

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION

A. Billet Number	<input type="text" value="3150"/>	B. Billet Title	<input type="text" value="Operations Manager OER"/>
C. Grade Requested	<input type="text" value="O4 - LCDR"/>	D. Type of Submission	<input type="text" value="REALIGNMENT OF DUTIES & CHNG OF DUTY STA"/>
E. Minimum amount of overlap between incumbent officer/reporting officer for continuity of duties	<input type="text" value="1 week"/>		
F. Duty Type	<input type="text" value="FIXED SHORE"/>	G. Estimated Length of Assignment	<input type="text" value="3 years"/>

SECTION 2 - DUTY STATION ADDRESS AND CONTACT INFORMATION

A. Street Address	<input type="text" value="1315 East West Highway"/>	B. Street Address	<input type="text" value="Bldg: SSMC3"/>
C. City	<input type="text" value="Silver Spring"/>	D. State	<input type="text" value="Maryland"/>
E. Country	<input type="text" value="United States"/>	F. Zip Code	<input type="text" value="20910"/>
G. Office	<input type="text"/> x <input type="text"/>	H. Mobile	<input type="text"/>
I. Fax	<input type="text"/>		

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor					
1. Name	<input type="text" value="Karen Kohanowich"/>	2. Position	<input type="text" value="OER Deputy Director (Acting)"/>	3. Grade	<input type="text" value="ZP IV"/>
4. Email	<input type="text" value="karen.kohanowich@noaa.gov"/>	5. Office	<input type="text" value="+1 (301) 734-1023"/> x <input type="text" value="1003"/>	6. Mobile	<input type="text"/>
B. Reporting Officer (2nd Level Supervisor)					
1. Name	<input type="text" value="John McDonough"/>	2. Position	<input type="text" value="OER Director (Acting)"/>	3. Grade	<input type="text" value="ZP V"/>
4. Email	<input type="text" value="john.mcdonough@noaa.gov"/>	5. Office	<input type="text" value="+1 (301) 734-1023"/> x <input type="text"/>	6. Mobile	<input type="text"/>
C. Reviewer (Normally the Reporting Officer's Supervisor)					
1. Name	<input type="text" value="CDR Adam Dunbar"/>	2. Position	<input type="text" value="OAR Liaison Officer"/>	3. Grade	<input type="text" value="O5"/>
4. Email	<input type="text" value="adam.dunbar@noaa.gov"/>	5. Office	<input type="text" value="+1 (303) 497-7228"/> x <input type="text"/>	6. Mobile	<input type="text"/>

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	<input type="text" value="OAR"/>	2. Office, Center, or Lab	<input type="text" value="OER"/>		
3. Division	<input type="text" value="N/A"/>	4. Branch	<input type="text" value="N/A"/>	5. Section or Team	<input type="text" value="N/A"/>
B. NOAA Goal/Subgoal	<input type="text" value="Science & Technology Enterprise"/>		C. Program	<input type="text"/>	
D. NOAA Org Code	<input type="text"/>	E. NFC Org Code	<input type="text"/>	F. Project-Task	<input type="text"/>

SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

NOAA's Office of Ocean Exploration and Research (OER) prepares and executes multidisciplinary exploration expeditions that integrate science, education, and outreach objectives. In 2004, Congress transferred USNS Capable to NOAA to become the NOAA Ship Okeanos Explorer (EX), America's only dedicated ship for ocean exploration. The EX is operated jointly by OMAO and OER. OER operates the mission equipment for systematic exploration in unknown or poorly known regions of the world oceans through collaborations with the scientific community, including both NOAA and external partners. The ship is also an ambassador for NOAA and the nation through its voyages of discovery and transmission of live explorations in high definition to shore. The EX Program is the name given to this cross-NOAA endeavor and includes team members from OER, OMAO and the EX crew and command. OER also conducts multi-disciplinary non-systematic explorations with a variety of other platforms, assets, and partners.

The officer will serve at OER's HQ office in Silver Spring, MD and report directly to OER Deputy Director. The officer will enhance the operations and management of the OER's EX and other operations. OER requires an Officer to: (1) coordinate expeditions and provide at sea support as expedition coordinator; (2) work with the EX program Manager to monitor mission acquisitions, services, property and help with administration tasks; (3) assist with the National Program for Ocean Exploration development and (4) assist with coordinating multi-year expedition plans by working with the science and exploration communities internal and external to NOAA.

SECTION 6 - DUTIES AND RESPONSIBILITIES

6A. Description of Duties and Responsibilities

Expedition Planning and Coordination:

Primary responsibilities:

The officer will be responsible for OER coordination in the fleet allocation process with OMAO, OAR, and other partners; review draft allocation plans, provide input and guidance to sailing schedules, liaison w/ ship commands and the Marine Operation Centers, and provide logistic support for OER ship operations.

As part of a team, the officer will coordinate OER-funded exploration expeditions: solicit and organize input from NOAA programs, academic institutions and partners; develop annual Project Instructions with interdisciplinary team of operations, science and program personnel, monitor efforts and activities to ensure timely submissions of all materials, participate in at sea operations as Expedition Coordinator (which is an equivalent role to a Chief Scientist for all the logistics and coordination leading up to a cruise)

* As a fixed-shore billet, the at-sea requirements will not exceed approximately 40 days per year.

Secondary responsibilities:

The officer will also assist in supporting OER Operations division and the project supported through the annual Federal Funding Opportunity (FFO) and partnership projects.

Administration:

Primary responsibilities:

The officer will work with ROV team lead to monitor and report on material and services contracts and assist with procurements and property management for all EX teams.

Secondary responsibilities:

As needed, the officer will work with OER Headquarters staff and Managers to assist in coordinating operational programs, planned events, meetings, or other activities with associated federal, state and local agencies as needed. Assist EX Program Manager with developing partnership agreements documents to increase EX program value, including MOAs, MOUs, Cooperative Agreements and Project Proposals and Agreements. Assist OER Senior Advisor with the National Program for Ocean Exploration development.

Primary budget and financial management responsibilities:

Facilitate acquisitions for the EX program between OER budget team and the EX program manager and track all EX program acquisitions. Serve as a purchase card holder for OER.

Primary training responsibilities:

Work with OER to provide training to interns, scientists, and other expedition participants in mapping, ROV and remote science operations as requested.

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):

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 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

Leadership Prerequisite Comments (Optional)

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)

Must have excellent communication skills, be capable of clear self expression, both written and spoken; strong maritime/operational experience and credibility; strong interpersonal skills. Should have familiarity with the structure and missions of OER and OMAO. Prior assignment with OER or NOAA Ship Okeanos Explorer is preferred. Experience with exploration operations such as multi-beam mapping, ROV and telepresence is 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).

Knowledge of exploration mission, mission systems and staffing associated with EX Program and OER; familiarity with mission partnerships and key players; experience developing contract technical requirements/justification documentation; experience assisting with career development planning.

SECTION 10 - LEADERSHIP DEVELOPMENT

GRADE	LEADERSHIP MATURITY LEVEL	LEADERSHIP COMPETENCIES DEVELOPED IN THIS BILLET
ENS (O1)	Leading Self	<input type="checkbox"/> Core Values & Conduct <input type="checkbox"/> Health & Well Being <input type="checkbox"/> Responsibility <input type="checkbox"/> Followership <input type="checkbox"/> Adaptability
LTJG (O2)		<input type="checkbox"/> Interpersonal Skills <input type="checkbox"/> Continuous Learning <input type="checkbox"/> Technical Proficiency <input type="checkbox"/> Listening <input type="checkbox"/> Speaking
LT (O3)	Leading Others	<input type="checkbox"/> Writing <input checked="" type="checkbox"/> Team Building <input type="checkbox"/> Leveraging Diversity <input 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 type="checkbox"/> Human Capital Management <input checked="" 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 Development Comments (Optional)

The officer in this billet will have the opportunity to develop project management and leadership skills through participation as part of the OER Operation team and through formal professional development courses. Officer will be encouraged and supported to attend relevant leadership and management training and obtain budget management training.

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)

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).

Position provides opportunity for the Officer to gain experience planning and executing interdisciplinary exploration operations to explore little known or unknown areas of the world ocean; work extensively and independently with Federal, state, local, and international partners; gain familiarity with NOAA planning processes and represent OER at several levels of importance.

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

- Full and on-time compliance with Fleet Planning process for OER and revisions of ship schedules for FAP discussions
- Increase efficiency of mission execution both on shore and at-sea (reduced lost days, increased team and systems performance)
- Improve awareness within and outside of NOAA of OER Operations division, Okeanos Explorer team, and projects supported through the annual Federal Funding Opportunity (FFO) and partnership projects.

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 Craig Russell

Digitally signed by Craig Russell
DN: cn=Craig Russell, o=NOAA Ocean Exploration and Research,
ou=NOAA/OAR/CER, email=craig.russell@noaa.gov, c=US
Date: 2014.03.03 15:31:10 -0500

2. Date 2014-03-03

3. Name Craig W. Russell, Jr.

4. Title/Position Program Manager

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 John McDonough

Digitally signed by John McDonough
DN: cn=John McDonough, o=Ocean Exploration and Research,
ou=NOAA/OAR, email=john.mcdonough@noaa.gov, c=US
Date: 2014.03.13 07:18:20 -0400

2. Date 2014-03-13

3. Name John McDonough

4. Title/Position Acting Director, OER

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 

Digitally signed by DUNBAR.ADAM.D.1049554938
Date: 2014.03.13 08:31:45 -0600
Adobe Acrobat version: 11.0.6

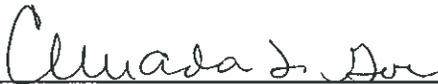
2. Date 2014-03-14

3. Name Adam D. Dunbar

4. Title/Position Deputy Director ESRL / OAR Liaison Officer

D. Commissioned Personnel Center Endorsement

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

1. Signature 

2. Date 2014-01-20

3. Name LCOL Amanda Geller, NOAA

4. Title/Position Chief, Officer Assignment Branch

D. Director, NOAA Corps Endorsement

"I am the Authorized Representative of Director NOAA Corps and I approve this billet."

1. Signature  for

2. Date 2014-05-19

3. Name CAPT Lawrence Krepp, NOAA

4. Title/Position Director, CPC

Print Form

Submit to CPC (Reviewer Use Only)

