

## NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

### SECTION 1 - GENERAL INFORMATION

A. Billet Number	0065	B. Billet Title	NOMWC UUV Platoon Leader		
C. Grade Requested	O2 - LTJG	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	MOBILE	G. Estimated Length of Assignment	3 years		

### SECTION 2 - DUTY STATION ADDRESS AND CONTACT INFORMATION

A. Street Address	1100 Balch Boulevard	B. Street Address					
C. City	Stennis Space Center	D. State	Mississippi	E. Country	United States	F. Zip Code	39522
G. Office	+1 (228) 688-4752	x		H. Mobile	+1 (228) 363-3671	I. Fax	+1 (228) 688-5955

### SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor							
1. Name	Ramon Martinez	2. Position	NOMWC Operations Officer	3. Grade	O4		
4. Email	ramon.martinez5@navy.mil	5. Office	+1 (228) 688-5202	x		6. Mobile	+1 (808) 687-0585
B. Reporting Officer (2nd Level Supervisor)							
1. Name	Scott Parker	2. Position	NOMWC Executive Officer	3. Grade	O4		
4. Email	scott.w.parker@navy.mil	5. Office	+1 (228) 688-4459	x		6. Mobile	+1 (601) 347-8026
C. Reviewer (Normally the Reporting Officer's Supervisor)							
1. Name	John Adler	2. Position	Emerging Technologies Officer	3. Grade	O6		
4. Email	john.adler@noaa.gov	5. Office	+1 (301) 713-7656	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		2. Office, Center, or Lab			
3. Division		4. Branch		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

The Naval Oceanography Mine Warfare Command (NOMWC) falls under the Naval Oceanography Operations Command (NOOC) which is located at John C. Stennis Space Center in south Mississippi and has a mixed workforce of civilian, military and contract personnel responsible for providing oceanographic products and services to all elements within the Department of Defense.

The NOMWC operates Unmanned Underwater Vehicles (UUV's) in support of the Navy's operational Mine Warfare force. UUV's provide NOMWC's UUV Platoon an expeditionary capability to measure physical characteristics of the underwater environment and identify submerged objects, primarily in confined harbors and restricted waterways.

The NOMWC UUV Platoon Leader is responsible for leading a team of 6-8 personnel in the operation of UUV's in support of Mine Warfare operations worldwide.

## 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

The NOMWC UUV Platoon Leader will be required to complete training in order to obtain technical knowledge necessary to lead his/her platoon: 1) On-line Mine Warfare Core modules (2-3 days); 2) UUV Mission Commander Job Qualification Requirement (JQR) (3-6 months); 3) Mine Warfare Planning Office Course in San Diego, CA (2 weeks); and 4) Air Mine Countermeasures Continuum in Panama City, FL (1 week).

The NOMWC UUV Platoon leader will be responsible for managing approximately (7) enlisted sailors and (1) civilian technical representative. This position is a highly operational mobile assignment and the incumbent officer can expect to spend approximately 40% of his/her time in a forward (CONUS and OCONUS) deployed status.

The primary duties/responsibilities of the UUV Platoon Leader include:

- Planning and executing UUV operations for Maritime Homeland Defense surveys and fleet Mine Countermeasures exercises.
- Arranging logistics (e.g. lodging/transportation for platoon members, transfer of gear to/from staging areas, field power requirements, force protection accessibility issues, fuel logistics, etc.).
- Coordinating all aspects of operations with Port Operations, U.S. Coast Guard personnel, and base security.
- During UUV exercises or operations, acting as liaison between UUV Platoon and the Mine Countermeasures Commander.
- Overseeing Operational Risk Management and safety of the UUV Platoon and equipment at all times.
- During UUV exercises or operations, submitting a daily Situation Report to the NOMWC Commanding Officer.
- Preparing operational briefings and Lessons Learned / After Action Reports.

The NOMWC UUV Platoon Leader coordinates all aspects of training (e.g. UUV JQR's, coxswain, engine maintenance, HAZMAT, etc.) and is responsible for all administrative (e.g. FITREP's, evaluations, government travel cards, passports, country clearances, etc.) functions for the UUV Platoon.

The NOMWC UUV Platoon Leader (NC Officer) will serve as liaison between NOAA's Office of Coast Survey and NOMWC to avoid duplication of Federal oceanographic and hydrographic capabilities and to ensure that national security considerations are addressed in NOAA policy matters.

NOTE: Under 10 U.S.C. § 802, the incumbent officer will be subject to general military law while serving in this assignment.

### 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):

UUUV's - MK 18 Mod 1 Swordfish variants of the Remus 100

Small Boats - F-580's (6m) and MK 6's (7m)

GSA Vehicles

## 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 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)		

The officer should have basic leadership training and experience. He/she will be expected to take leadership roles in operational team building, problem solving, technical proficiency, and budget/resource/time management. The officer will be entrusted to safely operate and manage facility/vessel assets.

## 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)

Secret clearance.

Officers with strong hydrographic backgrounds are preferred, 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).

Experience with small boat management, operations, and maintenance are essential.

The officer must possess good oral and written communication skills so that they can effectively deal with their personnel, general public, and other government agencies.

## 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 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 Development Comments (Optional)

The officer will further develop and strengthen his/her leadership skills by safely planning and executing UUV operations. The officer has the potential to obtain unique and invaluable experiences by partnering with the U.S. Navy. The officer will have the ability to execute budgets, oversee/develop projects and exercises that will benefit the Nation, and participate in inter-Service collaborations.

## 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)

Officer will also develop joint NOAA-Navy pilot projects utilizing UUV's for NOAA missions that will facilitate the integration of new sensing technologies, deployments to scientifically relevant areas, and expand Navy operational training. An operational guide for UUV deployment from vessels or the beach will be written/updated for NOAA's Office of Marine and Aviation Operations (OMAO) on an annual basis.

## 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).

**Project Coordination:** As the NOMWC UUV Platoon Leader, the officer will gain valuable experience in managing operations/exercises and leading personnel.

**Inter-Agency Interaction:** By being embedded with the U.S. Navy, the officer will be exposed to opportunities working with the military, other Local/State/Federal agencies, as well as host nations.

**Professional Development:** The NOMWC will support the officer's professional development by providing challenging management and leadership opportunities, and taking advantage of their particular skills and interests, which will assist the officer in preparing for advancement.

## SECTION 13 - CRITICAL SUCCESS CRITERIA

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

- Become fully-qualified UUV Platoon Leader within 6 months.
- Successful supervision of all members of UUV Platoon, including on time completion of FITREP's/evaluations, mid-term, and final reviews with concise, meaningful written feedback to document employee performance and activities.
- Professionally represent NOMWC capabilities and mission.
- Provide efficient use of all resources in planning/executing UUV operations.
- Ensure that all operations are completed in a safe environment.
- Conduct annual UUV operational period(s) for NOAA missions.

**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



2. Date

26 APR 2012

3. Name

CDR John Caskey, NOAA

4. Title/Position

NOAA Liaison to the Oceanographer of the Navy

**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

\_\_\_\_\_

2. Date

\_\_\_\_\_

3. Name

LCDR Ramon Martinez, USN

4. Title/Position

NOMWC Operations Officer

**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



2. Date

15 JUL 12

3. Name

CAPT John Adler, NOAA

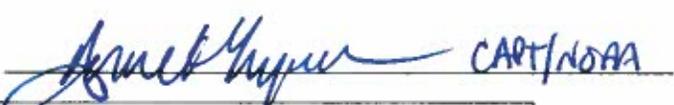
4. Title/Position

Emerging Technologies Officer

**D. Commissioned Personnel Center Endorsement**

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

1. Signature

 CAPT/NOAA

2. Date

31 JULY 12

3. Name

CAPT Anne Lynch, NOAA

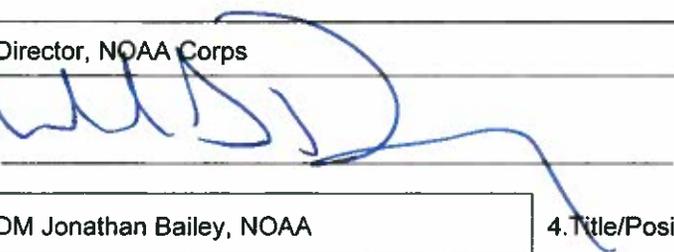
4. Title/Position

Director, Commissioned Personnel Center

**E. Director, NOAA Corps Endorsement**

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

1. Signature



2. Date

\_\_\_\_\_

3. Name

RADM Jonathan Bailey, NOAA

4. Title/Position

Director, NOAA Corps

Print Form

Submit to CPC (Reviewer Use Only)