

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION

A. Billet Number	0105	B. Billet Title	Fleet Data Technology Manager
C. Grade Requested	O2 - LTJG	D. Type of Submission	REALIGNMENT OF DUTIES
E. Minimum amount of overlap between incumbent officer/reporting officer for continuity of duties	3 weeks		
F. Duty Type	FIXED SHORE	G. Estimated Length of Assignment	3 years

SECTION 2 - DUTY STATION ADDRESS AND CONTACT INFORMATION

A. Street Address	Marine Operations Center- Pacific	B. Street Address	2002 SE Marine Science Drive				
C. City	Newport	D. State	Oregon	E. Country	United States	F. Zip Code	97365
G. Office		x		H. Mobile		I. Fax	

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor							
1. Name	Donald Jones	2. Position	Chief, Electronics Engineering Branch	3. Grade	ZP IV		
4. Email	Donald.E.Jones@noaa.gov	5. Office	+1 (541) 867-8719	x		6. Mobile	
B. Reporting Officer (2nd Level Supervisor)							
1. Name	Wayne Larson	2. Position	Chief, Marine Operations - Engineering	3. Grade	ZP V		
4. Email	Wayne.Larson@noaa.gov	5. Office	+1 (541) 867-8803	x		6. Mobile	
C. Reviewer (Normally the Reporting Officer's Supervisor)							
1. Name	Troy Frost	2. Position	Director Marine Operations	3. Grade	ZP V		
4. Email	Director.MOC@noaa.gov	5. Office	+1 (541) 867-8801	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	MAOC			
3. Division	MO	4. Branch	MO-Engineering	5. Section or Team	EEB	
B. NOAA Goal/Subgoal		Mission Support		C. Program		
D. NOAA Org Code		E. NFC Org Code		F. Project-Task		

SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

The Marine Operations organization is responsible for the continuous flow of high-value maritime domain data supporting a wide array of NOAA products and services vital to the economy and health of the nation. The primary data collection mechanism is a fleet of 16 oceangoing scientific vessels operated and supported by a team of well-trained professionals who are technical specialists in their fields. Advanced technologies, remote sensing, and deployed devices, including small and large unmanned surface and subsurface platforms, can serve as additional data collection avenues. Through a process of continuous improvement and evolution, the Marine Operations organization evaluates these and other at-sea data collection options and integrates them into the mission portfolio when technical maturity and business case analyses deem them effective for full operation.

This assignment offers the incumbent the opportunity to join the Electronics Engineering Branch (EEB) of the Marine Operations (MO) team as lead for advanced technologies installed aboard and deployed from NOAA ships and small boats, including acoustic data collection and storage systems and other environmental sensor emerging technologies. The Fleet Data Technology Manager will track the status of all fleet data acquisition capabilities and provide support for all facets of advanced technologies operations including: research, procurements, installations, documentation, training, maintenance, and deployments, as required.

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

Marine Operations / EEB Branch provides cutting edge data collection and storage systems to our customers. The Fleet Data Technology Manager, assigned to EEB, will track all fleet data acquisition capabilities, assist in the research and acquisition of new technologies to augment or replace the fleet's existing tools with the most efficient and advanced technologies available. The Manager will interface with ships' Operations Officers, Survey Technicians, and Electronics Technicians to ensure integration of new equipment is successful and standardized. The Manager will interface with Line Offices to advertise capabilities and ensure all are being utilized, maximizing platform data collection efforts, and documenting system effectiveness.

As part of this assignment, the Fleet Data Technology Manager will be expected to coordinate with the OMAO Unmanned Systems (UxS) program, working from existing knowledge and capabilities in the fleet, and coordination with partner organizations. Once the UxS program infrastructure is in place, the Fleet Data Technology Manager may be expected to fulfill the following duties:

UxS Management:

- Liaise with OMAO UxS Program and maintain MO standard operating procedures for fleet UxS activities
- Maintain database of deployment
- Provide guidance and oversight of NOAA fleet UxS platforms and operations
- Provide technical support for UxS operations

UxS Mission Coordination:

- Advertise fleet availability and capability of UxS to Line Offices
- Coordinate inspection and maintenance for MO-maintained UxS

UxS Operations:

- Become familiar with the NOAA platforms supporting UxS and the specialized operations they will require
- Complete training and become qualified navigator and programmer for any MO-maintained UxS
- Support NOAA UxS operations
- Develop and maintain training plans

Serve as MO representative on UxS board:

- Request, receive, and review proposals, brief Fleet Council on opportunities, make recommendation for best use of DAS

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):

- Hydrographic Autonomous Launch (HAL) and associated equipment, including hydraulic trailer.

- Other systems to be determined

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 type="checkbox"/> Decisiveness <input type="checkbox"/> Problem Solving <input type="checkbox"/> Conflict Management <input type="checkbox"/> Customer Focus <input type="checkbox"/> Entrepreneurship
CDR (O5)	Leading Performance and Change	<input type="checkbox"/> Creativity & Innovation <input type="checkbox"/> Human Capital Management <input type="checkbox"/> Financial Management <input 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 (MO customers). Adaptability, attention to detail, and initiative will effectively accommodate the dynamically shifting landscape of 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)

1. Security clearance required
2. Previous experience with electrical systems preferred
3. Previous experience with launch, deployment, and operation of UMS systems preferred

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. Degree in engineering preferred.
2. Completion of first sea tour, with OOD qualification.
3. Excellent written and oral communication skills.

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 type="checkbox"/> Creativity & Innovation <input type="checkbox"/> Human Capital Management <input type="checkbox"/> Financial Management <input 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
Leading Organizations		
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 checked="" type="checkbox"/> Coxswain/OIC <input type="checkbox"/> HAZWOPER <input checked="" type="checkbox"/> AUV Deployment <input checked="" 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)	
Project, resource, and personnel management skills.	

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 UMS missions with NOAA Line Offices and become immersed in using UMS technology to solve problems for NOAA and collect high-priority, high-quality NOAA data.
2. Project Management and Safety - develop and oversee NOAA UMS operations and facilitate projects from conception, through approval, to execution.
3. Program Development - coordinate with OMAO and Marine Operations on effective use of UMS for NOAA missions.
4. Inter-agency coordination - coordinate with other agencies with advanced technology experience, including UNOLS and USN.
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. Complete timely special projects that are well researched, reflect sound analytical thinking, and meet customer expectations.
2. Produce written communications that are technically accurate, well organized, and free of typographical and grammatical errors.
3. Acknowledge customer inquiries and keep apprised of status changes and expected resolution.
4. Routinely respond to customer requests with factually accurate information that is consistent with NOAA departmental guidance and policies, as well as other relevant program or technical documents.
5. Generate well researched ideas that reflect sound analytical thinking and result in the implementation of new/ improved processes and procedures that benefit the organization.
6. Successfully meet milestones and planned delivery dates for specific projects that have a formal project management plan with milestones and deliverables.

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 BYERS.KYLE.ANN.129228744
1 Digitally signed by BYERS.KYLE.ANN.129228744
Date: 2018.10.05 14:23:21 -07'00'

2. Date 2018-10-05

3. Name LCDR Kyle Byers

4. Title/Position Chief of Staff, Marine Operations

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 
Digitally signed by JONES.DONALD.EDWARD.1163446894
DN: c=US, o=U.S. Government, ou=DoD, ou=PKI,
ou=OTHER, cn=JONES.DONALD.EDWARD.1163446894
Date: 2018.10.05 15:08:50 -07'00'

2. Date 2018-10-05

3. Name Donald E Jones

4. Title/Position Chief, Electronics Engineering Branch

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 FROST.TROY.ALLEN.1101942
569 Digitally signed by FROST.TROY.ALLEN.1101942569
Date: 2018.10.05 16:15:50 -07'00'

2. Date 2018-10-05

3. Name Troy Frost

4. Title/Position Director, Marine Operations

D. Commissioned Personnel Center Endorsement

"I am the OMAO/CPC Officer Career Management Division representative. I recommend approval of this billet."

1. Signature KUZIRIAN.STEPHEN.C.12756
37170 Digitally signed by KUZIRIAN.STEPHEN.C.1275637170
Date: 2018.10.10 13:11:02 -04'00'

2. Date 2018-10-10

3. Name CDR Stephen C. Kuzirian, NOAA

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 OCT 24 2018

3. Name RADM Michael J. Silah, NOAA

4. Title/Position Director, NOAA Corps

Print Form

Submit to CPC (Reviewer Use Only)