NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION

A. Billet Number **0017**   B. Billet Title **OMAO Data Manager and Technology Officer**

C. Grade Requested **O4 -LCDR** (O&B)   D. Type of Submission **ANNUAL RECERTIFICATION**

E. Minimum amount of overlap between incumbent officer/reporting officer for continuity of duties **2 weeks**

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 Rd**   B. Street Address **Suite 500**

C. City **Silver Spring**   D. State **Maryland**   E. Country **United States**   F. Zip Code **20910**

G. Office **+1 (301) 713-7660** x [ ]   H. Mobile [ ]   I. Fax **+1 (301) 713-1541**

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor

1. Name **Douglas A. Perry**   2. Position **Chief, Information Management Division**   3. Grade **ZP V**

4. Email **douglas.a.perry@noaa.gov**   5. Office **+1 (301) 713-7673** x [ ]   6. Mobile [ ]

B. Reporting Officer (2nd Level Supervisor)

1. Name **Douglas A. Perry**   2. Position **Chief, Information Management Division**   3. Grade **ZP V**

4. Email **douglas.a.perry@noaa.gov**   5. Office **+1 (301) 713-7673** x [ ]   6. Mobile [ ]

C. Reviewer (Normally the Reporting Officer's Supervisor)

1. Name **David A. Score**   2. Position **Director, OMAO**   3. Grade **O8**

4. Email **david.a.score@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 **IMD**   4. Branch **N/A**   5. Section or Team **N/A**

B. NOAA Goal/Subgoal [ ]   C. Program [ ]

D. NOAA Org Code [ ]   E. NFC Org Code [ ]   F. Project-Task [ ]

SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

Position is located in the Information Management Division (IMD) at OMAO Headquarters. The Division represents OMAO IT interests via the NOAA and DOC IT governance framework and provides oversight for OMAO IT investments. The Division is responsible for development of an IT service strategy, and designs, transitions and delivers (or brokers) cost-effective IT services that enable OMAO mission accomplishment. IMD develops and publishes the OMAO IT service catalog, which encompasses 24 service areas, including management and administration of the OMAO Active Directory domain, Tier 2 and 3 IT Service Desk, Application Development, Data Management, Cybersecurity, oversight of the OMAO public and internal web sites, etc.

IMD enables OMAO's Mission and Vision through the development and implementation of Innovative Processes, Technologies, and Solutions, in accordance with OMAO's Strategy Map. The Division operates within four core business areas: IT Management & Operations; Data Management; Application Development; and Systems Engineering.

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

This position serves in two major capacities:
1) Data Manager. Plans, directs, and implements policies and procedures for the acquisition, delivery, and archival of quality environmental data by NOAA's fleet of research ships and aircraft.
2) Technology Officer. Maintains awareness of the ever-changing ship and aircraft environmental sensors, avionics, electronics, and other emerging technology. Provides recommendations for integrating technology to improve the environmental observing capabilities of the NOAA fleet.

As Data Manager, the incumbent exercises responsibility in the development and promotion of an end-to-end lifecycle approach to Environmental Data Management for OMAO. The incumbent is a specialist for planning, coordinating, and advising on changes in policies, procedures, and resources that align OMAO Data Management practices with established federal, department, and NOAA requirements. This includes the development, maintenance, and application of a Data Management Roadmap to guide OMAO's Data Management efforts.

The incumbent serves as OMAO's representative and voting member of NOAA's Environmental Data Management Committee, a coordinating body under the NOAA Observing Systems Council and Chief Information Officer Council that develops the Environmental Data Management strategy, policy, and procedure guidance promoting consistent implementation across NOAA.

As Technology Officer, the incumbent provides guidance and support on technological infrastructure initiatives, including future upgrade pathways of core operational and scientific sensors, storage, communications devices, and manned and unmanned platforms. Ensures that technological improvements are integrated into the lifecycle maintenance of NOAA platforms, and infused into the refreshment of existing systems.

The incumbent provides guidance and/or develops policies, plans, and procedures for the management, acquisition and use of emerging technology. Maintains awareness of emerging technology for ship and aircraft systems, but not limited to: radar systems, acoustics for bathymetry and ecological monitoring, optical (active and passive) systems, dropsonde and CTD developments, deck machinery, launch and recovery systems, and communication links (line of sight or satellite based).

The incumbent is a member of the NOAA Unmanned Systems (UxS) Working Group, and outlines current and future expenditures for UxS, ship, and aircraft systems. Additionally, the incumbent manages and updates the UxS Roadmap through collaborations with all Line Offices, coordinates with the Unmanned Aircraft Systems (UAS) Officer and the Unmanned Maritime Systems (UMS) Officer as required during test and evaluation and on operational projects.

6B. Division of Duties and Responsibilities, Total Must = 100%

| Technical | 35 | + Operational | 5 | + Leading and Managing | 30 | + Executive Leadership | 30 | = 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? [No]   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):

N/A

SECTION 7 - LEADERSHIP PREREQUISITES

GRADE	LEADERSHIP MATURITY LEVEL	LEADERSHIP COMPETENCIES NEEDED FOR THIS BILLET
ENS (O1)	Leading Self	☒ Core Values & Conduct ☒ Health & Well Being ☒ Responsibility ☒ Followership ☒ Adaptability
LTJG (O2)	Leading Others	☒ Interpersonal Skills ☒ Continuous Learning ☒ Technical Proficiency ☒ Listening ☒ Speaking
LT (O3)	Leading Others	☒ Writing ☒ Team Building ☒ Leveraging Diversity ☒ Influencing Others ☒ Developing Others ☒ Execution
LCDR (O4)	Leading Performance and Change	☒ Decisiveness ☒ Problem Solving ☒ Conflict Management ☒ Customer Focus ☒ Entrepreneurship
CDR (O5)	Leading Performance and Change	☒ Creativity & Innovation ☒ Human Capital Management ☒ Financial Management ☒ Technology Management
CAPT (O6) and RADM (O7/O8)	Leading Organizations	☐ External Awareness ☐ Strategic Thinking ☐ Political Savvy ☐ Vision ☐ Partnering

Leadership Prerequisite Comments (Optional)

Incumbent must posses strong interpersonal skills, be an effective listener, and be able to articulate positions on complex issues. Writing skills are critical for effectively communicating with a wide variety of audiences, from senior leadership to junior field personnel. Must be able to methodically analyze complicated situations, draw logical conclusions, and make clear and concise recommendations to OMAO leadership on subjects that may be controversial.

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)

Third tour experience serving aboard an operational unit, such as a ship or aircraft. Breadth of knowledge of NOAA operations across line offices is highly valued. Knowledge of NOAA programs, as well as national and international technical standards 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 Cateogry A, scientific papers/publications, GIS); engineering (marine survey, ABYC, ABS, FAA); regulatory (US Code, CFR); information technology (databases, networks, programming).

Knowledge:
- Commonly used budgetary methods, practices, procedures, regulations, and policies to execute assigned budget in support of the mission, structure, goals, work processes, and programs of assigned activities/organizations.
- Familiarity with information technology tools, including databases, networks, client/server applications.
- Knowledge of data and metadata standards, formats, and protocols.
- Exposure to federal contracting.

Skills:
- Critical thinking, analysis, and evaluation of processes and procedures.
- Data aggregation, analysis, and presentation.
- Project management (formal or informal experience/training).

Abilities:
- Adaptable to new and emerging situations.
- Working with geographically dispersed teams of diverse individuals, leading to accomplishment of shared goals.
- Perseverance in the face of uncertainty.

Certification as a Contracting Officer Representative is preferred. Educational background in data or information management, informatics, information science, or related fields highly desired.

SECTION 10 - LEADERSHIP DEVELOPMENT

GRADE	LEADERSHIP MATURITY LEVEL	LEADERSHIP COMPETENCIES DEVELOPED IN THIS BILLET
ENS (O1)	Leading Self	☐ Core Values & Conduct ☐ Health & Well Being ☐ Responsibility ☐ Followership ☐ Adaptability
LTJG (O2)	Leading Others	☐ Interpersonal Skills ☐ Continuous Learning ☐ Technical Proficiency ☐ Listening ☐ Speaking
LT (O3)	Leading Others	☒ Writing ☒ Team Building ☒ Leveraging Diversity ☒ Influencing Others ☒ Developing Others ☒ Execution
LCDR (O4)	Leading Performance and Change	☒ Decisiveness ☒ Problem Solving ☒ Conflict Management ☒ Customer Focus ☒ Entrepreneurship
CDR (O5)	Leading Performance and Change	☒ Creativity & Innovation ☒ Human Capital Management ☒ Financial Management ☒ Technology Management
CAPT (O6) and RADM (O7/O8)	Leading Organizations	☒ External Awareness ☒ Strategic Thinking ☐ Political Savvy ☒ Vision ☒ Partnering

Leadership Development Comments (Optional)

Contracting Officer Technical Representative certification may be obtained by incumbent, if not already possessed. Training and possibly certification in Project Management can be expected. Exposure to NOAA-wide committees, working groups, and councils will expand incumbent's knowledge and experience of NOAA's functions.

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 Cateogry A, scientific papers/publications, GIS); engineering (marine survey, ABYC, ABS, FAA); regulatory (US Code, CFR); information technology (databases, networks, programming).

Knowledge:
- Broad exposure to NOAA-wide councils and committees, as well as work with the various line offices.
- Enterprise-level data management policy and procedure development.

Skills:
- Project Management process development and execution.
- Research, analysis, and reporting on complicated subjects widely affecting organizations.

Abilities:
- Balancing requirements against resources.
- Working on and leading matrix-managed project teams.
- Clear presentation of complicated issues and recommendations to leadership.

Qualifications:
- Project Management certification possible.
- Contracting Officer Representative certification possible.

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

- Increased quantity, quality, and timeliness of environmental data delivered by NOAA fleet assets.
- Institution and expansion of lifecycle approach to OMAO Environmental Data Management.
- Implementation of new and/or improved processes/procedures that further the mission of the organization.
- Discreet projects are successfully managed in accordance with a formal project management plan of appropriate detail, with defined milestones and deliverables which are met as planned.

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 _Mark Van Waes_

2. Date 2014-12-05

3. Name Mark Van Waes

4. Title/Position OMAO Data Manager and Technology Officer

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 PERRY.DOUGLAS.A.1 365847270

Digitally signed by PERRY.DOUGLAS.A.1365847270
DN: c=US, o=U.S. Government, ou=DoD, ou=PKI,
ou=OTHER, cn=PERRY.DOUGLAS.A.1365847270
Date: 2014.12.31 10:35:57 -05'00'

2. Date

3. Name Douglas A. Perry

4. Title/Position Chief, Information Management Division

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 2/4/16

3. Name RADM David A. Score

4. Title/Position Director, 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 2015-10-09

3. Name CDR Kurt A. Zegowitz

4. Title/Position Chief, Officer Career Management Division

E. Director, NOAA Corps Endorsement

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

1. Signature

2. Date 2/4/16

3. Name RADM David A. Score

4. Title/Position Director, NOAA Corps

[Print Form]   [Submit to CPC (Reviewer Use Only)]