### NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

#### SECTION 1 - GENERAL INFORMATION

<table>
<thead>
<tr>
<th>A. Billet Number</th>
<th>9319</th>
</tr>
</thead>
<tbody>
<tr>
<td>B. Billet Title</td>
<td>Executive Advisor to The Office of the Under Secretary</td>
</tr>
<tr>
<td>C. Grade Requested</td>
<td>O6 - CAPT</td>
</tr>
<tr>
<td>D. Type of Submission</td>
<td>REALIGNMENT OF DUTIES</td>
</tr>
<tr>
<td>E. Minimum amount of overlap between incumbent officer/reporting officer for continuity of duties</td>
<td>2 weeks</td>
</tr>
<tr>
<td>F. Duty Type</td>
<td>FIXED SHORE</td>
</tr>
<tr>
<td>G. Estimated Length of Assignment</td>
<td>2 years</td>
</tr>
</tbody>
</table>

#### SECTION 2 - DUTY STATION ADDRESS AND CONTACT INFORMATION

<table>
<thead>
<tr>
<th>A. Street Address</th>
<th>Herbert C Hoover Building</th>
</tr>
</thead>
<tbody>
<tr>
<td>B. Street Address</td>
<td>1401 Constitution Ave NW</td>
</tr>
<tr>
<td>C. City</td>
<td>Washington</td>
</tr>
<tr>
<td>D. State</td>
<td>District of Columbia</td>
</tr>
<tr>
<td>E. Country</td>
<td>United States</td>
</tr>
<tr>
<td>F. Zip Code</td>
<td>20230</td>
</tr>
<tr>
<td>G. Office</td>
<td>+1 (202) 482-4398</td>
</tr>
<tr>
<td>H. Mobile</td>
<td></td>
</tr>
<tr>
<td>I. Fax</td>
<td></td>
</tr>
</tbody>
</table>

#### 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 |
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 |
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 |
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 |**
The incumbent serves as the Executive Advisor to 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.

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

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.
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 O-3-O-4, GS07-GS-11

2. Fiscal

Will the Officer have budget responsibility? ☐ Yes ☐ 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):

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 ☐ Adaptability</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 Performance and Change</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>Leading Organizations</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) and</td>
<td></td>
<td>☒ External Awareness ☒ Strategic Thinking ☐ Political Savvy</td>
</tr>
<tr>
<td>RADM (O7/O8)</td>
<td></td>
<td>☐ Vision ☐ Partnering</td>
</tr>
</tbody>
</table>

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**

- [x] Officer of the Deck
- [x] 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
- [x] 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

<table>
<thead>
<tr>
<th>GRADE</th>
<th>LEADERSHIP MATURITY LEVEL</th>
<th>LEADERSHIP COMPETENCIES DEVELOPED IN 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>☐ Followship ☐ Adaptability</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) and RADM (O7/O8)</td>
<td>Leading Organizations</td>
<td>☒ External Awareness ☒ Strategic Thinking ☒ Political Savvy</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☒ Vision ☒ Partnering</td>
</tr>
</tbody>
</table>

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


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


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


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


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

Submit to CPC (Reviewer Use Only)