

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION

A. Billet Number	0021	B. Billet Title	Deputy Director, UxS Operations Center
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 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		x		H. Mobile		I. Fax	

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor							
1. Name	CAPT Phillip G. Hall	2. Position	Director, UxS Operations Center	3. Grade	O6		
4. Email		5. Office		x		6. Mobile	
B. Reporting Officer (2nd Level Supervisor)							
1. Name	RDML Nancy A. Hann	2. Position	Deputy Director, OMAO and NOAA Corps	3. Grade	O7		
4. Email		5. Office		x		6. Mobile	
C. Reviewer (Normally the Reporting Officer's Supervisor)							
1. Name	RADM Michael J. Silah	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	OMAO	2. Office, Center, or Lab			
3. Division		4. Branch		5. Section or Team	
B. NOAA Goal/Subgoal					
Mission Support			C. Program		
D. NOAA Org Code					
			E. NFC Org Code		540802000000000000
F. Project-Task					U8A2ANM - PMA

SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

The Uncrewed Systems (UxS) Deputy Director will assist the UxS Director in leading the UxS Operations Center. The primary focus will be executive management of large annual budget and oversight of NOAA's UxS platforms and operations. Primary duties will include budget execution, establishing partnerships, program execution, platform acquisition, and UxS policy decision making for NOAA. Rapid changes to policy on a NOAA and Federal level will require strategic level thinking and tactical execution of policy concerns.

The UxS Deputy Director advises the UxS Director on UxS policy, programmatic issues, UxS acquisition strategy, and personnel allocation issues. External to OMAO the UxS Deputy Director will serve as a representative of NOAA on UxS policy to the USCG, US Navy, NASA, and other external federal entities.

This assignment offers the incumbent the opportunity to join the NOAA UxS Operations Center team as the Deputy Director for NOAA UxS operations and contribute to the advancement of this cutting edge technology for advancing NOAA's Mission Goals across all line offices and within OMAO.

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

UxS Leadership

- Directs the management and administration of the UxS Operations Center along with the Director, UxS.
- Implements policies, procedures, plans, and budgets
- Develops and executes organizational and operational changes.
- Ensures efficient and management of human and financial resources.
- Ensures all UxS activities meet NOAA's Privacy, Cyber, and NEPA policies
- Serves as UxS Center's Supervisory Property Custodian

UxS Management

- Formulate and guide NOAA UxS standard operating procedures.
- Develop and implement improvements to UxS database of air and marine vehicles.
- Supervise UxS platform managers to ensure that UxS are operated and maintained in accordance with applicable regulations and UxS Policy.
- Provide guidance and oversight of Line Office UxS platforms and operations.
- Provide UxS subject matter expertise to OMAO leadership.

UxS Technical Analysis

- Become familiar with NOAA UxS platforms and operations
- Advise stakeholders on best practices in platform acquisition and development of operational practices.

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):

The officer will assist the UxS Director in supervising managers that are responsible for managing and maintaining various UxS platforms that are valued between \$0.5-2.0M.

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 checked="" 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)

From small teams to large groups, the incumbent will lead and interact with all line offices and staff. Shipboard operations or aircraft operations experience is beneficial. Officer should bring a blend of leadership and management abilities assuring success in any team setting in NOAA. Additionally, adaptability, attention to detail, and initiative will effectively accommodate the dynamically shifting landscape of Uncrewed Marine Systems (UMS) technology and regulations.

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)

Operational UxS experience is highly valued but not required for this position.

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).

1. Educational requirements as upon entry into the Corps
2. Completion of first sea tour or flight assignment, with OOD or AC qualification
3. Completion of XO sea tour or supervisory flight assignment
4. Excellent written and oral communication skills
5. Contracting Officer Representative (COR) Level 1 Training

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 checked="" 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)

As the use of uncrewed technology throughout NOAA continues to expand, the incumbent will develop the following competencies while effectively navigating limited resources and ever-changing regulations: organizational leadership, operational experience, technical leadership, program management, and problem solving. Additionally, the Officer will have opportunities to lead and shape NOAA mission objectives at the executive level.

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
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B. Aviation Development

- ☐ Co-Pilot ☐ Pilot ☐ Aircraft Commander ☒ Mission Commander ☐ Instructor Pilot ☐ Hurricane Qualified
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- ☐ 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)

The incumbent as UxS Deputy Director will assist the UxS Director in leading a diverse organization with complex mission sets. As part of this effort, some operational opportunities will arise to inform and guide policy vision and stakeholder relationship. Operational experience will not be a critical component of this billet, but will serve to inform the leadership vision of the incumbent.

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Leadership Development Comments (Optional)

As the use of uncrewed technology throughout NOAA continues to expand, the incumbent will develop the following competencies while effectively navigating limited resources and ever-changing regulations: organizational leadership, operational experience, technical leadership, program management, and problem solving. Additionally, the Officer will have opportunities to lead and shape NOAA mission objectives at the executive level.

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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).

1. NOAA line office breadth of experience - coordinate UxS missions with all NOAA line offices and become immersed in using UxS technology to solve problems for NOAA and collect high priority NOAA data.
2. Project Management and Safety - develop and oversee NOAA UxS operations and facilitate projects from conception, through approval, to execution.
3. Program Development - coordinate with OMAO on effective use of UxS for NOAA missions, to include ship-based activity. Additionally in this highly visible role, interact with many levels of NOAA Corps executive leadership.
4. Interagency Coordination - develop and submit approval requests for NOAA UMS operations and serve as a liaison for DoD coordination for NOAA missions.
5. Subject Matter Expert in UxS - foster expertise in high-demand, cutting edge technology within NOAA.

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

1. Provide MOC and OMAO leadership with a sound vision for the development of UMS technologies going forward.
2. Guide stakeholders in implementing UMS operational objectives into their scientific research.
3. Work external to NOAA along with partners at the US Navy, USCG, Maritime Research Institutes, and academia to develop best practices and ensure MOC policy reflects current guidance.
4. Represent NOAA UxS interests at the at interagency meetings on policy, bringing NOAA lessons learned to inform best pathway forward for our federal partners.
5. Supervise and guide timely special projects that are well researched, reflect sound analytical thinking, and meet customer expectations.
6. Involve NOAA Principal Investigators into the development and implementation of NOAA UxS Policy and Procedures.
7. Generate well researched ideas that reflect sound analytical thinking and result in the implementation of new/improved processes/procedures that benefit the organization.

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).

1. NOAA line office breadth of experience - coordinate UxS missions with all NOAA line offices and become immersed in using UxS technology to solve problems for NOAA and collect high priority NOAA data.
2. Project Management and Safety - develop and oversee NOAA UxS operations and facilitate projects from conception, through approval, to execution.
3. Program Development - coordinate with OMAO on effective use of UxS for NOAA missions, to include ship-based activity. Additionally in this highly visible role, interact with many levels of NOAA Corps executive leadership.
4. Interagency Coordination - develop and submit approval requests for NOAA UMS operations and serve as a liaison for DoD coordination for NOAA missions.
5. Subject Matter Expert in UxS - foster expertise in high-demand, cutting edge technology within NOAA.

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

1. Provide MOC and OMAO leadership with a sound vision for the development of UMS technologies going forward.
2. Guide stakeholders in implementing UMS operational objectives into their scientific research.
3. Work external to NOAA along with partners at the US Navy, USCG, Maritime Research Institutes, and academia to develop best practices and ensure MOC policy reflects current guidance.
4. Represent NOAA UxS interests at the at interagency meetings on policy, bringing NOAA lessons learned to inform best pathway forward for our federal partners.
5. Supervise and guide timely special projects that are well researched, reflect sound analytical thinking, and meet customer expectations.
6. Involve NOAA Principal Investigators into the development and implementation of NOAA UxS Policy and Procedures.
7. Generate well researched ideas that reflect sound analytical thinking and result in the implementation of new/improved processes/procedures that benefit the organization.

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



Digitally signed by
SLOAN, CHRISTIAN, JOSEPH.1185625148
Date: 2020.07.22 12:50:06 -04'00'

2. Date 2020-07-22

3. Name CDR Christian J. Sloan, NOAA

4. Title/Position Commanding Officer, AOC

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 Director, UxS Operations Center

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 HANN.NANCY.L.1088955338

Digitally signed by
HANN.NANCY.L.1088955338
Date: 2020.07.15 10:25:47 -04'00'

2. Date 2020-07-15

3. Name RDML Nancy A. Hann, NOAA

4. Title/Position Deputy 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 WATTAM.RYAN.CAULFIELD.1107213097

Digitally signed by
WATTAM.RYAN.CAULFIELD.1107213097
Date: 2020.07.24 13:29:05 -04'00'

2. Date 2020-07-23

3. Name CDR Ryan C. Wattam, NOAA

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

2020-8-11

3. Name RADM Michael J. Silah, NOAA

4. Title/Position Director, OMAO and NOAA Corps

Print Form

Submit to CPC (Reviewer Use Only)