

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION

| | | | | | |
|---|-------------|-----------------------------------|------------------------------------|--|--|
| A. Billet Number | 3002 | B. Billet Title | Director, UAS Program Office (OAR) | | |
| C. Grade Requested | O6 - CAPT | D. Type of Submission | PROPOSED NEW BILLET | | |
| 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 | 2 years | | |

SECTION 2 - DUTY STATION ADDRESS AND CONTACT INFORMATION

| | | | | | | | |
|-------------------|-----------------------|-------------------|------------------------|------------|---------------|-------------|-------|
| A. Street Address | NOAA OAR Headquarters | B. Street Address | 1315 East-West Highway | | | | |
| C. City | Silver Spring | D. State | Maryland | E. Country | United States | F. Zip Code | 20910 |
| G. Office | | x | | H. Mobile | | I. Fax | |

SECTION 3 - OFFICER EVALUATION REPORTING

| | | | | | | | |
|---|-------------------------|-------------|--|----------|---------|-----------|--|
| A. Supervisor | | | | | | | |
| 1. Name | Dr. Gary Matlock | 2. Position | OAR Deputy Assistant Administrator for Science | 3. Grade | SES-All | | |
| 4. Email | gary.c.matlock@noaa.gov | 5. Office | 3017131184 | x | | 6. Mobile | |
| B. Reporting Officer (2nd Level Supervisor) | | | | | | | |
| 1. Name | Craig McLean | 2. Position | OAR Assistant Administrator | 3. Grade | SES-All | | |
| 4. Email | craig.mclean@noaa.gov | 5. Office | 3017132458 | x | | 6. Mobile | |
| C. Reviewer (Normally the Reporting Officer's Supervisor) | | | | | | | |
| 1. Name | CAPT David Zezula | 2. Position | OAR Assignment Liaison | 3. Grade | O6 | | |
| 4. Email | david.j.zezula@noaa.gov | 5. Office | 3034976088 | 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 | UAS Program | | | |
| 3. Division | | 4. Branch | N/A | 5. Section or Team | N/A | |
| B. NOAA Goal/Subgoal | | | Mission Support | C. Program | | NOAA UAS Program |
| D. NOAA Org Code | AN8000 | E. NFC Org Code | | F. Project-Task | | |

SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

The Goal of the Unmanned Aircraft Systems (UAS) Program Office is to successfully transition UAS technology to from research to operations in partnership with NOAA Line Offices. The program provides UAS technical and policy excellence to all of NOAA and leads the way in developing UAS applications that have high potential for transition to operations.

Key roles of the NOAA UAS Program (UASPO):

Serve as the NOAA subject matter experts for UAS technology and observations to provide a resource to support effective NOAA UAS investments and applications.

Lead research, development, demonstration, evaluation, and transition to application of selected UAS observing strategies that can provide significantly improved or more efficient observing capabilities or safer observing operations for the NOAA observing system.

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

As Director of the UASPO, the Officer is responsible for managing a significant program in OAR that has a direct impact on NOAA Line Offices. The Officer is responsible for program management, budgeting, and execution. The Officer supervises OAR government employees and manages contractors. The Officer is responsible for the following program objectives:

UAS Leadership for NOAA

- Provides UAS technical excellence to Line Offices that increase efficiency and effectiveness for UAS NOAA's programs
- Coordination of UAS activities in NOAA; provides positive communication and solicits feedback across NOAA stakeholders

Execution of NOAA UAS Science Grant Request for Proposal (RFP) Process

- Coordinates Grant Process with Unmanned Systems Executive Oversight Board for input on annual RFP topics
- Ensures that UAS grants support NOAA and Line Office strategic plans
- Manages Science Team responsible for monitoring RFP progress and milestones and directs UAS grant review panel

UAS governance and coordination service to the Line Offices to meet NOAA and Federal guidelines. Focus areas include:

- Close coordination with OMAO and AOC for UAS operations, airworthiness, and safety
- Provides UAS acquisition, contracting guidance, and requirements development support for the Line Offices
- Coordinates cooperative research agreements with private industry, interagency partners, and cooperative institutes
- Coordinates UAS Federal requirements with NOAA Staff and Line Offices
- Serves as OAR representative to the UxS Executive Oversight Board

NOAA UAS technology test bed for UAS platform, sensor, and operations development

- Fosters private sector UAS demonstrations to benefit NOAA stakeholders
- Provides UAS engineering and technical services to the Line Offices
- Supports stakeholder technical analysis of alternatives and acquisitions requirements
- In coordination with OMAO AOC develops best practices and test & evaluation support to benefit all of NOAA

Strategic Planning for Unmanned Systems in NOAA

- Advises NOAA on future unmanned systems technology benefits and alternatives to increase NOAA's mission effectiveness

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 checked="" type="checkbox"/> Customer Focus <input checked="" type="checkbox"/> Entrepreneurship |
| CDR (O5) | Leading Performance and Change | <input checked="" type="checkbox"/> Creativity & Innovation <input checked="" type="checkbox"/> Human Capital Management <input checked="" 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 checked="" type="checkbox"/> Political Savvy <input checked="" type="checkbox"/> Vision <input checked="" 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)

UAS operational or management experience is required to be successful in this position.
Security clearance, TS 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).

The Officer in this assignment will direct a multi-disciplined program team of engineers, scientists, and specialists in providing a transition program to NOAA for UAS technology. The Officer must have previous experience managing large projects and complex initiatives.

As a senior staff member of OAR, the Officer will interact with NOAA Line Office leadership and external government partners at the executive level. The Officer will be required to foster strategic partnerships and build culture of coordination, inclusion, and engagement. Creating partnerships at high levels internally and through tangible commitments externally are necessary skills.

The Officer should have highly effective verbal and written communication skills and should be able to adapt communication style to suit different audiences internally and externally. Highly effective facilitation skills, attention to detail, and responsiveness are required to lead in this dynamic, emerging technology field.

This assignment requires the Officer to be a subject matter expert in an emerging technology in order to refine a vision of its utilization in NOAA. Prior in-depth experience with unmanned systems or aviation is highly recommended. A background in science or engineering is very beneficial.

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 checked="" type="checkbox"/> Entrepreneurship |
| CDR (O5) | Leading Performance and Change | <input checked="" type="checkbox"/> Creativity & Innovation <input checked="" type="checkbox"/> Human Capital Management <input checked="" 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 checked="" type="checkbox"/> Political Savvy <input checked="" type="checkbox"/> Vision <input checked="" type="checkbox"/> Partnering |

Leadership Development Comments (Optional)

This highly visible assignment will provide an officer many opportunities for leadership, technical, and professional development. The Officer will develop leading organization competencies in this billet.

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).

Vision:

The Officer will develop a keen vision of how unmanned technologies will be integrated into NOAA. This billet will provide a unique opportunity to have a high impact on the future direction of unmanned aircraft systems in NOAA, manage cutting edge projects, and develop the full range of leadership competencies.

Leadership and Program Management:

The Officer will be immersed in an environment that requires creative and critical thinking and innovative team based approaches to solve challenging technical and managerial problems. They will gain valuable supervisory experience with leading people and teams.

Skills for managing a complex, multidiscipline program will be sharpened. Communication, team management, strategy development, business acumen, technical competence, critical thinking, and execution competencies will be developed in this billet.

Effective Partnering and External Awareness:

The Officer will closely collaborate UAS activities with OMAO and AOC and stakeholders. Coordination with Line Office programs to bring innovative technology to an operational readiness level will broaden the Officer's awareness of NOAA's mission requirements. Achieving success over multiple organizations will expand the Officer's entrepreneurship, political savvy and partnering skills.

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

Program Transparency and Accountability

- Regular reporting on budget and program progress
- Increased perceived benefit and value of UASPO to all NOAA Line Offices

Successful UAS Research to Operations Transitions

- RFP topics accurately reflect Line Office mission requirements
- Line Office buy in, participation, and commitment to the RFP process
- UAS Transitions that provide a NOAA product or service

Line Office UAS Structure and Governance Improvements

- Increase in Line Office strategic planning for UAS infrastructure, operations, and training
- Increased efficiency in supporting Line Office in meeting requirements for governance and policy

Successfully Provide UAS Technical Excellence

- Provide high level of engineering and technical services to Line Offices that increase efficiency and effectiveness for UAS NOAA's programs

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 GALLAGHER.TIMOTHY.J AMES.1041475648 Digitally signed by GALLAGHER.TIMOTHY.JAMES.1041475648 Date: 2017.09.28 10:33:00 -04'00'

2. Date 9/28/2017

3. Name CAPT Philip G. Hall, NOAA 4. Title/Position OMAO Emerging Technologies Officer

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 MATLOCK.GARY.C.DR.13658693 39 Digitally signed by MATLOCK.GARY.C.DR.136586939 DN: c=US, o=U.S. Government, ou=DoD, ou=PKI, ou=OTHER, cn=MATLOCK.GARY.C.DR.136586939 Date: 2017.09.28 11:58:28 -04'00'

2. Date

3. Name Dr. Gary Matlock 4. Title/Position OAR Deputy Assistant Administrator for Science

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 David J Zezula CDR/NOAA ZEZULA.DAVID.J.1097241836 2017.10.04 16:21:31 -06'00'

2. Date 4 Oct 2017

3. Name CAPT David Zezula 4. Title/Position OAR Assignment Liaison

D. Commissioned Personnel Center Endorsement

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

1. Signature J. Shoup CDR/NOAA 2. Date 10 OCT 2017

3. Name CDR Jeffery Shoup 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 Michael J. Silah 2. Date 11/11/17

3. Name RADM Michael J. Silah 4. Title/Position Director, NOAA Corps

Print Form

Submit to CPC (Reviewer Use Only)