

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION

A. Billet Number	0013	B. Billet Title	Executive Officer, Marine Operations - Engineering
C. Grade Requested	O5 - CDR	D. Type of Submission	REALIGNMENT OF DUTIES
E. Minimum amount of overlap between incumbent officer/reporting officer for continuity of duties	2 Months		
F. Duty Type	FIXED SHORE	G. Estimated Length of Assignment	3 years

SECTION 2 - DUTY STATION ADDRESS AND CONTACT INFORMATION

A. Street Address	2002 SE Marine Science Drive	B. Street Address					
C. City	Newport	D. State	Oregon	E. Country	United States	F. Zip Code	97365
G. Office	+1 (541) 867-8804	x		H. Mobile		I. Fax	

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor							
1. Name	Wayne Larson	2. Position	Chief of Engineering, Marine Operations	3. Grade	ZP V		
4. Email	wayne.larson@noaa.gov	5. Office	+1 (541) 867-8803	x		6. Mobile	
B. Reporting Officer (2nd Level Supervisor)							
1. Name	Wayne Larson	2. Position	Chief of Engineering, Marine Operations	3. Grade	ZP V		
4. Email	wayne.larson@noaa.gov	5. Office	+1 (541) 867-8803	x		6. Mobile	
C. Reviewer (Normally the Reporting Officer's Supervisor)							
1. Name	Troy Frost	2. Position	Director, MOC	3. Grade	ZA V		
4. Email	Director.MOC@noaa.gov	5. Office	+1 (541) 867-8801	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	MAOC		
3. Division	Marine Operations	4. Branch	Engineering	5. Section or Team	
B. NOAA Goal/Subgoal			C. Program		
D. NOAA Org Code			E. NFC Org Code		F. Project-Task

SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

This position is that of Executive Officer (XO) of NOAA's Marine Operations - Engineering branch (MO-E). MO-E, located in Newport, Oregon, provides engineering support including vessel maintenance, repair, and upgrade; supply, logistics and information services; short- and long-term maintenance planning; and rapid response to engineering-related vessel casualty reports (CASREP) for NOAA's entire fleet of multi-purpose oceanographic research, fisheries research, and hydrographic survey vessels located in Woods Hole, MA; Davisville, RI; Norfolk, VA; Charleston, SC; Pascagoula, MS; San Diego, CA; Newport, OR; Honolulu, HI; Ketchikan, AK; and Kodiak, AK.

As Executive Officer, the incumbent provides support and consultation to the Chief of Engineering in the management and oversight of a branch with more than 80 people and a budget exceeding \$45M. The XO oversees all business operations; coordinates vessel repair schedules and contract activities; interfaces with Marine Operations and OMAO leadership to provide various analyses and information; assists with human resources management; and leads special engineering projects and initiatives as assigned by the Chief.

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

Duties will include but are not limited to the following:

1. Oversee all branch business operations including planning, management, and tracking of depot level maintenance, special engineering projects and CASREP repairs; and execution of resources according to plan for an annual budget exceeding \$45M.
2. Develop annual branch spend plan in concert with Product Line Managers and Chief of Electronics Engineering Branch (EEB), track budget execution and implement corrective actions to offset unplanned/unfunded requirements and stay within budget.
3. Coordinate repair schedules and contract activities with NOAA AGO regional acquisition divisions; Resource Management Division (RMB); and Acquisition, Analysis, & Accountability Branch (AAAB) to ensure repair activities are fully funded and contracts are executed on schedule.
4. Oversee development of the Forecasting and Advanced Acquisition Planning Systems (FAAPS) to meet NOAA deadlines for the next fiscal year; track budget execution for contracts exceeding \$150K against the FAAPS schedule.
5. Consolidate and provide Dry Dock and Dockside repair schedules, inspection deadlines, and MO-E funding constraints as input for the prioritization, allocation, and scheduling (PAS) process. Collaborate with Fleet Working Group to effectively balance MO-E requirements with program mission requirements.
6. Implement project tracking for assets under development or construction if they will be capitalized; support project manager with completing Construction-Work-In-Progress (CWIP) documents to accrue the capitalized value for accounting purposes.
7. Interface with Marine Operations (MO) and OMAO leadership. Manage MO and OMAO staff requests for MEB support including providing data analyses and preparing responses to a variety of routine and unusual queries such as deferred maintenance reports, unfunded requirements, and high profile vessel repair costs and impacts.
8. Assist Chief of Engineering with human resources tasks such as hiring actions, time and attendance, and professional development for all branch personnel.
9. Manage special projects as assigned by the Chief, such as Polar Code implementation, End of Service Life Assessment data analysis, and obtaining Statements of Voluntary Compliance.

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):

Not Applicable

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 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)

Strong leadership skills in customer focus, execution, and financial management are paramount as officer must work closely with internal MO-E personnel, ship commands, and OMAO leadership to ensure strategic planning and efficient execution of a multi-million dollar budget.

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)

Graduation from a Maritime College or Academy, with emphasis in Marine Engineering or Naval Architecture is highly desired but not required.

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. Strong organizational, planning, and project management skills required.
2. Experience developing and managing execution of spend plans required.
3. Familiarity with ComprizonSuite (C.Suite) and Management Analysis and Reporting System (MARS) with experience developing/extracting data from C.Suite and MARS required.
4. Marine, electrical, electronics, or mechanical engineering education strongly preferred.
5. Familiarity with USCG regulations; American Bureau of Shipping (ABS) rules and guidelines; Code of Federal Regulations (CFR), in particular Subchapter U - Oceanographic Research Vessels; and engineering industry standards (e.g., ASTM, IEEE) highly desired.

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

Leadership Development Comments (Optional)

Officer will gain experience with large scale engineering and maintenance programs, and have broad exposure to engineering requirements for all vessels in the NOAA fleet.

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).

1. Senior management skills and organizational leadership competencies.
2. Development, budgeting and execution of high-dollar, complex spend plans.
3. Strategic planning and policy development.
4. Project and Risk Management planning with respect to cost and schedule management.
5. Personnel and performance management.
6. Contracting procedures and contracting officer's representative (COR) duties; potential for COR certification.
7. Knowledge of marine engineering procedures, policies, and regulations.

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

1. Business operations planning is completed in accordance with established deadlines, activities are executed according to plan and accurately tracked.
2. Branch-wide reports (e.g., Quarterly Deferred Maintenance) are collated, reviewed and submitted by established deadlines.
- 3 Annual MO-E spend plan, including both Operations, Research, and Facilities (ORF) and Procurement, Acquisition, and Construction (PAC) funds, is formulated, tracked and executed to within 5% of annual budget allocation.
4. Contract activities are planned with applicable acquisition offices (AGO, RMB, or AAAB) and tracked to ensure execution in accordance with contract repair schedules.
5. Annual vessel repair schedule constraints and requirements are conveyed to Fleet Working Group, coordination with group results in compromise that effectively balances MO-E and program needs.
6. Staff requests from MO and OMAO are completed in a timely manner, require minimal revision, and statements are supported by strategic qualitative and quantitative metrics.
7. Personnel actions are executed in a timely fashion, time and attendance is submitted by established deadlines, travel and training is tracked and key personnel are notified if problems arise.

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 Holly D. Jablonski Digitally signed by JABLONSKI, HOLLY, D. 1232772561
Date: 2018.09.10 08:52:31 -07'00'

2. Date 2018-09-10

3. Name CDR Holly D. Jablonski

4. Title/Position Executive Officer, MO-Engineering

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 BRADLEY.EDWARD.LEO.1253438700 Digitally signed by BRADLEY.EDWARD.LEO.1253438700
Date: 2018.09.10 09:16:14 -07'00'

2. Date 9/10/2018

3. Name Edward Bradley

4. Title/Position Acting Chief of Engineering, Marine Operations

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 FROST.TROY.ALLEN.1101942569 Digitally signed by FROST.TROY.ALLEN.1101942569
Date: 2018.09.10 11:54:52 -07'00'

2. Date 9/10/2018

3. Name Troy Frost

4. Title/Position Director, Marine Operations

D. Commissioned Personnel Center Endorsement

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

1. Signature Dev R Brakob CAPT, NOAA

2. Date 9/17/2018

3. Name CAPT Devin R. Brakob, NOAA

4. Title/Position Director, Commissioned Personnel Center

E. Director, NOAA Corps Endorsement

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

1. Signature Michael J. Silah

2. Date SEP 25 2018

3. Name RADM Michael J. Silah, NOAA

4. Title/Position Director, NOAA Corps

Print Form

Submit to CPC (Reviewer Use Only)