NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION
CD Billet #: 9204

A. Billet Number 3200  B. Billet Title Associate Director

C. Grade Requested 05 - CDR  D. Type of Submission ANNUAL RECERTIFICATION

E. Minimum amount of overlap between incumbent officer/reporting officer for continuity of duties 2 weeks

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 CSWY  B. Street Address

C. City Miami  D. State Florida  E. Country United States  F. Zip Code 33149

G. Office +1 (305) 361-4544  H. Mobile  I. Fax +1 (305) 361-4449

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor

Name Dr. Alan Leonardi  2. Position Deputy Director, AOML  3. Grade ZP IV

4. Email AOML.Deputy.Director@noaa.gov  5. Office +1 (305) 361-4306  6. Mobile

B. Reporting Officer (2nd Level Supervisor)

1. Name Dr. Robert Atlas  2. Position Director, AOML  3. Grade SES-All


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

1. Name Christopher A. Beaverson  2. Position Executive Officer, OAR  3. Grade O6

4. Email Chris.Beaverson@noaa.gov  5. Office +1 (301) 734-1013  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 complete acronyms when possible

1.首席职位 OAR  2. Office, Center or Lab AOML

Division Office of the Director  3. Branch  4. Section or Team

B. NOAA Goal/Subgoal Mission Support

C. Program

D. NOAA Org Code MAD000  E. NFC Org Code 645023000000000000  F. Project Task

Routing Code: R/AOML
SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

AOML Function/Mission: The Atlantic Oceanographic and Meteorological Laboratory (AOML) conducts basic and applied research related to oceans and climate, coastal ecosystems, and tropical meteorology. The program seeks 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 provide knowledge that will ultimately lead to improved prediction and forecasting of severe storms, better utilization and management of marine resources, better understanding of the factors controlling climate and affecting environmental quality, and improved ocean and weather services for the nation.

The Lab contains the following three divisions: Physical Oceanography, Ocean Chemistry, and Hurricane Research. The Associate Director serves AOML in the capacity of assistant to the Director for shipboard scientific operations and facilities management and works with the Deputy Director and three Division Directors in matters that involve interdivisional coordination. The officer performs contract management and supervisory functions for AOML and has Direct Execution and Formulation for the AOML Facilities Budget.

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

75% Facility and Fleet Operation Coordinator:

The officer performs functions of the Facility Manager for AOML and supervises 4-7 employees on the maintenance staff and OMAO Corps Officers. These responsibilities include annual maintenance contract monitoring, capital improvement program planning, hurricane and emergency preparations, maintain and improve the security and safety in the facility and daily task scheduling. The officer is also involved in the cruise planning process from inception to the final distribution of data and cruise reports. In setting long-term goals, the officer works with the OAR program office. In coordinating daily logistics, the office works with the MOC, UNOLS representatives, and shipboard personnel. The billet requires frequent contact with the OMAO, UNOLS representatives, and the Dept. of State in matters regarding scientific research clearances in foreign waters. The officer works closely with research scientists in the development of cruise instructions and the distribution of cruise reports. The officer also assists in logistics for NOAA vessels coming into the Port of Miami. As AOML's Vessel Operations Coordinator (VOC), the officer will implement all requirements of the NOAA Small Boat Standards and Procedures Manual, manage and maintain small boat support costs, establish and maintain contact with all users, and manage all small boat operations personnel, update NOAA small boat inventory and training lists and report inspections as completed to LOSBO and NOAA Small Boat Program.

25% Management Responsibilities & Science/Technical Support

These include; NOAA Corps Liaison and outreach events, Special Projects, Project participation, independent research, and diving.

The officer is expected to assume additional duties as determined by the Director or Deputy Director of AOML.

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

Technical 15 + Operational 10 + Leading and Managing 70 + Executive Leadership 5 = 100%
SECTION 6 - DUTIES AND RESPONSIBILITIES (continued)

6C. Resources Managed

1. Human

☐ Does the Officer supervise personnel?  ☐ Yes  ☐ No  ☐ Number of personnel supervised 4-7

Grades of supervised personnel: WG-03 thru WG-10, contractors, O1 to O3

Will the Officer lead people, but has no supervisory responsibilities?  ☐ Yes  ☐ No  ☐ Number of personnel led 25

Grades of personnel led: Contractors

2. Fiscal

Will the Officer have budget responsibility?  ☐ Yes - All  ☐ Dollar Amount (K) $75K-$125K

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 the VOC, the officer will manage and maintain small boat support costs, establish and maintain contact with all users, and manage all small boat operations personnel.

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>☒ Writing  ☒ Team Building  ☒ Leveraging Diversity</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☒ Influencing Others  ☒ Developing Others  ☒ Execution</td>
</tr>
<tr>
<td>LCDR (O4)</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 (O5)</td>
<td>Leading Organizations</td>
<td>☒ Creativity &amp; Innovation  ☒ Human Capital Management</td>
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<td></td>
<td></td>
<td>☒ Financial Management  ☒ Technology Management</td>
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<tr>
<td>CAPT (O6)</td>
<td>Leading Organizations</td>
<td>☐ External Awareness  ☐ Strategic Thinking  ☐ Political Savvy</td>
</tr>
<tr>
<td>and RADM (O7/O8)</td>
<td></td>
<td>☐ Vision  ☐ Partnering</td>
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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)

Working Diver Certification is desirable, but not a requirement.

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### 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).

Required NOAA Small Boat Program courses:
- NOAA Component Course
- CPR Certification
- First Aid Certification

Basic knowledge in safety regulations for federal facilities and engineering.
### SECTION 10 - LEADERSHIP DEVELOPMENT

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Leadership Development Comments (Optional)

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### 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).

The billet is managerial and supervisory in nature. The responsibility for meeting administrative commitments often entails the assignment of tasks to others ensuring that the tasks are completed on schedule. Practical experience will be obtained working with joint institute agreements and contract management. The officer is given the opportunity to interface between OMAO and OAR at all levels and obtain a better awareness of NOAA's overall mission and structure.

The officer will have the opportunity to develop his/her in all regulatory and safety codes for federal facilities.

Opportunities:

- Personnel: Yes
- Budget: Yes
- Mentor: Yes
- Training: Yes
- Inter/Intra agency interaction: Yes, through the Federal Executive Board
- Professional Development: Yes

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

2. Date
   2010-08-20

3. Name
   LT Hector L. Casanova, NOAA

4. Title/Position
   Associate Director, 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
   [Signature]

2. Date
   2010-08-20

3. Name
   Alan P. Leonard

4. Title/Position
   Deputy 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
   [Signature]

2. Date
   8/23/2010

3. Name
   Christopher A. Beavers

4. Title/Position
   Executive Officer, OAR

D. Commissioned Personnel Center Endorsement

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

1. Signature
   [Signature]

2. Date
   2/27/2010

3. Name
   Capt. Nathanael H. Hastedt

4. Title/Position
   Chief, Officer Assignment Branch

E. Director, NOAA Corps Endorsement

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

1. Signature
   [Signature]

2. Date
   3/11/2011

3. Name
   Admiral Jonathan W. Bailey

4. Title/Position
   Director, NOAA Corps

Print Form
Submit to CPC (Reviewer Use Only)