

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION

A. Billet Number	9320	B. Billet Title	OCFO 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	x		H. Mobile		I. Fax	

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor							
1. Name	Janet Baran	2. Position	OCFO Chief of Staff	3. Grade	ZA V		
4. Email	janet.baran@noaa.gov	5. Office	+1 (240) 533-9019	x		6. Mobile	+1 (240) 750-0108
B. Reporting Officer (2nd Level Supervisor)							
1. Name	Janet Baran	2. Position	OCFO Chief of Staff	3. Grade	ZA V		
4. Email	janet.baran@noaa.gov	5. Office	+1 (240) 533-9019	x		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	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	OCFO	2. Office, Center, or Lab	Strategy, Exec Support & Resource Mngmt				
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 + 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 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 type="checkbox"/> Entrepreneurship
CDR (O5)	Leading Performance and Change	<input checked="" type="checkbox"/> Creativity & Innovation <input type="checkbox"/> Human Capital Management <input type="checkbox"/> Financial Management <input type="checkbox"/> Technology Management
CAPT (O6) and RADM (O7/O8)		<input type="checkbox"/> External Awareness <input type="checkbox"/> Strategic Thinking <input type="checkbox"/> Political Savvy <input type="checkbox"/> Vision <input type="checkbox"/> Partnering

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

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 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 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 type="checkbox"/> Political Savvy <input type="checkbox"/> Vision <input type="checkbox"/> Partnering

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
 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)

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.1365834608 Digitally signed by MCKEEBY.ROSEMARIE.1365834608 Date: 2019.12.12 17:35:10 -05'00'

2. Date

3. Name

4. Title/Position

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

3. Name

4. Title/Position

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'

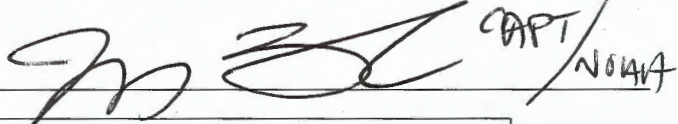
2. Date

3. Name

4. Title/Position

D. Commissioned Personnel Center Endorsement

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

1. Signature  CAPT/NOAA

2. Date

3. Name

4. Title/Position

E. Director, NOAA Corps Endorsement

"I am the and I this billet."

1. Signature 

2. Date

3. Name

4. Title/Position