

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION CD Billet #: 9204

A. Billet Number	3200	B. Billet Title	Associate Director
C. Grade Requested	O5 - 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	x		H. Mobile		I. Fax	+1 (305) 361-4449

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor							
1. 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	x		6. Mobile	
B. Reporting Officer (2nd Level Supervisor)							
1. Name	Dr. Robert Atlas	2. Position	Director, AOML	3. Grade	SES-All		
4. Email	Robert.Atlas@noaa.gov	5. Office	+1 (305) 361-4300	x		6. Mobile	
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	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	AOML	3. Division	Office of the Director	4. Branch		5. Section or Team	
B. NOAA Goal/Subgoal		Mission Support	C. Program						
D. NOAA Org Code	MAD000	E. NFC Org Code	545023000000000000	F. Project-Task					

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 NOAA 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 officer 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 + 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):

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

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 type="checkbox"/> External Awareness <input type="checkbox"/> Strategic Thinking <input type="checkbox"/> Political Savvy <input type="checkbox"/> Vision <input 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)

Working Diver Certification is desirable, but not a requirement.

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

GRADE	LEADERSHIP MATURITY LEVEL	LEADERSHIP COMPETENCIES DEVELOPED IN THIS BILLET
ENS (O1)	Leading Self	<input type="checkbox"/> Core Values & Conduct <input type="checkbox"/> Health & Well Being <input type="checkbox"/> Responsibility <input type="checkbox"/> Followership <input type="checkbox"/> Adaptability
LTJG (O2)		<input type="checkbox"/> Interpersonal Skills <input type="checkbox"/> Continuous Learning <input type="checkbox"/> Technical Proficiency <input type="checkbox"/> Listening <input 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 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 type="checkbox"/> Creativity & Innovation <input checked="" type="checkbox"/> Human Capital Management <input checked="" type="checkbox"/> Financial Management <input type="checkbox"/> Technology Management
CAPT (O6) and RADM (O7/O8)		<input type="checkbox"/> External Awareness <input type="checkbox"/> Strategic Thinking <input type="checkbox"/> Political Savvy <input type="checkbox"/> Vision <input type="checkbox"/> Partnering
Leadership Development Comments (Optional)		

SECTION 11 - OPERATIONAL DEVELOPMENT

A. Marine Development <input type="checkbox"/> Officer of the Deck <input type="checkbox"/> Senior Watch Officer <input type="checkbox"/> ECDIS <input type="checkbox"/> Dynamic Positioning <input type="checkbox"/> Boat Deployment <input type="checkbox"/> MedPIC <input type="checkbox"/> Coxswain/OIC <input type="checkbox"/> HAZWOPER <input type="checkbox"/> AUV Deployment <input type="checkbox"/> U/W UAS Deployment <input type="checkbox"/> Buoy/Mooring Qualified <input type="checkbox"/> Trawl Qualified <input type="checkbox"/> Longline Qualified <input type="checkbox"/> Hydro Launch PIC <input type="checkbox"/> Foreign Port Calls
B. Aviation Development <input type="checkbox"/> Co-Pilot <input type="checkbox"/> Pilot <input type="checkbox"/> Aircraft Commander <input type="checkbox"/> Mission Commander <input type="checkbox"/> Instructor Pilot <input type="checkbox"/> Hurricane Qualified <input type="checkbox"/> Alaska/Wilderness Qualified <input type="checkbox"/> Flight Meteorologist <input type="checkbox"/> International Flights <input type="checkbox"/> UAS Pilot
C. Dive Development <input type="checkbox"/> Scientific Diver <input type="checkbox"/> Working Diver <input type="checkbox"/> Advanced Working Diver <input type="checkbox"/> Master Diver <input type="checkbox"/> Dive Master <input type="checkbox"/> Dive Medic <input type="checkbox"/> 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).

This 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 *Hector L. Casanova*

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 *Alan P. Leonard*

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 *Christopher A. Beaverson*

2. Date 8/23/2010

3. Name CHRISTOPHER A. BEAVERSON

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 *Nathan A. Hancock*

2. Date 27 Aug 10

3. Name CDR NATHAN A. HANCOCK

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 *ADM Jonathan W. Bailey*

2. Date 3/1/2011

3. Name ADM Jonathan W. Bailey

4. Title/Position Director NOAA Corps

Print Form

Submit to CPC (Reviewer Use Only)