

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION

A. Billet Number	0036	B. Billet Title	Flag Lieutenant
C. Grade Requested	O2 - LTJG	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	2 years

SECTION 2 - DUTY STATION ADDRESS AND CONTACT INFORMATION

A. Street Address	8403 Colesville Road	B. Street Address	Suite 500				
C. City	Silver Spring	D. State	Maryland	E. Country	United States	F. Zip Code	20910
G. Office	+1 (301) 713-7600	x		H. Mobile		I. Fax	+1 (301) 713-1541

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor							
1. Name	Gregory S. Raymond	2. Position	OMAO Deputy Chief of Staff	3. Grade	ZP IV		
4. Email	gregory.raymond@noaa.gov	5. Office	+1 (301) 713-7665	x		6. Mobile	+1 (202) 550-0460
B. Reporting Officer (2nd Level Supervisor)							
1. Name	Michael S. Devany	2. Position	Director, NOAA Corps and OMAO	3. Grade	O8		
4. Email	mike.devany@noaa.gov	5. Office	+1 (301) 713-7600	x		6. Mobile	
C. Reviewer (Normally the Reporting Officer's Supervisor)							
1. Name	Michael S. Devany	2. Position	Director, NOAA Corps and OMAO	3. Grade	O8		
4. Email	mike.devany@noaa.gov	5. Office	+1 (301) 713-7600	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	OMAO	2. Office, Center, or Lab	Headquarters		
3. Division	Executive Affairs	4. Branch	N/A	5. Section or Team	N/A

B. NOAA Goal/Subgoal	Mission Support	C. Program	Leadership		
D. NOAA Org Code	AN8000	E. NFC Org Code	08-08-0000-00-00-00-00	F. Project-Task	K8P3ADM-P00

SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

Incumbent officer will serve as Aide-de-Camp or "Flag Lieutenant" to the Director, Office of Marine and Aviation Operations and the NOAA Corps. The position requires an officer who is proactive, adaptable, and comfortable working in a fast paced environment. The incumbent will be expected to manage requests with varying priorities and short deadlines. As the Admiral's Aide, the incumbent will be responsible for communicating with Intra- and Interagency Aide's to ensure all pertinent meeting particulars are coordinated in advance. All materials, schedules, presentations, background information, and other useful data must be complete, accurate, and provided to the Director in a timely manner for review and update before meetings. As on-scene manager of the Director's travel and meeting agenda, the Flag Lieutenant must be cognizant of the Admiral's schedule and whereabouts at all times. Due to the position's high public visibility, the Flag Lieutenant must possess impeccable bearing and appearance and be thoroughly familiar with the NOAA organization and Uniformed Service customs and courtesies.

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

Flag Lieutenant duties include:

1. Assisting with TDY travel administration for the Director; including review and preparation of travel orders, vouchers, air and ground transportation, lodging, and dining reservations.
2. Assisting with management of the Director's official calendar; to include the scheduling of meetings IAW existing protocols, proper staffing and meeting location determinations, presentation material and IT requirements, and attendee notifications.
3. On-scene management of the Director's schedule, meeting agenda, facilities, transportation, and reservations.
4. Preparing talking points, speeches, presentations, and correspondence for the Director that are clear, concise, and reflect officially approved NOAA and OMAO communications.
5. Serving as a point of contact and filter for individuals or groups requesting the Director's time and attention for an issue.
6. Coordination on meeting particulars with Intra- and Interagency organizations for upcoming events that require the Director's attendance.
7. Monitoring incoming internal and external correspondence for prioritization and routing determinations.
8. Maintaining a list of meeting hot topics and points of contact for the Director's review and follow-up action decisions.
9. Assisting the Director with individualized tasks which facilitate productive time and resource management.
10. Conducting directed research and data collection for use in the Director's decision-making process.

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 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 checked="" 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 type="checkbox"/> Developing Others <input checked="" 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 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 inter-personal skills and Adaptability required. A varied schedule may include travel on weekends and holidays (60 - 100 days/year in travel status). The incumbent will get a tremendous amount of exposure to high-level discussions and decisions, therefore, discretion and maturity are of the utmost importance. The incumbent should be a motivated self starter capable of taking on tasks/projects and completing them with little direction or supervision. The incumbent shall maintain impeccable wear of the uniform, display the highest degree of officer bearing, and exhibit knowledge of diplomatic and uniformed service protocols.

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)

Course work in Public Administration, Public Affairs, and/or Education and Outreach are desired, but not required.

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).

Knowledge of the NOAA and OMAO organization, missions, history, and policies are mandatory. Familiar with the responsibilities and duties of other Line Office and OMAO staff members. Proficiency in software programs associated with presentations, spreadsheets, and word processing is required.

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 checked="" 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 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 checked="" 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 Development Comments (Optional)

This assignment is considered a leadership development opportunity due to the amount of exposure to senior officers in various uniformed services and high ranking government officials. First hand observation of the high-level decision making and legislative processes will help a junior officer prepare for and successfully negotiate the challenges faced in a career of public service. Experience gained in this position would lend itself to follow on positions at Headquarters and be applicable to liason-type assignments with other Uniformed Services, other Federal Agencies, or working on Capitol Hill.

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).

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

1. Upholds the integrity of both OMAO and NOAA at all times as you are representing the Director, NOAA Corps in words and actions
2. Exhibits an understanding and awareness of the mission and vision of the Director, NOAA Corps and accurately conveys that message in all correspondences both in house and externally
3. Exhibits excellent time management skills and an ability to prioritize tasks given short notice
4. Works well in a team environment
5. Perceptive to professional development coaching
6. Meets all deadlines
7. Director's travel planned, arranged, and briefed on time as required by Director
8. Director's kept informed of, prepared for, and on time for all meetings
9. Director's Talking Points, Speeches, and Presentations written and edited in proper voice and free of mistakes
10. Director's Calendar maintained to include all desired meetings and events and briefed weekly to Director
11. Director's official communication routed and cleared without loss or delay

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 2012-08-30

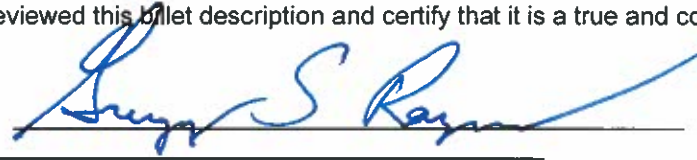
3. Name Gregory S. Raymond

4. Title/Position OMAO Deputy Chief of Staff

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 2012-08-30

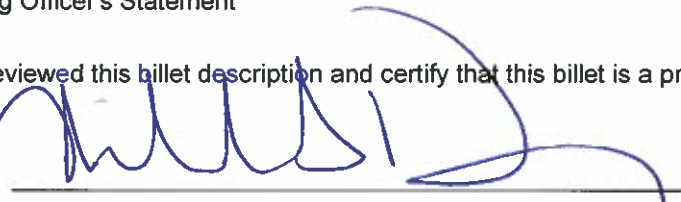
3. Name Gregory S. Raymond

4. Title/Position OMAO Deputy 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



2. Date 9/4/12

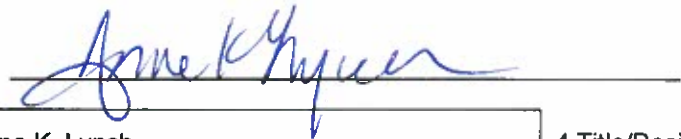
3. Name Michael S. Devany

4. Title/Position Director, NOAA Corps and OMAO

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 9/5/12

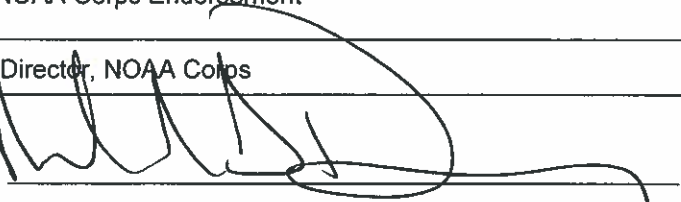
3. Name Anne K. Lynch

4. Title/Position Director, CPC

E. Director, NOAA Corps Endorsement

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

1. Signature



2. Date 9/17/12

3. Name Michael S. Devany

4. Title/Position Director, NOAA Corps and OMAO

Print Form

Submit to CPC (Reviewer Use Only)