

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION

| | | | |
|---|-------------|-----------------------------------|--------------------------|
| A. Billet Number | 0037 | B. Billet Title | External Affairs Officer |
| C. Grade Requested | O2 - LTJG | D. Type of Submission | REALIGNMENT OF DUTIES |
| E. Minimum amount of overlap between incumbent officer/reporting officer for continuity of duties | 1 Month | | |
| F. Duty Type | FIXED SHORE | G. Estimated Length of Assignment | 3 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) 713-7749 | x | | H. Mobile | | I. Fax | |

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 | |
| B. Reporting Officer (2nd Level 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) 713-7600 | x | | 6. Mobile | |
| C. Reviewer (Normally the Reporting Officer's Supervisor) | | | | | | | |
| 1. Name | Michael S. Devany | 2. Position | Director, OMAO and NOAA Corps | 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 | AN8100 | E. NFC Org Code | 08-08-0001-00-00-00-00 | F. Project-Task | K8P2EAM-P00 |
|------------------|--------|-----------------|------------------------|-----------------|-------------|

SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

The External Affairs Officer provides staff support to the Director, OMAO and the NOAA Corps within the Executive Affairs Division. The officer will assist with OMAO communication and representation working closely with the public affairs officer. The officer will represent OMAO interests in a variety of settings including within the line office, the greater NOAA, government, stakeholders and the general public. The officer will assist with specific communications platforms including the Nexus newsletter, OMAO websites and social media usage. The officer will also serve as OMAO protocol officer, providing guidance and assistance for ceremonies and events and expertise in special protocol situations. The officer will be expected to help staff the Director and should be prepared to produce outstanding deliverables and products for whatever issues may arise, regardless of the subject matter.

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

- Draft articles for, edit, and publish the OMAO Nexus Newsletter
- Draft press releases and other articles for public release
- Draft speeches for OMAO leadership
- Draft briefing materials for the Director and other HQ staff as needed, including powerpoint slide decks and one-pagers
- Maintain OMAO protocol materials including flag inventory and reference guides
- Maintain familiarity with NOAA Corps Directives, NOAA Administrative Orders, and Department Administrative Orders that pertain to OMAO protocol and public affairs
- Assist with ceremony and event planning and actively participate in (and occasionally lead) teamwork for such events
- Represent OMAO and NOAA Corps to the public during outreach events
- Provide photography services at OMAO events using OMAO equipment
- Assist the Public Affairs officer with OMAO social media presence
- Monitor the OMAO websites and work with the webmaster to maintain and update
- Create OMAO standard documents (including ship fliers, invitations, and programs) using Adobe InDesign software
- Maintain and update the Director, NOAA Corps facebook page
- Collect and catalogue pictures from operational units and add to Flickr
- Be available to fill in for Program Coordination Office, and Flag Lieutenant as needed

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):

Prepare and managed own budget. Track expenditures. Needed supplies might include photographic equipment, flags, event expenses. General EAD and Public Affairs budgets may be used for these purchases.

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 checked="" 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)

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)

This is a non operational billet. Security clearance is 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).

Educational requirements as upon entry into the NOAA Corps. The officer should demonstrate significant skill in writing and public speaking. A background in web programming, and adobe software products is helpful but not required. The officer should be familiar with and able to effectively use Microsoft Office suite including Word, Excel, and Powerpoint.

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 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 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 Development Comments (Optional)

This billet provides the opportunity to work directly with NOAA and OMAO leadership. The officer will become familiar with executive decision processes at a relatively early point in their career and will have the opportunity to develop an extensive professional knowledge base and network. The officer will also gain exposure to the competencies needed for leading organizations.

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)

N/A

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).

- Become familiar with media communication strategies
- Learn to edit and draft press releases
- Become versed in NOAA Corps, NOAA and general military protocol; may attend formal training in this subject.
- Receive training (if needed) in the use of Adobe Dreamweaver, InDesign, and Photoshop tools and receive basic instruction in web design and HTML programming
- Develop concise and informative speeches, talking points, visual presentations and one page memos for use by OMAO/NOAA Leadership on a variety of complex programmatic and scientific subjects
- Maintain awareness of the potential impact of OMAO activities and events on significant public affairs issues
- Concisely and simply translate complex NOAA issues to simple talking points appropriate for public relations use
- Focus on NOAA by applying the "corporate NOAA view" of issues; and establishing and promoting connections across Line Offices for the overall betterment of NOAA

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

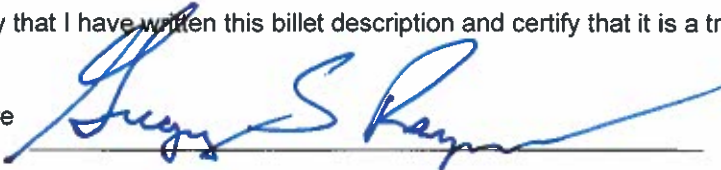
1. Upholds the integrity of both OMAO and NOAA at all times as you are representing the Director, NOAA Corps in words and actions
2. Exhibits an understanding and awareness of the mission and vision of the Director, NOAA Corps and accurately conveys that message in all correspondences both in house and externally
3. Perceptive to professional development coaching
4. Exhibits excellent time management skills and an ability to prioritize tasks given short notice
5. Works well in a team environment
6. Meets all deadlines
7. Develops clear and concise written responses, memos, and talking points for use by OMAO leadership on a variety of programmatic subjects.
8. Follows through with documents in the clearance process
9. Facilitates coordination between line offices when responses require cross agency collaboration
10. Pays strict attention to detail in all correspondence
11. Active listener capable of capturing salient points
12. Maintains External awareness of the potential impacts on OMAO from all outside sources
13. Ensures Social Media content is accurate and timely

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 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

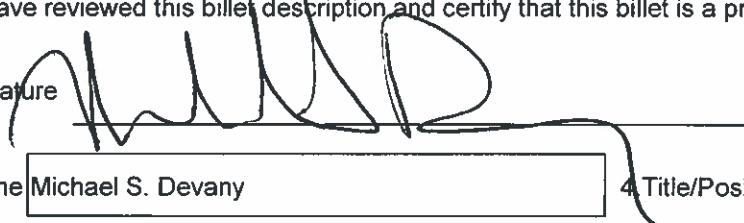
3. Name Gregory S. Raymond

4. Title/Position 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 2012-08-31

3. Name Michael S. Devany

4. Title/Position Director, OMAO and NOAA Corps

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 9/4/12

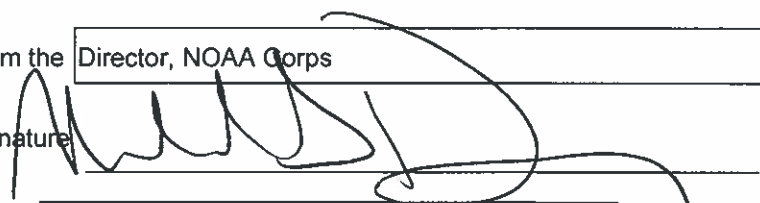
3. Name

4. Title/Position

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, OMAO and NOAA Corps

Print Form

Submit to CPC (Reviewer Use Only)