

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION

Use Mobile, AL Nav Manager Billet (7211) Billet to O: 1340

A. Billet Number	<input type="text" value="7211"/>	B. Billet Title	<input type="text" value="Project & Action Officer - U.S. IOOS program"/>
C. Grade Requested	<input type="text" value="O4 - LCDR"/>	D. Type of Submission	<input type="text" value="REALIGNMENT OF DUTIES"/>
E. Minimum amount of overlap between incumbent officer/reporting officer for continuity of duties	<input type="text" value="2 weeks"/>		
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="1100 Wayne Ave"/>	B. Street Address	<input type="text" value="Suite 1225"/>				
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" value="+1 (301) 427-2443"/>	x	<input type="text"/>	H. Mobile	<input type="text"/>	I. Fax	<input type="text" value="+1 (301) 427-2073"/>

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor							
1. Name	<input type="text" value="Carmen Davila"/>	2. Position	<input type="text" value="Acting Division Chief, IOOS RB&P"/>	3. Grade	<input type="text" value="ZP V"/>		
4. Email	<input type="text" value="Carmen.Davila@noaa.gov"/>	5. Office	<input type="text" value="+1 (301) 427-2436"/>	x	<input type="text"/>	6. Mobile	<input type="text"/>
B. Reporting Officer (2nd Level Supervisor)							
1. Name	<input type="text" value="Carl Gouldman"/>	2. Position	<input type="text" value="Deputy Director"/>	3. Grade	<input type="text" value="ZP V"/>		
4. Email	<input type="text" value="Carl.Gouldman@noaa.gov"/>	5. Office	<input type="text" value="+1 (301) 427-2435"/>	x	<input type="text"/>	6. Mobile	<input type="text" value="+1 (240) 723-5784"/>
C. Reviewer (Normally the Reporting Officer's Supervisor)							
1. Name	<input type="text" value="Albert M. Girimonte"/>	2. Position	<input type="text" value="NOS Liaison Officer"/>	3. Grade	<input type="text" value="O6"/>		
4. Email	<input type="text" value="albert.girimonte@noaa.gov"/>	5. Office	<input type="text" value="+1 (301) 713-3167"/>	x	<input type="text" value="166"/>	6. Mobile	<input type="text" value="+1 (813) 385-2768"/>

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="NOS"/>	2. Office, Center, or Lab	<input type="text" value="IOOS"/>		
3. Division	<input type="text" value="RB&P"/>	4. Branch	<input type="text"/>	5. Section or Team	<input type="text"/>

B. NOAA Goal/Subgoal	<input type="text" value="Resilient Coastal Communities and Economies"/>	C. Program	<input type="text" value="IOOS"/>
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D. NOAA Org Code	<input type="text" value="10"/>	E. NFC Org Code	<input type="text" value="10-01-0000-00-00-00-00"/>	F. Project-Task	<input type="text" value="N8KNNSN-P00"/>
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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 not be directly responsible for managing assets, but will be engaged with the business manager and budget formulation staff regarding out year budget formulation.

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)

It is essential that the officer filling this position is a motivated self starter who works well without supervision. The officer should possess strong written and oral communication skills. Project management and problem solving experience are critical.

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 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 type="checkbox"/> Human Capital Management <input 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 type="checkbox"/> Political Savvy <input type="checkbox"/> Vision <input checked="" type="checkbox"/> Partnering
Leadership Development Comments (Optional)		
A tour as project and action officer for IOOS should provide an excellent opportunity to work with a new 'whole of government' program where leadership and strategic vision are must have capabilities. The officer will have the opportunity to work within a small office with a broad mission and will have frequent interactions with the IOOS leadership team (ZA Vs and SES) as well as with other leaders across NOS and NOAA.		

SECTION 11 - OPERATIONAL DEVELOPMENT

<p>A. Marine Development</p> <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 type="checkbox"/> Coxswain/OIC <input 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
<p>B. Aviation Development</p> <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
<p>C. Dive Development</p> <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
<p>D. Additional Operational Development (security clearances, special training) or Operational Development Comments (Optional)</p> <p>Project Management Training</p>

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:

1. Develop broad based knowledge of the U.S. IOOS mission and how NOAA works to implement IOOS as the lead federal agency.
2. Gain knowledge and experience managing projects and program elements within a larger mission context
3. Develop critical management skills to include: team building, communication, policy implementation, project management, innovative thinking, and strategic alignment.
4. Learn to operate within and across teams both within an organizational unit, but also across NOS offices, other NOAA offices, and with non-federal partners as well.
5. Increased proficiency in NOAA administrative processes including policies, NAOs, and DOC directives.

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

Success in this billet will be the satisfaction of the IOOS RB&P Division Chief, the IOOS Deputy, and the IOOS Director with regard to leadership development and program execution. Additional performance goals include but are not limited to the following:

1. Timely and effective project and program management implementation and completion
2. Demonstrated team work and collaboration
3. Effective administration of processes and policies
4. Development of critical management skills to include: business processes, business acumen, policy development and implementation

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)

AUV deployment, Bouy/Mooring qualified are not required prerequisites, but would be useful and valued.

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).

Prior to reporting, the officer should have some familiarity with the IOOS mission including the federal and non-federal partnership mandated in the ICOOS Act of 2009. The officer should have general knowledge of some if not all of the 6 subsystems of IOOS – Observing, Data Management and Communications, Modeling and Analysis, Governance and Management, Education and Outreach, & Research and Development. The officer would also benefit from experience or interest in the following areas:

1. Leadership and teamwork
2. Project Management
3. Coastal, Ocean, and Great Lakes Observing Systems
4. Communications and outreach
5. Technology innovation

SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

This billet is located within the U.S. Integrated Ocean Observing System Program Office which is within the National Ocean Service and located in Silver Spring, MD. U.S. IOOS is an innovative public/private enterprise of integrated national and regional ocean, coastal and Great Lakes observations that equips the nation to face natural and manmade risks to economic growth, prosperity, and survivability, and to ensure a safe, productive and resilient ocean and coastal zone. This IOOS program office functions as the Lead Federal Agency (LFA) for implementation and administration IOOS including overseeing daily operations and coordination of the system; developing and maintaining a network of IOOS Regional Coastal Ocean Observing Systems; Identifying gaps in observation coverage or needs for capital improvements; Implementing policies, protocols, and standards approved by the Council and delegated by the Interagency Ocean Observation Committee (IOOC); Developing and being responsible for DMAC; Integrating new or emerging technologies to fulfill the purposes of the system. This billet is located within the U.S. Integrated Ocean Observing System Program Office which is within the National Ocean Service and located in Silver Spring, MD.

SECTION 6 - DUTIES AND RESPONSIBILITIES

6A. Description of Duties and Responsibilities

The officer in this billet will serve as a project officer/action officer reporting to the Division Chief for Regions, Budget, and Policy within the U.S. IOOS program office. The officer will be expected to interact with senior leadership within IOOS, with staff members within the IOOS Divisions, and with other NOAA programs, and with non-federal partners implementing U.S. IOOS at a regional level. The officer will be expected to represent IOOS office positions and to remain alert to issues or concerns of our partners regarding policy or implementation challenges. Daily operational duties and responsibilities include but are not limited to the following:

- 1) Project Management: The officer will be assigned to serve as project officer for select projects at the discretion of the Deputy and Director in support of IOOS mission areas. Project opportunities vary over time. The following are examples of project opportunities for an officer to lead during late FY14 and into FY15:
 - a. developing an enterprise-wide Requirements Management process
 - b. leading and tracking the marine technology and services industry study
 - c. serving as the IOOS liaison and federal program officer for one of the eleven IOOS regions
- 2) Support the Deputy Director in program management functions such as office-wide project schedule tracking (Gantt updates), milestone tracking, and action tracking in coordination with IOOS' Project Management Professional (PMP) certified subject matter expert.
- 3) Develop opportunities for outreach and partnering with IOOS with other NOAA line offices, federal agencies, and IOOS Regions.
- 4) Provide Staff support for the Deputy or Director or represent the program at significant events such as Marine Technology Society, Press events, or program events with other agency participants.
- 5) Advise RB&P Division Chief on matters that require compliance with NOAA guidelines, administrative orders, federal laws, and internal policies.

6B. Division of Duties and Responsibilities, Total Must = 100%

Technical + Operational + Leading and Managing + Executive Leadership = 100%

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 Carl C. Gouldman Digitally signed by Carl C. Gouldman
DN: cn=Carl C. Gouldman, o=Integrated Ocean Observing System
Office, ou=NOAA/NOOS/IOOS, email=Carl.Gouldman@noaa.gov, c=US
Date: 2014.11.05 14:23:57 -0500 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 DAVILA.VIDALUZ.CARMEN.1365839642 Digitally signed by DAVILA.VIDALUZ.CARMEN.1365839642
DN: c=US, o=U.S. Government, ou=DoD, ou=PKI,
ou=OTHER, cn=DAVILA.VIDALUZ.CARMEN.1365839642
Date: 2014.11.05 13:37:56 -0500 2. Date

3. Name 4. Title/Position

C. Reviewing Officer's Statement

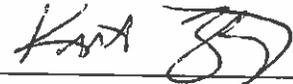
"I have reviewed this billet description and certify that this billet is a priority for my Line, Staff, or Headquarters Office."

1. Signature  Digitally signed by GIRIMONTE.ALBERT.MICHAEL.1018424823
DN: c=US, o=U.S. Government, ou=DoD, ou=PKI, ou=NOAA,
cn=GIRIMONTE.ALBERT.MICHAEL.1018424823
Date: 2014.11.05 14:31:52 -0500 2. Date

3. Name 4. Title/Position

D. Commissioned Personnel Center Endorsement

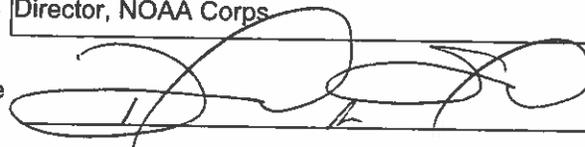
"I am the OMAO/CPC Officer Career Management Division representative. I recommend of this billet."

1. Signature  CDR/NOAA 2. Date

3. Name 4. Title/Position

D. Director, NOAA Corps Endorsement

"I am the and I approve this billet."

1. Signature  2. Date

3. Name 4. Title/Position