**NOAA COMMISSIONED OFFICER BILLET DESCRIPTION**

**SECTION 1 - GENERAL INFORMATION**

<table>
<thead>
<tr>
<th>A. Billet Number</th>
<th>0021</th>
</tr>
</thead>
<tbody>
<tr>
<td>B. Billet Title</td>
<td>Deputy Director, UxS Operations Center</td>
</tr>
<tr>
<td>C. Grade Requested</td>
<td>05 - CDR</td>
</tr>
<tr>
<td>D. Type of Submission</td>
<td>PROPOSED NEW BILLET</td>
</tr>
<tr>
<td>E. Minimum amount of overlap between incumbent officer/reporting officer for continuity of duties</td>
<td>1 Month</td>
</tr>
<tr>
<td>F. Duty Type</td>
<td>FIXED SHORE</td>
</tr>
<tr>
<td>G. Estimated Length of Assignment</td>
<td>3 years</td>
</tr>
</tbody>
</table>

**SECTION 2 - DUTY STATION ADDRESS AND CONTACT INFORMATION**

<table>
<thead>
<tr>
<th>A. Street Address</th>
<th>8403 Colesville Road</th>
</tr>
</thead>
<tbody>
<tr>
<td>B. Street Address</td>
<td>Suite 500</td>
</tr>
<tr>
<td>C. City</td>
<td>Silver Spring</td>
</tr>
<tr>
<td>D. State</td>
<td>Maryland</td>
</tr>
<tr>
<td>E. Country</td>
<td>United States</td>
</tr>
<tr>
<td>F. Zip Code</td>
<td>20910</td>
</tr>
<tr>
<td>G. Office</td>
<td>x</td>
</tr>
<tr>
<td>H. Mobile</td>
<td></td>
</tr>
<tr>
<td>I. Fax</td>
<td></td>
</tr>
</tbody>
</table>

**SECTION 3 - OFFICER EVALUATION REPORTING**

<table>
<thead>
<tr>
<th>A. Supervisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Name</td>
</tr>
<tr>
<td>2. Position</td>
</tr>
<tr>
<td>3. Grade</td>
</tr>
<tr>
<td>4. Email</td>
</tr>
<tr>
<td>5. Office</td>
</tr>
<tr>
<td>6. Mobile</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>B. Reporting Officer (2nd Level Supervisor)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Name</td>
</tr>
<tr>
<td>2. Position</td>
</tr>
<tr>
<td>3. Grade</td>
</tr>
<tr>
<td>4. Email</td>
</tr>
<tr>
<td>5. Office</td>
</tr>
<tr>
<td>6. Mobile</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>C. Reviewer (Normally the Reporting Officer’s Supervisor)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Name</td>
</tr>
<tr>
<td>2. Position</td>
</tr>
<tr>
<td>3. Grade</td>
</tr>
<tr>
<td>4. Email</td>
</tr>
<tr>
<td>5. Office</td>
</tr>
<tr>
<td>6. Mobile</td>
</tr>
</tbody>
</table>

**SECTION 4 - ACCOUNTING AND ORGANIZATION**

Complete as many of the following fields as possible. If in doubt, leave the field blank.

<table>
<thead>
<tr>
<th>A. Organizational Hierarchy - Use common acronyms when possible.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Staff or Line Office</td>
</tr>
<tr>
<td>2. Office, Center, or Lab</td>
</tr>
<tr>
<td>3. Division</td>
</tr>
<tr>
<td>4. Branch</td>
</tr>
<tr>
<td>5. Section or Team</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>B. NOAA Goal/Subgoal</th>
<th>Mission Support</th>
</tr>
</thead>
<tbody>
<tr>
<td>C. Program</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>D. NOAA Org Code</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>E. NFC Org Code</td>
<td>540802000000000000</td>
</tr>
<tr>
<td>F. Project-Task</td>
<td>U8A2ANM - PMA</td>
</tr>
</tbody>
</table>
SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

The Uncrewed Systems (UxS) Deputy Director will assist the UxS Director in leading the UxS Operations Center. The primary focus will be executive management of large annual budget and oversight of NOAA's UxS platforms and operations. Primary duties will include budget execution, establishing partnerships, program execution, platform acquisition, and UxS policy decision making for NOAA. Rapid changes to policy on a NOAA and Federal level will require strategic level thinking and tactical execution of policy concerns.

The UxS Deputy Director advises the UxS Director on UxS policy, programmatic issues, UxS acquisition strategy, and personnel allocation issues. External to OMAO the UxS Deputy Director will serve as a representative of NOAA on UxS policy to the USCG, US Navy, NASA, and other external federal entities.

This assignment offers the incumbent the opportunity to join the NOAA UxS Operations Center team as the Deputy Director for NOAA UxS operations and contribute to the advancement of this cutting edge technology for advancing NOAA's Mission Goals across all line offices and within OMAO.

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

UxS Leadership
- Directs the management and administration of the UxS Operations Center along with the Director, UxS.
- Implements policies, procedures, plans, and budgets
- Develops and executes organizational and operational changes.
- Ensures efficient and management of human and financial resources.
- Ensures all UxS activities meet NOAA's Privacy, Cyber, and NEPA policies
- Serves as UxS Center's Supervisory Property Custodian

UxS Management
- Formulate and guide NOAA UxS standard operating procedures.
- Develop and implement improvements to UxS database of air and marine vehicles.
- Supervise UxS platform managers to ensure that UxS are operated and maintained in accordance with applicable regulations and UxS Policy.
- Provide guidance and oversight of Line Office UxS platforms and operations.
- Provide UxS subject matter expertise to OMAO leadership.

UxS Technical Analysis
- Become familiar with NOAA UxS platforms and operations
- Advise stakeholders on best practices in platform acquisition and development of operational practices.

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

Technical 5 + Operational 5 + Leading and Managing 30 + Executive Leadership 60 = 100%
SECTION 6 - DUTIES AND RESPONSIBILITIES (continued)

6C. Resources Managed

1. Human

Does the Officer supervise personnel?  
☐ Yes  ☐ No  Number of personnel supervised 2-3

Grades of supervised personnel: GS-7 to GS-13, O1 to O5

Will the Officer lead people, but has no supervisory responsibilities?  
☐ Yes  ☐ No  Number of personnel led 4-7

Grades of personnel led: GS-7 to GS-13, O1 to O5

2. Fiscal

Will the Officer have budget responsibility?  
Yes - Budgeting and Execution  Dollar Amount (K) $12M

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 assist the UxS Director in supervising managers that are responsible for managing and maintaining various UxS platforms that are valued between $0.5-2.0M.

SECTION 7 - LEADERSHIP PREREQUISITES

<table>
<thead>
<tr>
<th>GRADE</th>
<th>LEADERSHIP MATURITY LEVEL</th>
<th>LEADERSHIP COMPETENCIES NEEDED FOR THIS BILLET</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENS (O1)</td>
<td>Leading Self</td>
<td>☒ Core Values &amp; Conduct  ☒ Health &amp; Well Being  ☒ Responsibility</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☒ Followership  ☒ Adaptability</td>
</tr>
<tr>
<td>LTJG (O2)</td>
<td>Leading Others</td>
<td>☒ Interpersonal Skills  ☒ Continuous Learning  ☒ Technical Proficiency</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☒ Listening  ☒ Speaking</td>
</tr>
<tr>
<td>LT (O3)</td>
<td>Leading Performance and Change</td>
<td>☒ Decisiveness  ☒ Problem Solving  ☒ Conflict Management</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☒ Customer Focus  ☒ Entrepreneurship</td>
</tr>
<tr>
<td>LCDR (O4)</td>
<td>Leading Performance and Change</td>
<td>☒ Creativity &amp; Innovation  ☒ Human Capital Management</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☒ Financial Management  ☒ Technology Management</td>
</tr>
<tr>
<td>CDR (O5)</td>
<td>Leading Organizations</td>
<td>☐ External Awareness  ☐ Strategic Thinking  ☐ Political Savvy</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☐ Vision  ☐ Partnering</td>
</tr>
<tr>
<td>CAPT (O6) and</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RADM (O7/08)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Leadership Prerequisite Comments (Optional)

From small teams to large groups, the incumbent will lead and interact with all line offices and staff. Shipboard operations or aircraft operations experience is beneficial. Officer should bring a blend of leadership and management abilities ensuring success in any team setting in NOAA. Additionally, adaptability, attention to detail, and initiative will effectively accommodate the dynamically shifting landscape of Uncrewed Marine Systems (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)
Operational UxS experience is highly valued but not required for this position.

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
2. Completion of first sea tour or flight assignment, with OOD or AC qualification
3. Completion of XO sea tour or supervisory flight assignment
4. Excellent written and oral communication skills
5. Contracting Officer Representative (COR) Level 1 Training
### SECTION 10 - LEADERSHIP DEVELOPMENT

<table>
<thead>
<tr>
<th>GRADE</th>
<th>LEADERSHIP MATURITY LEVEL</th>
<th>LEADERSHIP COMPETENCIES DEVELOPED IN THIS BILLET</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENS (01)</td>
<td>Leading Self</td>
<td>☑ Core Values &amp; Conduct  ☑ Health &amp; Well Being  ☑ Responsibility</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☑ Followship  ☑ Adaptability</td>
</tr>
<tr>
<td>LTJG (02)</td>
<td>Leading Others</td>
<td>☑ Interpersonal Skills  ☑ Continuous Learning  ☑ Technical Proficiency</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☑ Listening  ☑ Speaking</td>
</tr>
<tr>
<td>LT (03)</td>
<td>Leading Performance and Change</td>
<td>☑ Decisiveness  ☑ Problem Solving  ☑ Conflict Management</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☑ Influencing Others  ☑ Developing Others  ☑ Execution</td>
</tr>
<tr>
<td>LCDR (04)</td>
<td>Leading Performance and Change</td>
<td>☑ Creativity &amp; Innovation  ☑ Human Capital Management</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☑ Financial Management  ☑ Technology Management</td>
</tr>
<tr>
<td>CDR (05)</td>
<td>Leading Organizations</td>
<td>☑ External Awareness  ☑ Strategic Thinking  ☑ Political Savvy</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☑ Vision  ☑ Partnering</td>
</tr>
<tr>
<td>CAPT (06) and RADM (07/08)</td>
<td>Leading Organizations</td>
<td>☑ External Awareness  ☑ Strategic Thinking  ☑ Political Savvy</td>
</tr>
</tbody>
</table>

Leadership Development Comments (Optional)

As the use of uncrewed technology throughout NOAA continues to expand, the incumbent will develop the following competencies while effectively navigating limited resources and ever-changing regulations: organizational leadership, operational experience, technical leadership, program management, and problem solving. Additionally, the Officer will have opportunities to lead and shape NOAA mission objectives at the executive level.

### SECTION 11 - OPERATIONAL DEVELOPMENT

A. Marine Development
- ☑ Officer of the Deck
- ☑ Senior Watch Officer
- ☑ ECDIS
- ☑ Dynamic Positioning
- ☑ Boat Deployment
- ☑ MedPIC
- ☑ Coxsain/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)

The incumbent as UxS Deputy Director will assist the UxS Director in leading a diverse organization with complex mission sets. As part of this effort, some operational opportunities will arise to inform and guide policy vision and stakeholder relationship. Operational experience will not be a critical component of this billet, but will serve to inform the leadership vision of the incumbent.
SECTION 10 - LEADERSHIP DEVELOPMENT

<table>
<thead>
<tr>
<th>GRADE</th>
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<td></td>
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<td></td>
<td></td>
<td>Listening  Speaking</td>
</tr>
<tr>
<td>LT (03)</td>
<td>Leading Performance and</td>
<td>Writing  Team Building  Leveraging Diversity</td>
</tr>
<tr>
<td></td>
<td>Change</td>
<td>Influencing Others  Developing Others  Execution</td>
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<td>External Awareness  Strategic Thinking  Political Savvy</td>
</tr>
<tr>
<td></td>
<td>and RADM (07/08)</td>
<td>Vision  Partnering</td>
</tr>
</tbody>
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Leadership Development Comments (Optional)
As the use of uncrewed technology throughout NOAA continues to expand, the incumbent will develop the following competencies while effectively navigating limited resources and ever-changing regulations: organizational leadership, operational experience, technical leadership, program management, and problem solving. Additionally, the Officer will have opportunities to lead and shape NOAA mission objectives at the executive level.

SECTION 11 - OPERATIONAL DEVELOPMENT

A. Marine Development

- Officer of the Deck
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- Dive Master
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- Unit Diving Supervisor

D. Additional Operational Development (security clearances, special training) or Operational Development Comments (Optional)
The incumbent as UxS Deputy Director will assist the UxS Director in leading a diverse organization with complex mission sets. As part of this effort, some operational opportunities will arise to inform and guide policy vision and stakeholder relationship. Operational experience will not be a critical component of this billet, but will serve to inform the leadership vision of the incumbent.
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 UxS missions with all NOAA line offices and become immersed in using UxS technology to solve problems for NOAA and collect high priority NOAA data.
2. Project Management and Safety - develop and oversee NOAA UxS operations and facilitate projects from conception, through approval, to execution.
3. Program Development - coordinate with OMAO on effective use of UxS for NOAA missions, to include ship-based activity. Additionally in this highly visible role, interact with many levels of NOAA Corps executive leadership.
4. Interagency Coordination - develop and submit approval requests for NOAA UMS operations and serve as a liaison for DoD coordination for NOAA missions.
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. Provide MOC and OMAO leadership with a sound vision for the development of UMS technologies going forward.
2. Guide stakeholders in implementing UMS operational objectives into their scientific research.
3. Work external to NOAA along with partners at the US Navy, USCG, Maritime Research Institutes, and academia to develop best practices and ensure MOC policy reflects current guidance.
4. Represent NOAA UxS interests at the at interagency meetings on policy, bringing NOAA lessons learned to inform best pathway forward for our federal partners.
5. Supervise and guide timely special projects that are well researched, reflect sound analytical thinking, and meet customer expectations.
6. Involve NOAA Principal Investigators into the development and implementation of NOAA UxS Policy and Procedures.
7. Generate well researched ideas that reflect sound analytical thinking and result in the implementation of new/improved processes/procedures that benefit the organization.
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 UxS missions with all NOAA line offices and become immersed in using UxS technology to solve problems for NOAA and collect high priority NOAA data.
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SECTION 13 - CRITICAL SUCCESS CRITERIA

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

1. Provide MOC and OMAO leadership with a sound vision for the development of UMS technologies going forward.
2. Guide stakeholders in implementing UMS operational objectives into their scientific research.
3. Work external to NOAA along with partners at the US Navy, USCG, Maritime Research Institutes, and academia to develop best practices and ensure MOC policy reflects current guidance.
4. Represent NOAA UxS interests at the interagency meetings on policy, bringing NOAA lessons learned to inform best pathway forward for our federal partners.
5. Supervise and guide timely special projects that are well researched, reflect sound analytical thinking, and meet customer expectations.
6. Involve NOAA Principal Investigators into the development and implementation of NOAA UxS Policy and Procedures.
7. Generate well researched ideas that reflect sound analytical thinking and result in the implementation of new/improved processes/procedures that benefit the organization.
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
2. Date 2020-07-22
3. Name CDR Christian J. Sloan, NOAA
4. Title/Position Commanding Officer, AOC

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
2. Date
3. Name
4. Title/Position Director, UxS Operations Center

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
2. Date 2020-07-15
3. Name RDML Nancy A. Hann, NOAA
4. Title/Position Deputy Director, OMAO and NOAA Corps

D. Commissioned Personnel Center Endorsement

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

1. Signature
2. Date 2020-07-23
3. Name CDR Ryan C. Wattam, 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 2020-3-11
3. Name RADM Michael J. Silah, NOAA
4. Title/Position Director, OMAO and NOAA Corps

[Print Form] [Submit to CPC (Reviewer Use Only)]