

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION

Billet To CD # 9208

A. Billet Number	3100	B. Billet Title	Deputy Director, Ocean Exploration and Research		
C. Grade Requested	O5 - CDR	D. Type of Submission	PROPOSED NEW BILLET REPROGRAMMING		
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	1315 East West Highway		B. Street Address	SSMC3, 10151			
C. City	Silver Spring	D. State	Maryland	E. Country	United States	F. Zip Code	20910
G. Office	+1 (301) 734-1016	x		H. Mobile	+1 (202) 631-1790	I. Fax	+1 (301) 713-1967

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor								
1. Name	Alan P. Leonardi		2. Position	Director, Ocean Exploration and Research		3. Grade	SES-All	
4. Email	alan.leonardi@noaa.gov		5. Office	+1 (301) 734-1016	x		6. Mobile	+1 (202) 631-1790
B. Reporting Officer (2nd Level Supervisor)								
1. Name	Gary Matlock		2. Position	DAA, Programs and Administration		3. Grade	SES-All	
4. Email	gary.c.matlock@noaa.gov		5. Office	+1 (301) 734-1184	x		6. Mobile	
C. Reviewer (Normally the Reporting Officer's Supervisor)								
1. Name	CDR Michael F. Ellis		2. Position	OAR Liaison Officer		3. Grade	O5	
4. Email	mike.ellis@noaa.gov		5. Office	+1 (303) 497-6088	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	OAR	2. Office, Center, or Lab	OER		
3. Division	Directors Office	4. Branch	N/A	5. Section or Team	N/A

B. NOAA Goal/Subgoal	Healthy Oceans; Science and Technology	C. Program	N/A		
D. NOAA Org Code	50-45-0001	E. NFC Org Code	P8R3EE1	F. Project-Task	P00

SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

The Office of Ocean Exploration and Research (OER), within NOAA's Office of Oceanic and Atmospheric Research, is the only federal organization currently dedicated to exploring our unknown ocean, reducing unknowns in deep-ocean areas, and providing the high-value environmental intelligence needed by NOAA and the nation to address both current and emerging science and management needs. OER provides partnership coordination, funding, staff, tools, and expertise needed to develop exploration missions that deliver rigorous, systematic observations and documentation of biological, chemical, physical, geological, and archaeological aspects of the ocean. OER works to get scientists to uncharted areas; to design, test, and implement new deep-sea technologies; and to bring the wonders of ocean exploration to everyone. OER's annual operating budget for FY2016 is \$32M and has approximately 35 federal and contract staff located primarily in Silver Spring, MD, with satellite locations in North Kingston, RI; Key West, FL; Charleston, SC; Seattle, WA; Boulder, CO; and Stennis Space Center, MS. OER has 4 organizational units: Science and Technology; Exploration and Expeditions; Outreach, Education, and Engagement; and Administration and Finance.

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

Duties in this billet span three broad organizational areas of responsibility: 1) Leadership and management of OER by providing direct support and back-up to the Director OER, 2) NOAA and Customer/Client Responsiveness, and 3) Supervision of Administrative and Finance functions, including oversight for property and IT services.

1) Leadership and Management of OER:

- A. Act as Director in Director's absence;
- B. Analyze OER needs and develop options and recommendations to address them;
- C. Illuminate OER strengths and weaknesses in laboratory science programs and/or management for Director's attention;
- D. Respond to inquiries from the Federal government, partners, and the public; and
- E. Assist Director with ensuring that OER is compliant with safety and environmental compliance standards.

2) NOAA and Customer/Client Responsiveness

- A. Analyze and recommend OER priorities in the context of NOAA mission drivers and partner needs;
- B. Lead and coordinate OER program and administrative activities;
- C. Support Corporate NOAA;
- D. Represent OER, OAR, and NOAA at National and International technical and research policy meetings and conferences.

3) Supervision of Administrative and Finance functions

- A. Supervise Administrative Officer, including allocating human and financial resources to achieve maximum possible utilization for achievements of program objectives;
- B. Assess the feedback from the NOAA-wide survey and develop a plan to respond to major concerns expressed by employees;
- C. Promote EEO and Affirmative Employment goals by ensuring that, through equitable opportunities and work assignments, all employees have equal opportunity for advancement to their full potential;
- D. Analyze OER facility, computing, and administration needs and develop options and recommendations to address them;

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):

Officer will have indirect oversight responsibility for Remotely Operated Vehicle and ship-board systems, approximate replacement value \$5-10M. Officer will also have leadership liaison responsibility for office use of OMAO and partner ships/assets.

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)

This assignment directly supports the Director, OER. The Director's duties require intermittent travel and the Deputy must routinely act as OER Director, and will be required to exercise authority on behalf of the Director in his/her absence. The Deputy will routinely interface with NOAA, congressional, inter-agency, international, academic, and private partners and organizations. Upon reporting for duty, the officer will be a member of the formalized OER management and leadership team which is comprised of the SES Director and three ZA/ZP-V (GS-15) function leads.

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)

Valid security clearance required, preferably Top Secret. Strong background in marine operations is highly desirable.

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).

Incumbent should have a solid background leading and managing. Prior to reporting, the officer should have a familiarity of how OMAO supports OAR, especially with respect to ship operations and support. The incumbent would benefit from experience and interest in NOAA's ocean exploration and advanced marine technology programs and activities, including operational knowledge of marine operations, operations and deployment of remotely operated and unmanned vehicles, and use of live video and data streaming from ship to shore based command centers. Familiarity with MARS reporting and NOAA financial business practices desirable.

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 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)

This is a senior O-5 level billet supporting a major, complex research and at-sea operational program. A tour as the OER Deputy Director should be viewed as a key stepping stone to positions at the director and other similar executive level positions within NOAA. The billet affords the incumbent the opportunity to work with NOAA and other agency senior leadership as well as world renowned scientists and explorers. In addition the incumbent will oversee important strategic partnerships including NASA, Navy, NSF, BOEM, USGS and other members of a national ocean exploration program and day to day OER management.

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)

Officer will have operational access and leadership responsibilities for ship based remotely operated vehicle and autonomous marine vehicles.

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. Development of relationships with NOAA operational Line Organizations (e.g. NMFS, NOS) and other interagency, international, academic, private, not-for profit partners.
2. Incumbent will have opportunity to develop or expand on experience leading and managing both technology development and expedition planning and execution.
3. Depending on officers background and office need, at-sea deployment and management of at-sea operations may be possible.
4. Officer will gain significant knowledge in managing an administrative and financial organization, including gaining familiarity with: NOAA legislative and congressional activities; NOAA leadership councils and associated bodies; interagency leadership organizations and structures; Federal Advisory Committee management and execution responsibilities; NOAA budget structures and processes; NOAA property management.

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

The overarching achievement of success in the billet will be the satisfaction of the Director OER in regard to management and leadership support, as well as OER program support as indicated on annual officer evaluation report. Specific performance goals include:

- 1) Ability to contribute toward OER strategy development and execution;
- 2) Effective oversight of Director's Office science, technology, and exploration initiatives;
- 3) Proactive engagement as an equal on the management and leadership team comprised of the Director, Deputy Director, and three GS-15 (or equivalent) office functional leads;
- 4) Assisting the Director with establishment and fostering of critical relationships with strategic internal and external partners;
- 5) Effective oversight of internal and external communications, including congressional and public affairs;
- 6) Keeping the Director apprised of internal management challenges and opportunities, including any potential complications arising from planned or ongoing activities.
- 7) Management and supervision of OER Administration and Finance staff;
- 8) Assisting the Director with office management functions;

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 LEONARDI.ALAN.PAUL.1365863624
63624 Digitally signed by LEONARDI.ALAN.PAUL.1365863624
DN: c=US, o=U.S. Government, ou=DoD, ou=PKI,
ou=OTHER, cn=LEONARDI.ALAN.PAUL.1365863624
Date: 2016.03.07 12:38:05 -05'00'

2. Date

3. Name

4. Title/Position

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 LEONARDI.ALAN.PAUL.1365863624
63624 Digitally signed by LEONARDI.ALAN.PAUL.1365863624
DN: c=US, o=U.S. Government, ou=DoD, ou=PKI,
ou=OTHER, cn=LEONARDI.ALAN.PAUL.1365863624
Date: 2016.03.07 12:38:45 -05'00'

2. Date

3. Name

4. Title/Position

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 ELLIS.MICHAEL.FREDERICK.1118145549
1118145549 Digitally signed by ELLIS.MICHAEL.FREDERICK.1118145549
DN: c=US, o=U.S. Government, ou=DoD, ou=PKI, ou=NOAA,
cn=ELLIS.MICHAEL.FREDERICK.1118145549
Date: 2016.09.15 10:47:08 -04'00'

2. Date

3. Name

4. Title/Position

D. Commissioned Personnel Center Endorsement

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

1. Signature  CAPT, NOAA

2. Date

3. Name

4. Title/Position

E. Director, NOAA Corps Endorsement

"I am the and I this billet."

1. Signature  RADM/NOAA

2. Date

3. Name

4. Title/Position