NOAA Form 56-28A
(8-94)

U.S. DEPARTMENT OF COMMERCE
NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

TO: DIRECTOR, COMMISSIONED PERSONNEL CENTER, CPC

THRU (Liaison Officer):
Director, NOAA Marine and Aviation Operations

BILLET TITLE: Dir., Marine & Aviation Operations Centers
BILLET #: 0003

FROM:
ROUTING CODE: MAOC
ADDRESS:
NOAA/NMAO/MAOC
8403 Colesville Road, Suite 500
Silver Spring, MD 20910

PHONE NUMBER: (301) 713-7700

RANK REQUESTED: (0-2. 0-3, 0-4, etc.) 0-7
GS/GM EQUIVALENT: SES

(This block to be completed by liaison officer)
IS THIS A NEW BILLET: [ ] YES [x] NO
BILLET PRIORITY: [x] A, [ ] B, [ ] C, [ ] R

IMMEDIATE SUPERVISOR:	TITLE:	PHONE NUMBER:
Rear Admiral Samuel P. De Bow, Jr.	Director, NMAO	(301) 713-1045

EDUCATIONAL REQUIREMENTS:

- Educational requirements as upon entry into the Corps.
- Thorough understanding and knowledge of all of NMAO's operational platforms.
- Experience in managing a moderately-sized work force including financial, programmatic and personnel management.

OTHER QUALIFICATIONS (INCLUDE PARTICULAR SECURITY CLEARANCES, SKILLS, ETC...)

1. GENERAL DESCRIPTION OF BILLET:

This position is that of Director, Marine and Aviation Operations Centers (MAOC). As Director, the incumbent is responsible for the safe operations of all of NOAA's aviation and marine operations; the management of NMAO's operations center's budget and personnel; and providing the overall direction for the management and administration of the operations centers. The Aircraft Operations Center (AOC), located in Tampa, Fla., on MacDill Air Force Base, oversees NOAA's fixed-wing aircraft. The Marine Operations Centers (MOC), located in Norfolk, Va., and Seattle, Wash., oversee NOAA's multi-purpose oceanographic research, fisheries research, and hydrographic survey vessels. MOC as well manages port offices which are located in Woods Hole, Mass.; Charleston, S.C.; Pascagoula, Miss.; San Diego, Calif.; Honolulu, Hawaii; and Kodiak and Ketchikan, Alaska.

This position is designated as a Career-Reserved SES position and is filled from the ranks of the NOAA Commissioned Officer Corps.

2. DUTIES AND RESPONSIBILITIES:
a. Is this a supervisory billet? [x] YES [ ] NO
b. If so, state number and grade of personnel supervised. Number: ~500 Grade(s): 01 to 06,Wage Grade, GS3-GS15

1. Directs the management and administration of NOAA's Marine and Aviation Operations Centers.
2. Formulates policies, procedures, plans and budgets to safely and effectively operate and manage all the activities related to the operations of NOAA ship's and aircraft for the long-term benefit of the agency.
3. Executes the fleet and aircraft operations, utilizing every safety precaution available, in accordance with the decisions of the NOAA Fleet Council for the collection, processing, and dissemination of oceanographic, hydrographic, fisheries, atmospheric, photogrammetric, and other data as required to meet NOAA's program requirements.
4. At times formulates, and most of the time, executes the plans to administer and regulate the use, operations, maintenance, upgrade, conversion, and modernization of NMAO's platforms, instrumentation and associated equipment.

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3. CAREER DEVELOPMENT OPPORTUNITIES:

This billet provides the incumbent with the opportunity to work directly with the Director and Deputy Director, NMAO, the AA's and DAA's of NOAA line offices as well as the Directors of NOAA's Staff Offices. The experience gained in this position allows the incumbent to be qualified for the duties of the Director, NMAO.

4. ADDITIONAL COMMENTS:

DUTIES AND RESPONSIBILITIES CONT'D:

5. Actively involved in all labor relations activities, medical affairs, training, and other personnel matters unique to AOC and MOC employees.
6. Formulates and executes organizational and operational changes necessary to increase the efficiency and cost-effectiveness of NOAA's operational platforms.
7. Ensures timely and adequate implementation of established AOC and MOC goals and objectives.
8. Ensures efficient management of human and financial resources, including establishing budgets and allocating funds and/or manpower to achieve AOC and MOC objectives.
9. Receives direct guidance as well as guidance in the form of DOC, NOAA and OMAO regulations, directives, etc.
10. Serves as the Deputy, NOAA Corps, in the absence of the Director of the NOAA Corps.

SIGNATURE OF SUPERVISOR:	DATE:

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