

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION CD Billet #: 9206

A. Billet Number	3210	B. Billet Title	Research Scientist
C. Grade Requested	O3 - LT	D. Type of Submission	ANNUAL RECERTIFICATION
E. Minimum amount of overlap between incumbent officer/reporting officer for continuity of duties	1 week		
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) 361-4514	x		H. Mobile		I. Fax	

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor							
1. Name	Hector L. Casanova	2. Position	Associate Director, AOML	3. Grade	O3		
4. Email	AOML.Associate.Director@noaa.gov	5. Office	+1 (305) 361-4306	x		6. Mobile	
B. Reporting Officer (2nd Level Supervisor)							
1. Name	Alan Leonardi	2. Position	Deputy Director, AOML	3. Grade	ZP V		
4. Email	AOML.Deputy.Director@noaa.gov	5. Office	+1 (305) 361-4306	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		
Division	Office of the Director	Branch		5. Section or Team	
B. NOAA Goal/Subgoal			Ecosystem	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 officer serves the divisions by performing field data collection, processing, analysis, and reporting. The officer will be able to develop independent research with existing databases.

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

50% Science/Technical Support

Officers in this billet will work under the guidance of senior-level scientists participating in research projects. The billet offers the opportunity for an officer to work on projects that are of NOAA importance. It is recommended that the officer pursue publishing as a principal author and/or assist in joint authorship of other papers produced by the division. It is anticipated that most of the officer's workload will be computer-oriented. Word processing, computer graphics work, and computer programming skills will be required for final presentation of data results. He/She may be required to participate in research cruises and other fieldwork, perhaps 60 days per year total.

50% Duties under the Office of the Director

These include; Small Boat Officer/OIC, HAZMAT Officer, 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 Deputy Director or Associate 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 OIC/Small Boat Officer, the officer will manage and maintain small boat, establish and maintain contact with all users, and report all findings and/or concerns to the VOC.

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 type="checkbox"/> Developing Others <input type="checkbox"/> Execution
LCDR (O4)		<input type="checkbox"/> Decisiveness <input type="checkbox"/> Problem Solving <input type="checkbox"/> Conflict Management <input type="checkbox"/> Customer Focus <input type="checkbox"/> Entrepreneurship
CDR (O5)	Leading Performance and Change	<input type="checkbox"/> Creativity & Innovation <input type="checkbox"/> Human Capital Management <input 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 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

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

- 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).

Mentor: Works under supervision of senior-level oceanographers.

Training Opportunities: University and project-specific training is promoted.

Inter/Intra agency Interaction: Research projects allow collaboration throughout NOAA research as well as coordination with university partners and other governmental agencies.

Professional Development: A diverse familiarity with the conduct research programs, funding, program development and requirements, and budgets will be acquired, as well as a knowledge of the functioning of the Office of Oceanic and Atmospheric Research. Professional development through training, further studies and scientific papers is encouraged.

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 Casanova**

Digitally signed by Hector Casanova
DN: cn=Hector Casanova, o=NOAA, ou=AOML,
email=Hector.casanova@noaa.gov, c=US
Date: 2010.08.20 09:31:56 -04'00'

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 **Hector Casanova**

Digitally signed by Hector Casanova
DN: cn=Hector Casanova, o=NOAA, ou=AOML,
email=Hector.casanova@noaa.gov, c=US
Date: 2010.08.20 09:32:10 -04'00'

2. Date **2010-08-20**

3. Name **LT Hector L. Casanova, NOAA**

4. Title/Position **Associate 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."

Signature 

2. Date **2010-08-23**

3. Name **CAPT 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 

2. Date **27 Aug 10**

3. Name **LCDR Nathaniel H. 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 

2. Date **31/1/2011**

3. Name **RADM Jonathan W. Bailey**

4. Title/Position **Director, NOAA Corps**

Print Form

Submit to CPC (Reviewer Use Only)