NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION

A. Billet Number 9320  
B. Billet Title OCF0 Strategy and Executive Support Division Chief

C. Grade Requested O5 - CDR  
D. Type of Submission PROPOSED NEW BILLET

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 3 years

SECTION 2 - DUTY STATION ADDRESS AND CONTACT INFORMATION

A. Street Address 1315 East-West Highway  
B. Street Address Suite 15600

C. City Silver Spring  
D. State Maryland  
E. Country United States  
F. Zip Code 20910

G. Office +1 (240) 533-9033  
H. Mobile +1 (240) 750-0108  
I. Fax

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor

1. Name Janet Baran  
2. Position OCF0 Chief of Staff  
3. Grade ZA V

4. Email janet.baran@noaa.gov  
5. Office +1 (240) 533-9019  
6. Mobile +1 (240) 750-0108

B. Reporting Officer (2nd Level Supervisor)

1. Name Janet Baran  
2. Position OCF0 Chief of Staff  
3. Grade ZA V

4. Email janet.baran@noaa.gov  
5. Office +1 (240) 533-9019  
6. Mobile +1 (240) 750-0108

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

1. Name Mark Seiler  
2. Position NOAA Chief Financial Officer  
3. Grade SES-All

4. Email mark.seiler@noaa.gov  
5. Office +1 (240) 533-9011  
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 OCF0  
2. Office, Center, or Lab Strategy, Exec Support & Resource Mgmt

3. Division Strategy & Exec Support  
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

This position is the Chief of the Strategy and Executive Support Division, Office of Strategy, Executive Support and Resource Management, Office of the Chief Financial Officer.

The Office of the Chief Financial Officer (OCFO) is responsible for the financial leadership of NOAA, and its primary duty is to uphold strong financial management and accountability while providing timely, accurate, and reliable financial information and enhancing internal control. OCFO has four offices under its direction: (1) Strategy, Executive Support, and Resource Management; (2) Budget; (3) Finance; and (4) Performance, Risk, and Social Science.

The Office of Strategy, Executive Support, and Resource Management provides logistics and strategy support across OCFO and is overseen by the OCFO Chief of Staff. It is composed of two divisions: (1) Strategy and Executive Support, and (2) Resource Management. Located in Silver Spring, Maryland, the position of Chief of the Strategy and Executive Support Division will oversee five direct reports and will have responsibility for human resources strategy, policy and development; internal communications and messaging; daily administrative support; office consolidation management; data calls and special projects; executive pre-briefs; and executing the OCFO mission and vision.

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

Serves as Strategy and Executive Support Division Chief with the OCFO Office of Strategy, Executive Support and Resource Management, which includes:

- OCFO policy issues support
- CFO Council analysis
- OCFO Deputies' Team collaboration oversight
- CAPS working group representation oversight
- SES performance plan development and tracking support
- Executive messaging
- Continuity of operations maintenance and updates oversight
- FEVS and other workforce analyses
- Special projects development and implementation
- Executive calendar management oversight
- DUSO Weekly Report development oversight

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

Technical + Operational 10 + Leading and Managing 70 + Executive Leadership 20 = 100%
SECTION 6 - DUTIES AND RESPONSIBILITIES (continued)

6C. Resources Managed

1. Human

Does the Officer supervise personnel?  ○ Yes  ○ No  Number of personnel supervised 5-6

Grades of supervised personnel: [ZA Bands II, III and IV]

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?  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):

No

SECTION 7 - LEADERSHIP PREREQUISITES

<table>
<thead>
<tr>
<th>GRADE</th>
<th>LEADERSHIP MATURITY LEVEL</th>
<th>LEADERSHIP COMPETENCIES NEEDED FOR THIS BILLET</th>
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</thead>
<tbody>
<tr>
<td>ENS (01)</td>
<td>Leading Self</td>
<td>☑ Core Values &amp; Conduct  ☑ Health &amp; Well Being</td>
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<tr>
<td>LTJG (02)</td>
<td>Leading Others</td>
<td>☑ Interpersonal Skills  ☑ Continuous Learning</td>
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<tr>
<td>LT (03)</td>
<td></td>
<td>☑ Writing  ☑ Team Building  ☑ Leveraging Diversity</td>
</tr>
<tr>
<td>LCDR (04)</td>
<td>Leading Performance and Change</td>
<td>☑ Decisiveness  ☑ Problem Solving  ☑ Conflict Management</td>
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<tr>
<td>CDR (05)</td>
<td></td>
<td>☑ Creativity &amp; Innovation  ☐ Human Capital Management</td>
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<tr>
<td>CAPT (06)</td>
<td>Leading Organizations</td>
<td>☐ External Awareness  ☐ Strategic Thinking  ☐ Political Savvy</td>
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<td>and RADM (07/08)</td>
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Leadership Prerequisite Comments (Optional)

Strong interpersonal skills as well as leadership skills in team building, problem solving, and customer service are critical given the OCFO Office of Strategy, Executive Support and Resource Management's role in providing service across OCFO and OCFO's mission to provide strategic, financial, and operational leadership to NOAA through committed teamwork and customer service.
**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)

None

**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).

Customer service focus.
Strong interpersonal skills.
Demonstrated team building skills.
Strong organizational and planning skills.
Ability to work and communicate effectively with all levels of management.
Excellent written and oral communication skills.
Prior supervisory management experience in a NOAA line, staff, or program office a plus.
### SECTION 10 - LEADERSHIP DEVELOPMENT

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<td>Vision</td>
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<td></td>
<td>Partnering</td>
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**Leadership Development Comments (Optional)**
The incumbent will develop entrepreneurship, human capital management, developing others, external awareness, and strategic thinking competencies, all of which will enhance the incumbent's ability to serve in future senior leadership positions.

### SECTION 11 - OPERATIONAL DEVELOPMENT

**A. Marine Development**
- [ ] Officer of the Deck
- [ ] Senior Watch Officer
- [ ] ECDIS
- [ ] Dynamic Positioning
- [ ] Boat Deployment
- [ ] MedPIC
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- [ ] Scientific Diver
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- [ ] Master Diver
- [ ] Dive Master
- [ ] Dive Medic
- [ ] Unit Diving Supervisor

**D. Additional Operational Development (security clearances, special training) or Operational Development Comments (Optional)**
None
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).

An assignment at the corporate services level as Strategy and Executive Support Division Chief with the OCFO Office of Strategy, Executive Support, and Resource Management should be viewed as an excellent transition assignment into senior leadership level positions within NOAA. The incumbent will lead a division responsible for human resources strategy, policy and development; internal communications and messaging; daily administrative support; office consolidation management; data calls and special projects; pre-briefs; and executing the OCFO mission and vision. This billet affords the incumbent the opportunity to work with OCFO's top management to provide strategic, financial, and operational leadership to NOAA through committed teamwork and customer service. The incumbent will gain a unique perspective on NOAA and develop valuable skills in the areas of entrepreneurship, human capital management, developing others, external awareness, and strategic thinking.

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

Effective oversight and management of Strategy and Executive Support Division.

Effective support of the Chief of Staff with the goal of increasing her time available to focus on overarching, strategic initiatives.

Ensure employees supervised meet performance and training goals as outlined in IDPs.

Provide professional development or career guidance to all subordinates at least once every six months.

Establish and maintain positive and productive working relationships with Resource Management Division Chief, Chief of Staff, and senior leadership throughout OCFO with the goal of shortening delivery time and streamlining processes.

Provide outstanding customer service across OCFO and with external partners.
## 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 | MCKEEBY ROSEMARIE.1365 834608 Digitally signed by MCKEEBY ROSEMARIE.1365834608 Date: 2019.12.12 17:35:10 -05'00' | 2. Date |
| 3. Name | Rosemarie Mc Keeby | 4. Title/Position | OCFO Management and Program Analyst |

### 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 | BARAN JANET M.1368027991 Digitally signed by BARAN JANET M.1368027991 Date: 2019.12.13 10:58:38 -05'00' | 2. Date 2019-12-13 |
| 3. Name | Janet Baran | 4. Title/Position | OCFO Chief of Staff |

### 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 | SEILER MARK N.1503253336 Digitally signed by SEILER MARK N.1503253336 Date: 2019.12.13 11:45:54 -05'00' | 2. Date 2019-12-13 |
| 3. Name | Mark Seiler | 4. Title/Position | NOAA Chief Financial Officer |

### D. Commissioned Personnel Center Endorsement

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

| 1. Signature | CAPT Jeffrey C. Taylor, NOAA | 2. Date 24 Feb 2020 |
| 3. Name | CAPT Jeffrey C. Taylor, 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 Michael J. Silah, NOAA | 2. Date 23 Feb 2020 |
| 3. Name | RADM Michael J. Silah, NOAA | 4. Title/Position | Director, NOAA Corps |