

## ---NOAA Foundational Competencies!---

### Knowledge:

1. Bureau-specific mission, vision, goals and values – Knowledge of the mission, vision, goals, and values that drive the organization and influence all organizational decision-making processes.
2. Bureau-specific policies and procedures – Knowledge of the policies and procedures for conducting business, and developing products and services, considering stewardship of public resources.
3. Standards of ethical conduct for U.S. Government employees – Knowledge of the standards for ethical conduct for Federal employees.

### Skill:

1. Coordination – Facilitate effective work processes by ensuring that roles and responsibilities are understood, synchronizing activities with others, and recommending process improvements.
2. Information Gathering – Gather information from all applicable sources, such as subject matter experts, organizational representatives, Standard Operating Procedures (SOPs), manuals, other employee guidance, books, and the Internet and intranet.
3. Judgment and Decision-Making – Make sound, well-informed, and objective decisions; perceive the impact and implications of decisions; commit to action to accomplish organizational goals.
4. Leveraging Diversity – Respect, understand, and value individual differences to achieve the vision and mission of the organization; hold self and others accountable for achieving results that embody the principles of diversity; leverage the talents of all employees, customers, stakeholders, and other constituents to achieve business and maximum effectiveness.
5. Oral Communication – Express information to individuals or groups effectively, taking into account the audience and nature of the information; listen to others, attend to nonverbal cues, and respond appropriately.

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<sup>1</sup> Foundational competencies are the knowledge and skills important across all occupations in an organization.

6. Partnering – Develop networks and build alliances with customers, vendors, and other partners to meet mission requirements and provide services and products by collaborating across boundaries.
7. Problem Solving – Identify problems; determine the relevance and usefulness of information for addressing problems; use sound judgment to generate and evaluate alternatives to make recommendations and take necessary action.
8. Quality Focus – Conduct timely reviews of products, services, or processes to evaluate quality or performance.
9. Teamwork – Work with others to achieve goals; facilitate cooperation, trust, and group identity; foster commitment and team spirit; manage and resolve conflicts.
10. Written Communication – Compose written materials in a succinct and organized manner; use correct English grammar, punctuation, and spelling; produce written information, which may include technical materials, that is appropriate for the intended audience.