**NOAA COMMISSIONED OFFICER BILLET DESCRIPTION**

**SECTION 1 - GENERAL INFORMATION**

<table>
<thead>
<tr>
<th>A. Billet Number</th>
<th>0105</th>
</tr>
</thead>
<tbody>
<tr>
<td>B. Billet Title</td>
<td>Fleet Data Technology Manager</td>
</tr>
<tr>
<td>C. Grade Requested</td>
<td>O2 - LTJG</td>
</tr>
<tr>
<td>D. Type of Submission</td>
<td>REALIGNMENT OF DUTIES</td>
</tr>
<tr>
<td>E. Minimum amount of overlap between incumbent officer/reporting officer for continuity of duties</td>
<td>3 weeks</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>Marine Operations Center- Pacific</th>
</tr>
</thead>
<tbody>
<tr>
<td>B. Street Address</td>
<td>2002 SE Marine Science Drive</td>
</tr>
<tr>
<td>C. City</td>
<td>Newport</td>
</tr>
<tr>
<td>D. State</td>
<td>Oregon</td>
</tr>
<tr>
<td>E. Country</td>
<td>United States</td>
</tr>
<tr>
<td>F. Zip Code</td>
<td>97365</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**

**A. Supervisor**

- Name | Donald Jones
- Position | Chief, Electronics Engineering Branch
- Grade | ZP IV
- Email | Donald.E.Jones@noaa.gov
- Office | +1 (541) 867-8719
- Mobile | ________

**B. Reporting Officer (2nd Level Supervisor)**

- Name | Wayne Larson
- Position | Chief, Marine Operations - Engineering
- Grade | ZP V
- Email | Wayne.Larson@noaa.gov
- Office | +1 (541) 867-8803
- Mobile | ________

**C. Reviewer (Normally the Reporting Officer's Supervisor)**

- Name | Troy Frost
- Position | Director Marine Operations
- Grade | ZP V
- Email | Director.MOC@noaa.gov
- Office | +1 (541) 867-8801
- 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 | CMAO
2. Office, Center, or Lab | MACC
3. Division | MO
4. Branch | MO-Engineering
5. Section or Team | EEB

B. NOAA Goal/Subgoal | Mission Support
C. Program | ________

D. NOAA Org Code | ________
E. NFC Org Code | ________
F. Project-Task | ________
SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

The Marine Operations organization is responsible for the continuous flow of high-value maritime domain data supporting a wide array of NOAA products and services vital to the economy and health of the nation. The primary data collection mechanism is a fleet of 16 oceangoing scientific vessels operated and supported by a team of well-trained professionals who are technical specialists in their fields. Advanced technologies, remote sensing, and deployed devices, including small and large unmanned surface and subsurface platforms, can serve as additional data collection avenues. Through a process of continuous improvement and evolution, the Marine Operations organization evaluates these and other at-sea data collection options and integrates them into the mission portfolio when technical maturity and business case analyses deem them effective for full operation.

This assignment offers the incumbent the opportunity to join the Electronics Engineering Branch (EEB) of the Marine Operations (MO) team as lead for advanced technologies installed aboard and deployed from NOAA ships and small boats, including acoustic data collection and storage systems and other environmental sensor emerging technologies. The Fleet Data Technology Manager will track the status of all fleet data acquisition capabilities and provide support for all facets of advanced technologies operations including: research, procurements, installations, documentation, training, maintenance, and deployments, as required.

SECTION 6 - DUTIES AND RESPONSIBILITIES

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

Marine Operations / EEB Branch provides cutting edge data collection and storage systems to our customers. The Fleet Data Technology Manager, assigned to EEB, will track all fleet data acquisition capabilities, assist in the research and acquisition of new technologies to augment or replace the fleet's existing tools with the most efficient and advanced technologies available. The Manager will interface with ships' Operations Officers, Survey Technicians, and Electronics Technicians to ensure integration of new equipment is successful and standardized. The Manager will interface with Line Offices to advertise capabilities and ensure all are being utilized, maximizing platform data collection efforts, and documenting system effectiveness.

As part of this assignment, the Fleet Data Technology Manager will be expected to coordinate with the OMAO Unmanned Systems (UxS) program, working from existing knowledge and capabilities in the fleet, and coordination with partner organizations. Once the UxS program infrastructure is in place, the Fleet Data Technology Manager may be expected to fulfill the following duties:

UxS Management:
- Liaise with OMAO UxS Program and maintain MO standard operating procedures for fleet UxS activities
- Maintain database of deployment
- Provide guidance and oversight of NOAA fleet UxS platforms and operations
- Provide technical support for UxS operations

UxS Mission Coordination:
- Advertise fleet availability and capability of UxS to Line Offices
- Coordinate inspection and maintenance for MO-maintained UxS

UxS Operations:
- Become familiar with the NOAA platforms supporting UxS and the specialized operations they will require
- Complete training and become qualified navigator and programmer for any MO-maintained UxS
- Support NOAA UxS operations
- Develop and maintain training plans

Serve as MO representative on UxS board:
- Request, receive, and review proposals, brief Fleet Council on opportunities, make recommendation for best use of DAS

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

Technical 40 + Operational 20 + Leading and Managing 40 + Executive Leadership 0 = 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? ☐ No

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):

- Hydrographic Autonomous Launch (HAL) and associated equipment, including hydraulic trailer.
- Other systems to be determined

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 (01)</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 (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>☑ Writing ☑ Team Building ☑ Leveraging Diversity</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>☐ Decisiveness ☐ Problem Solving ☐ Conflict Management</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☐ Customer Focus ☐ Entrepreneurship</td>
</tr>
<tr>
<td>CDR (05)</td>
<td>Leading Organizations</td>
<td>☐ Creativity &amp; Innovation ☐ Human Capital Management</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☐ Financial Management ☐ Technology Management</td>
</tr>
<tr>
<td>CAPT (06) and RADM (07/08)</td>
<td>Leading Organizations</td>
<td>☐ External Awareness ☐ Strategic Thinking ☐ Political Savvy</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☐ Vision ☐ Partnering</td>
</tr>
</tbody>
</table>

Leadership Prerequisite Comments (Optional)
From small teams to large groups, the incumbent will lead and interact with all Line Offices (MO customers). Adaptability, attention to detail, and initiative will effectively accommodate the dynamically shifting landscape of UMS technology and regulations.
### SECTION 8 - OPERATIONAL PREREQUISITES

#### A. Marine Prerequisites

- [x] Officer of the Deck
- [ ] Senior Watch Officer
- [ ] ECDIS
- [ ] Dynamic Positioning
- [x] Boat Deployment
- [ ] MedPIC
- [ ] Coxswain/OIC
- [ ] HAZWOPER
- [x] AUV Deployment
- [x] 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)

1. Security clearance required
2. Previous experience with electrical systems preferred
3. Previous experience with launch, deployment, and operation of UMS systems 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).

1. Educational requirements as upon entry into the Corps. Degree in engineering preferred.
2. Completion of first sea tour, with OOD qualification.
3. Excellent written and oral communication skills.
### 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 (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</td>
<td>• Writing • Team Building • Leveraging Diversity</td>
</tr>
<tr>
<td></td>
<td>and Change</td>
<td>• Influencing Others • Developing Others • Execution</td>
</tr>
<tr>
<td>LCDR (O4)</td>
<td>Leading Performance and</td>
<td>• Decisiveness • Problem Solving • Conflict Management</td>
</tr>
<tr>
<td></td>
<td>Change</td>
<td>• Customer Focus • Entrepreneurship</td>
</tr>
<tr>
<td>CDR (O5)</td>
<td></td>
<td>• Creativity &amp; Innovation • Human Capital Management</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Financial Management • Technology Management</td>
</tr>
<tr>
<td>CAPT (O6)</td>
<td>Leading Organizations</td>
<td>• External Awareness • Strategic Thinking • Political Savvy</td>
</tr>
<tr>
<td>and RADM</td>
<td></td>
<td>• Vision • Partnering</td>
</tr>
<tr>
<td>(O7/O8)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Leadership Development Comments (Optional)

### 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)**
Project, resource, and personnel management skills.
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 UMS missions with NOAA Line Offices and become immersed in using UMS technology to solve problems for NOAA and collect high-priority, high-quality NOAA data.

2. Project Management and Safety - develop and oversee NOAA UMS operations and facilitate projects from conception, through approval, to execution.


4. Inter-agency coordination - coordinate with other agencies with advanced technology experience, including UNOLS and USN.

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. Complete timely special projects that are well researched, reflect sound analytical thinking, and meet customer expectations.

2. Produce written communications that are technically accurate, well organized, and free of typographical and grammatical errors.

3. Acknowledge customer inquiries and keep apprised of status changes and expected resolution.

4. Routinely respond to customer requests with factually accurate information that is consistent with NOAA departmental guidance and policies, as well as other relevant program or technical documents.

5. Generate well researched ideas that reflect sound analytical thinking and result in the implementation of new/improved processes and procedures that benefit the organization.

6. Successfully meet milestones and planned delivery dates for specific projects that have a formal project management plan with milestones and deliverables.
### 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."

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>BYERS.KYLE.ANN.129228744</td>
<td>2018-10-05</td>
</tr>
<tr>
<td>Lcdr Kyle Byers</td>
<td>Chief of Staff, Marine Operations</td>
</tr>
</tbody>
</table>

#### B. Supervisor's Statement

"I have reviewed this billet description and certify that it is a true and correct representation of this billet."

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>JONES.DONALD.EDWARD.1163446894</td>
<td>2018-10-05</td>
</tr>
<tr>
<td>Donald E Jones</td>
<td>Chief, Electronics Engineering Branch</td>
</tr>
</tbody>
</table>

#### 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."

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>FROST.TROY.ALLEN.1101942</td>
<td>2018-10-05</td>
</tr>
<tr>
<td>Troy Frost</td>
<td>Director, Marine Operations</td>
</tr>
</tbody>
</table>

#### D. Commissioned Personnel Center Endorsement

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

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>KUZIRIAN.STEPHEN.C.1275637170</td>
<td>2018-10-10</td>
</tr>
<tr>
<td>CDR Stephen C. Kuzirian, NOAA</td>
<td>Chief, Officer Assignment Branch</td>
</tr>
</tbody>
</table>

#### E. Director, NOAA Corps Endorsement

"I am the Director, NOAA Corps and I approve this billet."

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>RADM Michael J. Silah, NOAA</td>
<td>Director, NOAA Corps</td>
</tr>
</tbody>
</table>

Submit to CPC (Reviewer Use Only)