

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION

Billet to CD# 9205

A. Billet Number	3210	B. Billet Title	Operations Manager
C. Grade Requested	O3 - LT	D. Type of Submission	REALIGNMENT OF DUTIES
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	4301 Rickenbacker Causeway	B. Street Address	
C. City	Miami	D. State	Florida
E. Country	United States	F. Zip Code	33149
G. Office	+1 (305) 361-4305 x	H. Mobile	
I. Fax			

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor					
1. Name	LCDR Andrew Colegrove	2. Position	Associate Director, AOML	3. Grade	O5
4. Email	aoml.associate.director@noaa.gov	5. Office	+1 (305) 361-4544 x	6. Mobile	
B. Reporting Officer (2nd Level Supervisor)					
1. Name	Dr. Molly Baringer	2. Position	Deputy Director, AOML	3. Grade	ZP V
4. Email	molly.baringer@noaa.gov	5. Office	+1 (305) 361-4345 x	6. Mobile	
C. Reviewer (Normally the Reporting Officer's Supervisor)					
1. Name	CAPT Philip Hall	2. Position	Director, UAS Program Office (OAR)	3. Grade	O6
4. Email	philip.g.hall@noaa.gov	5. Office	+1 (301) 734-1102 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	AOML
3. Division	OCED/OD	4. Branch	
5. Section or Team			

B. NOAA Goal/Subgoal		C. Program	
D. NOAA Org Code		E. NFC Org Code	
F. Project-Task			

SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

The Atlantic Oceanographic and Meteorological Laboratory (AOML) conducts research to understand the physical, chemical, and biological characteristics and processes of the ocean and the atmosphere, both separately and as a coupled system. The principal focus of these investigations is to advance knowledge that leads to more accurate forecasting of severe storms, better use and management of marine resources, better understanding of the factors affecting both climate and environmental quality, and improved ocean and weather services for the nation.

The AOML small boat program maintains four small boats (a 22 foot flats boat, a 23 foot catamaran, a 25 foot dusky cuddy cabin, and a 21 foot center console) that allows AOML to conduct a variety of coastal research. Research conducted on the small boats allows AOML scientists to investigate coastal ecosystem, chemical, and oceanographic processes, including on Florida Coral Reefs.

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

The officer serves 50% time assisting the Ocean Chemistry and Ecosystem Division and 50% time assisting the Office of Director. The officer works directly with senior level scientists and research associates to coordinate field operations of the four AOML small boats and over 10 boat operators. A substantial portion of the officer's duties will be in the field supporting diving operations as an AOML Unit Diver and Divemaster, and supporting small boat operations as OIC and Vessel Operations Coordinator.

VOC responsibilities include: Operations planning and coordination, periodic maintenance and inspections, trailering and launching boats safely, purchasing, training and certification of other OIC's and implementation of NOAA Small Boat Program standards and procedures. The VOC oversees deck log records and administration of AOML small boat fleet including excessing vessels as well as new vessel acquisition and construction from funding to delivery.

Officer will be able to participate in research cruises aboard R/V F.G. Walton Smith assisting South Florida Ecosystem Restoration Research. May conduct independent research in pursuit of a graduate degree, and will be have the opportunity to publish scientific papers as a principle author and/or assist in the joint authorship of papers produced by OCED.

As Dive Officer the officer manages and maintains the unit's equipment and safety gear, personnel files, leads periodic dive unit inspections and coordinates/leads dive operations.

Officer will assist the Associate Director with facility related projects and will serve as the Acting Associate Director when needed. These duties include annual contract management, utilities management, and knowledge of the DOC procurement and contracting system. Will also be assigned facility and special projects by AOML senior leadership to plan, procure, and monitor.

This billet provides the officer with the opportunity to grow their contract management experience related to ship, facility and other field activities in support of NOAA/AOML Programs. Officer will have the opportunity to attend COTR training and will gain familiarity with time lines associated with execution of funds through contracts, grants and/or cooperative agreements. Responsible for making micro-purchases and managing facility projects. Provides input for updates and additions to AOML facility.

Property Custodian for Ocean Chemistry and Ecosystem Division and assists with AOML's fleet of GSA vehicles. Manager of AOML's Buoy and Gull's Club (AOML Morale Committee) coordinating lab morale events and managing the AOML logo store including a budget of \$2k. Coaching and mentoring the O-2 billet in these activities. Provide effective customer service to the fleet, OAR, NOAA, and external partners.

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):

As VOC, the officer will be directly responsible for managing four AOML small boats. The officer will be involved in contracting for the maintenance and repairs of these assets as well as managing contact with all users.

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 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)

Although the billet does not involve specific supervisory requirements, officer will be responsible for leadership tasks inherent in collaborating with all divisions at AOML, other NOAA personnel, and local authorities. The officer should have some general knowledge of administrative management functions, such as budget, personnel, general officer administration etc. Mature interpersonal communication skills are essential.

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)

Officer should be experienced working with complex working diver tasks in remote locations.
MedPIC certification is highly desirable but not required.

Prerequisites of Property Officer, Coxswain/OIC and NOAA Diver are desirable. If candidate does not have these prerequisites the expectation is that they will pursue and gain those qualifications.

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).

Strong organizational and planning skills

Able to work effectively with little direction and communicate with all levels of management

Excellent written and oral communication skills

NOAA Scientific/Working Diver

NOT REQUIRED BUT HIGHLY DESIRED:

NOAA Small Boat Coxswain Qualified

NOAA Small Boat Component Course

Property Sunflower Training Certificates

Small Boat Inspection Course

First Aid/CPR

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 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 Development Comments (Optional)		
As leader and manager of multiple programs within AOML the officer will have the opportunity to develop project management and leadership skills. The officer will develop competencies of leading self and others particularly with customer focus and balancing operational commitments.		

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 checked="" type="checkbox"/> MedPIC <input type="checkbox"/> Coxswain/OIC <input checked="" type="checkbox"/> HAZWOPER <input type="checkbox"/> AUV Deployment <input 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 checked="" 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)	
Dive Master HAZWOPER MedPIC Forklift Certification Training Course COTR Certification	

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).

This billet provides the officer with the opportunity to grow their contract management experience related to ship, facility and other field activities in support of NOAA/AOML Programs. Officer will have the opportunity to attend COTR training and will gain familiarity with time lines associated with execution of funds through contracts, grants and/or cooperative agreements.

Officer will have the opportunity to gain technical knowledge regarding OAR's missions, labs, programs, moorings, research and scientific gear will be gained.

The officer will enhance his/her leadership and management skills through the safe and efficient execution of small boat and dive operations. The officer will develop a detailed understanding of the standards and procedures of the NOAA Small Boat Program, as well as the skills and expertise required to train others in the safe operation of these seagoing assets.

Officer will have opportunity to be Acting Associate Director in the absence of the officer in that position. This opportunity allows the officer to gain knowledge and experience in the following:

- OAR cruise planning and coordination
- Facility management regarding safety and security
- Budget tracking and execution through contracts, grants and/or cooperative agreements
- Senior management including communication, decision making, planning and organization at a major federal laboratory

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

AOML small boats are operationally equipped and suitable to support missions as part of AOML research.

AOML small boats are up to date with preventative maintenance allowing no days at sea lost for small boat research.

Manage records including deck logs, small boat inspections, dive unit inspections, contracts, purchasing and utility logs.

Timely and effective office administration processes and responses with Lab Director and Deputy Director regarding special projects.

Property inventory and excess events are completed in a timely manner.

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 THOMPSON.ALYSSA.NICOLE Digitally signed by
THOMPSON.ALYSSA.NICOLE.1151550904
Date: 2019.10.08 11:29:54 -04'00'

2. Date 2019-10-08

3. Name LTJG Alyssa Thompson

4. Title/Position Research Operations Manager, AOML

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 COLEGROVE.ANDREW.RAY Digitally signed by
MOND.1292287646 COLEGROVE.ANDREW.RAYMOND.1292287646
Date: 2019.10.09 13:17:35 -04'00'

2. Date 2019-10-09

3. Name LCDR Andrew Colegrove

4. Title/Position Associate Director, AOML

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 HALL.PHILIP.G.1084747510 Digitally signed by
HALL.PHILIP.G.1084747510
Date: 2019.12.04 16:12:57 -05'00'


2. Date 2019-12-04

3. Name CAPT Philip G. Hall

4. Title/Position Director, UAS Program Office (OAR)

D. Commissioned Personnel Center Endorsement

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

1. Signature  CAPT/NOAA

2. Date 20 Dec 2019

3. Name CAPT Jeffrey C. Taylor, 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 05 FEB 20

3. Name RADM Michael J. Silah, NOAA

4. Title/Position Director, NOAA Corps

Print Form

Submit to CPC (Reviewer Use Only)