

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION

A. Billet Number	9319	B. Billet Title	Executive Advisor to The Office of the Under 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	2 weeks				
F. Duty Type	FIXED SHORE	G. Estimated Length of Assignment	2 years		

SECTION 2 - DUTY STATION ADDRESS AND CONTACT INFORMATION

A. Street Address	Herbert C Hoover Building	B. Street Address	1401 Constitution Ave NW				
C. City	Washington	D. State	District of Colu	E. Country	United States	F. Zip Code	20230
G. Office	+1 (202) 482-4398	x		H. Mobile		I. Fax	

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor							
1. Name	Michael Weiss	2. Position	Deputy Chief of Staff	3. Grade			
4. Email		5. Office	+1 (202) 482-4398	x		6. Mobile	
B. Reporting Officer (2nd Level Supervisor)							
1. Name	Karen Hyun	2. Position	Chief of Staff	3. Grade			
4. Email		5. Office	+1 (202) 482-4398	x		6. Mobile	
C. Reviewer (Normally the Reporting Officer's Supervisor)							
1. Name	CAPT Chris van Westendorp	2. Position	Executive Director the the DUSO	3. Grade			
4. Email		5. Office	+1 (301) 628-1984	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	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 serves as the Executive Advisor to the the Office of the Under Secretary for Oceans and Atmosphere and serves as key advisor to the Under Secretary, Chief of Staff, and Deputy Chief of Staff on programmatic issues. The Executive Advisor is responsible for ensuring that staff work and resources are properly marshaled to result in timely and effective implementation and execution of leadership's management decisions and to effectively accomplish NOAA's goals. Assist the Chief of Staff /Deputy Chief of Staff with Department of Commerce interaction, as well as the daily operation of NOAA. The incumbent executes policy and programmatic coordination activities across NOAA's Line and Corporate Offices as well as the Department of Commerce.

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

-Act as a liaison between the Office of the Under Secretary and Department of Commerce; initiate, track, and execute Department of Commerce tasking working closely with Chief of Staff, Deputy Chief of Staff, and Policy advisors to ensure NOAA's goals and objectives are met.

-Oversee the invites process for NOAA Administrator to make certain that requests are properly evaluated, scheduled, and staffed, making certain that priority conflicts are resolved early in the process.

-Responsible for managing controlled correspondence through the Office of the Undersecretary in a proper and timely manner.

-Manage Under Secretary Weekly Calendar meeting, ensuring calendar items are properly staffed and vetted prior to acceptance.

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):

SECTION 7 - LEADERSHIP PREREQUISITES

GRADE	LEADERSHIP MATURITY LEVEL	LEADERSHIP COMPETENCIES NEEDED FOR 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 type="checkbox"/> Writing <input type="checkbox"/> Team Building <input type="checkbox"/> Leveraging Diversity <input type="checkbox"/> Influencing Others <input type="checkbox"/> Developing Others <input type="checkbox"/> Execution
LCDR (O4)		<input checked="" type="checkbox"/> Decisiveness <input checked="" type="checkbox"/> Problem Solving <input 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 checked="" type="checkbox"/> Strategic Thinking <input type="checkbox"/> Political Savvy <input type="checkbox"/> Vision <input type="checkbox"/> Partnering

Leadership Prerequisite Comments (Optional)

Requires working knowledge of the Executive Decision Process, and a working knowledge of the Federal budgetary process is also helpful.

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)

Top Secret security clearance

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 line and staff office responsibilities and capabilities. Demonstrated effective leadership while carrying out NOAA's mission. Demonstrated effective performance in positions requiring management (personnel and programmatic), budget, and operational execution. Thorough knowledge of Department of Commerce and NOAA policy and strategic plans, including Diversity and EEO plans and activities.

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 type="checkbox"/> Writing <input type="checkbox"/> Team Building <input type="checkbox"/> Leveraging Diversity <input type="checkbox"/> Influencing Others <input type="checkbox"/> Developing Others <input type="checkbox"/> Execution
LCDR (O4)		<input type="checkbox"/> Decisiveness <input type="checkbox"/> Problem Solving <input type="checkbox"/> Conflict Management <input type="checkbox"/> Customer Focus <input type="checkbox"/> Entrepreneurship
CDR (O5)	Leading Performance and Change	<input checked="" type="checkbox"/> Creativity & Innovation <input checked="" 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 checked="" type="checkbox"/> Political Savvy <input checked="" type="checkbox"/> Vision <input checked="" type="checkbox"/> Partnering

Leadership Development Comments (Optional)

Billet will provide the opportunity to gain insight in both NOAA and Departmental decision making processes.

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

- The billet affords the opportunity to gain exposure to, work with, and alongside the top management of NOAA and the Department of Commerce, thus allowing the incumbent the ability to provide input on decisions that will shape NOAA's direction.
- Incumbent will gain a broad based knowledge of all NOAA programs and be afforded the opportunity to foster relationships with NOAA leadership from the Under Secretary to DAA's.
- The incumbent will develop an understanding of the concerns and issues affecting both the Department and NOAA as well as other federal agencies. The incumbent is exposed to political dynamics of the White House, Congress, the Department, and other federal agencies, as well as their impact on NOAA. The Incumbent will be provided the opportunity to develop the background, tools, and exposure necessary to join NOAA Corps Senior Leadership.

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

- Effective management of the Under Secretary Controlled Correspondence process.
- Effective management of the Under Secretary Invites process
- Ensure on-time and quality products to Department
- Provide quality and sound advice when requested

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 SWEENEY.PATRICK.MATHIAS.1288595670 Digitally signed by SWEENEY.PATRICK.MATHIAS.1288595670 Date: 2021.12.21 17:01:41 -05'00'

2. Date 2021-12-21

3. Name CDR Patrick Sweeney

4. Title/Position Executive Advisor, Office of the Under Secretary

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 WEISS.MICHAEL.IAN.1365825200 Digitally signed by WEISS.MICHAEL.IAN.1365825200 Date: 2021.12.22 08:30:09 -05'00'

2. Date 12/22/2021

3. Name Mr. Michael Weiss

4. Title/Position Deputy 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."

1. Signature  Digitally signed by VAN WESTENDORP.CHRISTIAAN.HENRY.1012828175 Date: 2021.12.22 10:31:22 -05'00'

2. Date 12/22/2021

3. Name CAPT Christiaan van Westendorp

4. Title/Position NOAA USAO & SO Line Office Liaison

D. Commissioned Personnel Center Endorsement

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

1. Signature  Digitally signed by WATTAM.RYAN.CAULFIELD.11072130 Date: 2022.01.12 11:59:13 -05'00'

2. Date 12 JAN 2022

3. Name CDR Ryan C. Wattam, NOAA

4. Title/Position Chief, OCMD

E. Director, NOAA Corps Endorsement

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

1. Signature 

2. Date 28 JAN 2022

3. Name RADM Nancy Hann

4. Title/Position Director, NOAA Commissioned Officer Corps

Print Form

Submit to CPC (Reviewer Use Only)