

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION CD Billet #: 17434

A. Billet Number	9311	B. Billet Title	Senior Advisor to the Asst. Secretary for Environmental Obs. and Prediction
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	1 week		
F. Duty Type	FIXED SHORE	G. Estimated Length of Assignment	2 years

SECTION 2 - DUTY STATION ADDRESS AND CONTACT INFORMATION

A. Street Address	1401 Constitution Ave NW	B. Street Address	HCHB, Room 6811				
C. City	Washington	D. State	District of Colu	E. Country	United States	F. Zip Code	20230
G. Office		x		H. Mobile		I. Fax	

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor							
1. Name	Kathryn Sullivan, Ph.D.	2. Position	Asst. Secretary for Environmental Obs. and	3. Grade	SES-All		
4. Email		5. Office		x		6. Mobile	
B. Reporting Officer (2nd Level Supervisor)							
1. Name	Kathryn Sullivan, Ph.D.	2. Position	Asst. Secretary for Environmental Obs. and	3. Grade	SES-All		
4. Email		5. Office		x		6. Mobile	
C. Reviewer (Normally the Reporting Officer's Supervisor)							
1. Name	Jonathan Bailey	2. Position	Director OMAO and NOAA Corps	3. Grade	O8		
4. Email		5. Office		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	Office of the AS EOP	2. Office, Center, or Lab	HCHB		
3. Division		4. Branch		5. Section or Team	
B. NOAA Goal/Subgoal	Mission Support / Leadership	C. Program	NOAA Headquarters		
D. NOAA Org Code	AA0000	E. NFC Org Code	540100000000000000	F. Project-Task	J8P2AHQ - PDU

Routing Code: A

SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

The Assistant Secretary for Environmental Observation and Prediction(AS EOP)/Deputy Administrator provides agency-wide direction with regard to weather, water, climate, and ocean observations and forecasts consistent with Administration priorities. The AS EOP implements the Administration's environmental observation, monitoring, prediction, and forecast priorities and initiatives, as directed by the Under Secretary of Commerce for Oceans and Atmosphere and Administrator. The AS EOP provides general oversight and direction for the Agencies priorities related to satellites, ocean observing, atmospheric, terrestrial, space weather, and related initiatives. Additionally the AS EOP oversees observing system architectures and procurement; working closely with the Chief Scientist and the Assistant Secretary for Conservation and Management/Deputy Administrator to ensure integration of activities, functions, information, products, and services across NOAA.

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

The incumbent will:

- Serve as the senior advisor to the Assistant Secretary of Commerce for Environmental Observation and Prediction (AS EOP) and Deputy Administrator.
- Assist the AS EOP in: the implementation of the Administration's environmental observation, monitoring, prediction, and forecast priorities and initiatives; general oversight and direction for Administration priorities related to satellites, ocean observing, atmospheric, terrestrial, space weather, and related activities; oversight of observing system architectures and procurement.
- Work closely with NOAA's broader political leadership and NOAA's line and staff offices to address NOAA wide policy, management, and program issues.
- Directly oversee AS EOP's operational budget.
- Identify critical needs and issues requiring the immediate attention of the AS EOP; coordinate information, and recommend action and alternatives.
- Serve as liaison officer between the office of the AS EOP and the offices of the Under Secretary, the Assistant Secretary for Conservation and Management, the Chief Scientist, the Principal Deputy Under Secretary, and the Deputy Under Secretary for Operations in the execution of environmental observation, monitoring, prediction, and forecast priorities and initiatives.
- Interact, negotiate, communicate, and maintain effective working relationships with top management and all levels of external individuals and groups to secure cooperation, support, and acceptance of issues, initiatives, and other matters.
- Maximize operational effectiveness of the AS EOP office.

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 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 checked="" type="checkbox"/> Entrepreneurship
CDR (O5)	Leading Performance and Change	<input checked="" type="checkbox"/> Creativity & Innovation <input type="checkbox"/> Human Capital Management <input checked="" 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 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)

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.

Working knowledge of the Executive Decision Process.

Working knowledge of the legislative process.

Working knowledge of major system procurement process.

Ability to discreetly operate in a political environment. Capacity to understand multiple drivers of strategic direction, reconcile competing agendas, and propose workable solutions.

Endurance in the face of adversity. Ability to accept political, budgetary, or administrative set-backs while keeping Administration goals firmly in sight.

Ethical integrity and working knowledge of ethical standards for political appointees and career employees.

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 checked="" type="checkbox"/> Entrepreneurship
CDR (O5)	Leading Performance and Change	<input checked="" type="checkbox"/> Creativity & Innovation <input type="checkbox"/> Human Capital Management <input checked="" type="checkbox"/> Financial Management <input checked="" type="checkbox"/> Technology Management
CAPT (O6) and RADM (O7/O8)		<input checked="" type="checkbox"/> External Awareness <input checked="" type="checkbox"/> Strategic Thinking <input checked="" type="checkbox"/> Political Savvy <input checked="" type="checkbox"/> Vision <input checked="" type="checkbox"/> Partnering
Leadership Development Comments (Optional)		

SECTION 11 - OPERATIONAL DEVELOPMENT

A. Marine Development <input type="checkbox"/> Officer of the Deck <input type="checkbox"/> Senior Watch Officer <input type="checkbox"/> ECDIS <input type="checkbox"/> Dynamic Positioning <input type="checkbox"/> Boat Deployment <input type="checkbox"/> MedPIC <input type="checkbox"/> Coxswain/OIC <input type="checkbox"/> HAZWOPER <input type="checkbox"/> AUV Deployment <input type="checkbox"/> U/W UAS Deployment <input type="checkbox"/> Buoy/Mooring Qualified <input type="checkbox"/> Trawl Qualified <input type="checkbox"/> Longline Qualified <input type="checkbox"/> Hydro Launch PIC <input type="checkbox"/> Foreign Port Calls
B. Aviation Development <input type="checkbox"/> Co-Pilot <input type="checkbox"/> Pilot <input type="checkbox"/> Aircraft Commander <input type="checkbox"/> Mission Commander <input type="checkbox"/> Instructor Pilot <input type="checkbox"/> Hurricane Qualified <input type="checkbox"/> Alaska/Wilderness Qualified <input type="checkbox"/> Flight Meteorologist <input type="checkbox"/> International Flights <input type="checkbox"/> UAS Pilot
C. Dive Development <input type="checkbox"/> Scientific Diver <input type="checkbox"/> Working Diver <input type="checkbox"/> Advanced Working Diver <input type="checkbox"/> Master Diver <input type="checkbox"/> Dive Master <input type="checkbox"/> Dive Medic <input type="checkbox"/> Unit Diving Supervisor
D. Additional Operational Development (security clearances, special training) or Operational Development Comments (Optional) Top Secret security clearance

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).

- Broad based knowledge of all NOAA programs.
- Executive level management and leadership development.
- Understanding of concerns and issues affecting both the Department of Commerce and NOAA as well as other Federal Agencies.
- Ability to formulate and implement strategic plans.

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

- Assistant Secretary for Environmental Observation and Prediction (AS EOP) is consistently well prepared for interactions with Administration leadership, political leaders, and external constituents.
- AS EOP is well briefed on both strategic and critically developing issues.
- AS EOP is consistently provided thoughtful analysis of situations and issues, potential solutions, analysis of outcomes and risks, and recommended actions.
- Develop and sustain internal and external relationships to facilitate the execution of agency-wide policies and decisions with regards to weather, water, climate, ocean observations and forecasts consistent with the Administration's priorities.

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

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 _____

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 _____

2. Date

3. Name

4. Title/Position

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

3. Name

LCDR Nathan H. Hancock

4. Title/Position

Chief, Officer Assignment Branch

E. Director, NOAA Corps Endorsement

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

1. Signature 

2. Date

May 2, 2011

3. Name

RADM Jonathan W. Bailey

4. Title/Position

Director, NOAA Corps

Print Form

Submit to CPC (Reviewer Use Only)