

## NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

### SECTION 1 - GENERAL INFORMATION

|   |             |                                   |                                 |  |  |
|---|-------------|-----------------------------------|---------------------------------|--|--|
| A. Billet Number  | 0005        | B. Billet Title                   | Marine Advisor, OMAO Operations |  |  |
| C. Grade Requested  | O4 - LCDR   | D. Type of Submission             | PROPOSED NEW BILLET             |  |  |
| 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 | 8403 Colesville Road | B. Street Address | Suite 500 |            |               |             |                   |
| C. City           | Sivler Spring        | D. State          | Maryland  | E. Country | United States | F. Zip Code | 20910             |
| G. Office         | +1 (301) 713-7661    | x                 |           | H. Mobile  |               | I. Fax      | +1 (301) 713-1541 |

### SECTION 3 - OFFICER EVALUATION REPORTING

|   |                        |             |                                  |          |    |           |  |
|---|------------------------|-------------|----------------------------------|----------|----|-----------|--|
| A. Supervisor   |                        |             |                                  |          |    |           |  |
| 1. Name   | CDR Carl Newman        | 2. Position | Chief of Staff, OMAO Operations  | 3. Grade | O5 |           |  |
| 4. Email  | carl.e.newman@noaa.gov | 5. Office   | +1 (301) 713-7651                | x        |    | 6. Mobile |  |
| B. Reporting Officer (2nd Level Supervisor)               |                        |             |                                  |          |    |           |  |
| 1. Name   | RMDL David Score       | 2. Position | Deputy Director, OMAO Operations | 3. Grade | O7 |           |  |
| 4. Email  |                        | 5. Office   |                                  | x        |    | 6. Mobile |  |
| C. Reviewer (Normally the Reporting Officer's Supervisor) |                        |             |                                  |          |    |           |  |
| 1. Name   | RDML Score             | 2. Position | Deputy Director, OMAO Operations | 3. Grade |    |           |  |
| 4. Email  |                        | 5. Office   |                                  | 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 | OMAO            | 2. Office, Center, or Lab | Deputy Director Operations Staff |                    |  |
| 3. Division             | OMAO Operations | 4. Branch                 |                                  | 5. Section or Team |  |
| B. NOAA Goal/Subgoal    | Mission Support | C. Program                | Marine Services                  |                    |  |
| D. NOAA Org Code        |                 | E. NFC Org Code           |                                  | F. Project-Task    |  |

## SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

This organization is responsible and has overall authority for all marine and air operations for NOAA programs. It assists NOAA program managers and principal investigators in the development of project instruction for air and sea parties and coordinates equipment needs in support of field operations. The office develops policies, standards, and procedures which govern the safe, efficient and economical use of NOAA ships and aircraft.

## 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

1. Act as a key advisor to the Deputy Director of Operations on all marine program and policy issues. It will be the officer's responsibility to assist OMAO Operations Chief of Staff to insure that staff work and resources are properly executed for the timely and effective implementation of the Deputy Director of Operations objectives and policies
2. Act as a focal point within OMAO Operations for marine requirements, program support, and activities
3. Advise OMAO Operations on issues pertinent to NOAA Fleet and Marine Centers, and MOC
4. Act as conduit for NOAA Fleet, Marine Operations Centers, and MOC and OMAO Operations
5. Attend Weekly OMAO staff meeting and insure the NOAA fleet is being reported correctly
6. Ensure all pertinent data is coordinated in advance of OMAO Leadership's meetings; including up-to-date presentations, background material, and other information is provided in sufficient time for review prior to meetings
7. Assist Executive Secretary of Fleet Council with planning, scheduling and supporting meetings, also responsible for capturing key issues, discussion points and decisions. Regularly attends fleet council meetings
8. The billet provides opportunities to develop personal contacts with senior OMAO personnel, NOAA Line Office representatives, NOAA Program Managers and NOAA Goal Team Leads. Participation in NOAA Leadership programs and other training opportunities that are offered in the DC metro area. Briefs NOAA programming and budget analysts about OMAO requirements.
9. Assist Chief of Staff, OMAO Operations in day to operations

### 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):

No

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

### Leadership Prerequisite Comments (Optional)

Officer must strong interpersonal skills, be a good listener, able to articulate positions on sometimes complex issues. Writing skills are critical for explaining complex issues, drawing logical conclusions and making recommendations to senior leadership on key, sometimes controversial OMAO issues.

## 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)

Second sea tour experience serving on an operational unit. Ship XO experience or division chief experience at a large operating unit. Supervisory experience 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).

1. Educational requirements as upon entry into the Corps. Completion of second sea tour.
2. Excellent written and oral communication skills;
3. Familiarity with MS Powerpoint and MS project.
4. Skilled using MS Word and Excel.
5. Contracting Officer Representative certification/experience is a plus.
6. Project management experience and/or training a plus.

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

### Leadership Development Comments (Optional)

The billet affords the opportunity to gain exposure to, work with, and alongside the top management of OMAO thus allowing the incumbent to guide OMAO and the agency's direction. 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. The officer will gain a broad based knowledge of NOAA programs and OMAO. The incumbent will develop an understanding of the formulation and execution of OMAO budget, ship and aircraft operations, personnel actions, and the executive decision making process.

## 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).

An Assignment at the headquarters level as Marine Advisor, OMAO Operations should be viewed as an excellent transition assignment into operational and headquarters jobs of more difficult requirements. The billet affords the opportunity to gain exposure to work with and alongside the top management of OMAO and at times NOAA. The incumbent will gain a broad based knowledge of NOAA and will develop an understanding of the concerns and issues of the NOAA fleet and Line Office involvement. These include but are not limited to the formulations and execution of the NOAA budget, ship and aircraft operations, executive decision making process, and strategic planning activities.

## SECTION 13 - CRITICAL SUCCESS CRITERIA

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

1. Working quickly with great effectiveness on various staff assignments.
2. Keeping a "cool head" and being able to explain complex issues or positions without offending others.
3. Maintaining great humility.
4. Coordinating with Line Office counterparts to insure NOAA's greater needs are met.
5. Remaining well informed of all NOAA fleet issues with a concern for keeping the principal informed
6. The officer will need to show great discretion and loyalty to OMAO.

**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 CE Newman 2. Date 11/9/2011  
3. Name CDR Carl Newman 4. Title/Position OMAO Operations Chief of Staff

**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 Carl E. Newman 2. Date 11/9/2012  
3. Name CDR Carl Newman 4. Title/Position OMAO Operations Chief of Staff

**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] RDML/NAAS 2. Date 12/1/2012  
3. Name RDML David Score 4. Title/Position Deputy Director, OMAO Operations

**D. Commissioned Personnel Center Endorsement**

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

1. Signature [Signature] CAPT/NAAS 2. Date 12/17/2012  
3. Name CAPT Anne K. Lynch 4. Title/Position Director, CPC

**E. Director, NOAA Corps Endorsement**

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

1. Signature [Signature] 2. Date 12/19/2012  
3. Name RDML Michael S. DeLong 4. Title/Position Director, NOAA Corps

Print Form

Submit to CPC (Reviewer Use Only)