony, and responds to Congressional inquiries.

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

-Serve as the Office of Marine and Aviation Operations representative in NOAA's Office of Legislative and Intergovernmental Affairs

-Interact with Congressional Members, personal staff and relevant committee staff to provide information about OMAO operations, administration and budget as requested, often on short notice.

-Prepare and review briefings and remarks for OMAO and NOAA leadership to give on OMAO issues on the Hill.

-Track relevant legislation and advise OLIA and OMAO leadership on issues and legislative strategies.

-Maintain relationships with key Hill, NGO and NOAA leadership and staff.

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

Technical [30] + Operational [0] + Leading and Managing [20] + Executive Leadership [50] = **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 i.e., GS-7 to GS-12, O1 to O3

Will the Officer lead people, but has no supervisory responsibilities? ○ Yes ◉ No Number of personnel led

Grades of personnel led i.e., GS-7 to GS-12, O1 to O3

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

GRADE	LEADERSHIP MATURITY LEVEL	LEADERSHIP COMPETENCIES NEEDED FOR THIS BILLET
ENS (O1)	Leading Self	☐ Core Values & Conduct ☐ Health & Well Being ☐ Responsibility ☐ Followership ☒ Adaptability
LTJG (O2)	Leading Others	☒ Interpersonal Skills ☒ Continuous Learning ☐ Technical Proficiency ☒ Listening ☒ Speaking
LT (O3)		☒ Writing ☐ Team Building ☐ Leveraging Diversity ☒ Influencing Others ☐ Developing Others ☒ Execution
LCDR (O4)	Leading Performance and Change	☒ Decisiveness ☒ Problem Solving ☒ Conflict Management ☒ Customer Focus ☒ Entrepreneurship
CDR (O5)		☒ Creativity & Innovation ☐ Human Capital Management ☐ Financial Management ☐ Technology Management
CAPT (O6) and RADM (O7/O8)	Leading Organizations	☒ External Awareness ☒ Strategic Thinking ☒ Political Savvy ☐ Vision ☒ Partnering

Leadership Prerequisite Comments (Optional)

An adaptable officer who is willing to rapidly learn how to maneuver in the high-stakes Capitol Hill environment is required. A big-picture understanding of NOAA's overall priorities and political landscape is highly desirable. Ability to forge partnerships with NOAA lines, Congressional offices and external stakeholders is also desirable. Outstanding listening, speaking and especially writing skills are necessary. A high-standard of military bearing and presence is required as officer will be representing NOAA Corps and OMAO to NOAA political leadership and Congress.

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)

A fully qualified Senior Watch Officer or Pilot is desirable to provide the operational background and perspective in Hill meetings.

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 Cateogry A, scientific papers/publications, GIS); engineering (marine survey, ABYC, ABS, FAA); regulatory (US Code, CFR); information technology (databases, networks, programming).

SECTION 10 - LEADERSHIP DEVELOPMENT

GRADE	LEADERSHIP MATURITY LEVEL	LEADERSHIP COMPETENCIES DEVELOPED IN THIS BILLET
ENS (O1)	Leading Self	☐ Core Values & Conduct ☐ Health & Well Being ☐ Responsibility ☐ Followership ☒ Adaptability
LTJG (O2)	Leading Others	☒ Interpersonal Skills ☒ Continuous Learning ☐ Technical Proficiency ☒ Listening ☒ Speaking
LT (O3)		☒ Writing ☐ Team Building ☐ Leveraging Diversity ☒ Influencing Others ☐ Developing Others ☐ Execution
LCDR (O4)	Leading Performance and Change	☒ Decisiveness ☒ Problem Solving ☒ Conflict Management ☒ Customer Focus ☒ Entrepreneurship
CDR (O5)		☒ Creativity & Innovation ☐ Human Capital Management ☐ Financial Management ☐ Technology Management
CAPT (O6) and RADM (O7/O8)	Leading Organizations	☒ External Awareness ☒ Strategic Thinking ☒ Political Savvy ☒ Vision ☒ Partnering

Leadership Development Comments (Optional)

This billet provides and outstanding opportunity for officers to develop executive leadership competencies. Sucessful incumbency will result in an officer that understands both OMAO and NOAA's position in the national political landscape, as well as a sense of what is and is not politically possible. The incumbent will also have the opportunity to develop partnerships with other NOAA lines as well as NOAA-partner agencies and departments.

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)

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 Cateogry 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.

-Successfully maintaining good working relationships with relevant Congressional personal offices and commitee staffs
-Ensuring prompt response to all Congressional inquiries
-Develop partnerships with NOAA line offices, other agencies and external organizations to further NOAA and OMAO legislative interests
-Successfull execution of NOAA and OMAO legislative strategies and priorities.
-Development of political savvy, vision, partnering, and other executive leadership skill by the incumbent

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 william_mowitt@begich.senate.gov Digitally signed by william_mowitt@begich.senate.gov DN: cn=william_mowitt@begich.senate.gov Date: 2014.04.28 14:30:24 -04'00'

2. Date 2014-04-28

3. Name LCDR William Mowitt, NOAA

4.Title/Position Congressional Fellow

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

2. Date 5/21/14

3. Name CAPT Todd A. Bridgeman, NOAA

4.Title/Position Executive Director to DUS

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 5/21/14

3. Name VADM Michael S. Devany, NOAA

4.Title/Position Deputy Under Secretary for Operations

D. Commissioned Personnel Center Endorsement

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

1.Signature

2. Date 2014-05-22

3. Name CDR Kurt A. Zegowitz, 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."

1.Signature RADM/NOAA

2. Date 2014-05-28

3. Name RADM David A. Score, NOAA

4.Title/Position Director, NOAA Corps

Print Form

Submit to CPC (Reviewer Use Only)