

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

TO: DIRECTOR, COMMISSIONED PERSONNEL CENTER, CPC	FROM: ROUTING CODE: ADDRESS:	
THRU (Liaison Officer):	PHONE NUMBER:	
BILLET TITLE: <u>NOAA UAS Project Manager</u> BILLET #: <u>0318</u>		
RANK REQUESTED: (0-2, 0-3, 0-4, etc.) <u>O-4/5</u>	(This block to be completed by liaison officer) IS THIS A NEW BILLET: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
GS/GM EQUIVALENT: <u>GS-13/14</u>	BILLET PRIORITY: <input type="checkbox"/> A, <input type="checkbox"/> B, <input type="checkbox"/> C, <input type="checkbox"/> R	
IMMEDIATE SUPERVISOR: RDML Richard R. Behn, NOAA	TITLE: Director, MAOC	PHONE NUMBER: (301) 713-1045

EDUCATIONAL REQUIREMENTS:
 Educational requirements as upon entry into the Corps. Officer should be familiar with NMAO and NOAA Line responsibilities as well as NOAA Programmatic goals. Demonstrated experience in and ability to provide effective management & leadership of NOAA's mission and people. Familiarization with the NMAO's Strategic Plan and Budget.

OTHER QUALIFICATIONS (INCLUDE PARTICULAR SECURITY CLEARANCES, SKILLS, ETC...)
 The incumbent should also possess a very high degree of aviation knowledge, as well as strong written and oral communication, negotiation, and organizational skills. Proficiency in software programs associated with presentations, spreadsheets, and word processing are required.

1. GENERAL DESCRIPTION OF BILLET:
 This position is located at NMAO Headquarters, Silver Spring, MD.

 Incumbent serves as the NOAA Unmanned Aircraft Systems (UAS) Project Manager and reports directly to the Director, Marine and Aviation Operations Centers. The incumbent is the principal point of contact for the Director and for NOAA with regard to all UAS issues, its programs, as well as other government agencies and private industry UAS activities.

2. DUTIES AND RESPONSIBILITIES:
 a. Is this a supervisory billet? YES NO
 b. If so, state number and grade of personnel supervised. Number: Grade(s):

The incumbent will chair the UAS Working Group, and as chair, will be responsible to the UAS Steering Committee for: facilitating coordination between all NOAA line offices and Goal Team lead representatives on the future NOAA UAS direction; developing a "NOAA UAS Roadmap" detailing future UAS objectives and milestones for the agency; exploring options on owning vs. leasing vs. buying time on various UAS's; preparing and presenting NOAA UAS status presentations to the UAS Steering Committee, NOAA Goal Teams, various NOAA Councils, the NOAA Executive Panel and the NOAA Executive Council; liaisoning with other federal agencies, such as NASA, DOE, USAF, and USN to develop agreements that will maximize NOAA assets and funding; liaisoning with the FAA and Access 5 to facilitate the integration of UAS's into the U.S. National Airspace System by 2010.

3. CAREER DEVELOPMENT OPPORTUNITIES:

An assignment at the headquarters level as the principle advisor to the Director, Office of Marine and Aviation Operations should be viewed as an excellent assignment into executive level positions within NOAA. The billet affords the opportunity to gain exposure to, work with, and alongside the top management of NMAO and NOAA, thus allowing the incumbent to guide NMAO's and the agency's direction with regards to this new and emerging technology. This billet also provides the incumbent with the opportunity to work directly with Line and Program offices, officers of all grades, and other government and non-government agencies. Incumbent will gain a broad based knowledge of all the programs of NOAA and NMAO. The officer will learn the interrelationships of the various NOAA elements and programs that drive the system. The incumbent will develop an understanding of the concerns and issues affecting both the NMAO and NOAA. These include, but are not limited to, the formulation and execution of the NMAO budget, ship and aircraft operations, executive decision making process, and the Planning, Programming, Budgeting and Execution System (PPBES).

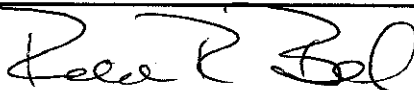
4. ADDITIONAL COMMENTS:

The incumbent can expect to work a varied schedule that will include some travel on weekends and holidays. Flexibility will be the key to making this billet a success. The incumbent will get a tremendous amount of exposure to high-level discussions and decisions; therefore, discretion and maturity are of the utmost importance when being considered for this position.

The incumbent will represent the NMAO senior leadership when a specific action is required with regard to UAS's. Will become knowledgeable of the budget and resource management. Will have the opportunity to work closely with senior Line office personnel to address NOAA wide management and resource allocation issues with regards to future UAS projects and possible NOAA acquisition.

The incumbent will assist in NMAO's PPBES process as one of the representatives for fleet services.

SIGNATURE OF SUPERVISOR:



DATE:

10/24/05