

## NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

### SECTION 1 - GENERAL INFORMATION

A. Billet Number	0104	B. Billet Title	Fleet Performance Manager, Program Planning and Services Branch (PPSB)		
C. Grade Requested	O4 - LCDR	D. Type of Submission	REALIGNMENT OF DUTIES		
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	NOAA Marine Operations	B. Street Address	2002 SE Marine Science Drive				
C. City	Newport	D. State	Oregon	E. Country	United States	F. Zip Code	97365
G. Office	+1 (541) 867-8700	x		H. Mobile		I. Fax	

### SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor							
1. Name	CAPT Mark Wetzler, NOAA	2. Position	Chief, PPSB	3. Grade	O6		
4. Email	mark.wetzler@noaa.gov	5. Office	+1 (547) 867-8713	x		6. Mobile	
B. Reporting Officer (2nd Level Supervisor)							
1. Name	CAPT Keith Roberts, NOAA	2. Position	Deputy Director, MO	3. Grade	O6		
4. Email	keith.w.roberts@noaa.gov	5. Office	+1 (541) 867-8802	x		6. Mobile	
C. Reviewer (Normally the Reporting Officer's Supervisor)							
1. Name	Troy Frost	2. Position	Director, MO	3. Grade	GS 15		
4. Email	troy.frost@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	Marine Operations		
3. Division	N/A	4. Branch	PPSB	5. Section or Team	
B. NOAA Goal/Subgoal			Mission Support		
C. Program					
D. NOAA Org Code	MO	E. NFC Org Code	10-09-0002-00-00-00-00	F. Project-Task	

## SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

Office of Marine and Aviation Operation is responsible and has authority for all marine and aviation operations for NOAA. Marine Operations (MO) provides administrative, budgetary, personnel, and engineering support to the fleet of NOAA ships that support various line office programs. Program Planning and Services Branch (PPSB) serves a critical role within MO by seeking to enhance fleet and organizational efficiency and performance. This is achieved through a variety of fronts including but not limited to: Representing MO interests in the Fleet Working Group (FWG) during the development of the Fleet Allocation Plan (FAP), managing the Ship Daily Activity Tracking (SDAT) system for the reporting of fleet metrics to OMAO and MO leadership, supporting and providing operational insight to all MO branches, and reviewing customer feedback from the various programs as users of the fleet. PPSB works closely with MO leadership to provide data, analysis, and recommendations.

## 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

Fleet Performance Manager, Program Planning and Services Branch (PPSB) (Billet # 0104) works with the Fleet Working Group, Marine Centers, and MO Branches to ensure implementation of maintenance, logistics, and personnel considerations in the development of the Fleet Allocation Plan. Additionally, the officer provides information and analysis from performance tracking tools to all Branches and MOCs within MO.

Billet 0104 Fleet Performance Manager, PPSB duties include:

- Aim to maximize utilization of the fleet during FAP development.
- Serve in a lead role within the Fleet Working Group meetings to ensure maintenance, logistics, and fleet inspection are considerations in FAP development. Facilitate FWG discussion among line offices.
- Subject matter expert on the SDAT system and serves as the primary point of contact for anything related to SDAT.
- Work closely with Marine Operation Centers to assist in QC of daily reporting and the managing of ship schedules.
- Lead and prioritize SDAT development efforts. Meet with SDAT developers to implement improvements, roll out bug fixes, and create reports requested by leadership.
- Work with Resource Management Branch to develop the annual Variable Ops Rate (vessel cost per DAS) for FAP development as well as other management and performance tracking tools (e.g. Fuel and OT modeling, Program Funded project execution).
- Leads review of the Fleet Customer Satisfaction Survey. Keeps leadership and impacted branches apprised of significant issues. Monitors resolutions of issues. Tracks performance trends.

### 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 10-15

Grades of personnel led ZP1 to ZP3

**2. Fiscal**

Will the Officer have budget responsibility? Yes - Budgeting and Execution

Dollar Amount (K) \$50,000

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):

**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 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 checked="" type="checkbox"/> Political Savvy <input type="checkbox"/> Vision <input checked="" type="checkbox"/> Partnering

Leadership Prerequisite Comments (Optional)

Ability to lead meetings consisting of multiple line office stakeholders with often competing interests, and manage expectations.

## 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)

This billet is well suited for an officer coming off an XO sea tour; however, officers having completed a fleet Operations Officer assignment with a strong understanding of ship budgets, logistics, and scheduling are also encouraged.

## 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).

-Successful completion of Operations Officer sea tour required, completion of ship Executive Officer preferred.

-Familiarity with MO budget process is highly desirable.

-Background or affinity to maintaining and developing databases, data management, and data analytics critical for further development of SDAT (strong spreadsheet skills a must and general knowledge of databases a plus but not required).

-Knowledge of a wide-range of NOAA missions and fleet capabilities is preferred.

## 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 type="checkbox"/> Adaptability
LTJG (O2)		<input checked="" type="checkbox"/> Interpersonal Skills <input checked="" type="checkbox"/> Continuous Learning <input 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 type="checkbox"/> Human Capital Management <input checked="" type="checkbox"/> Financial Management <input type="checkbox"/> Technology Management
CAPT (O6) and RADM (O7/O8)		<input checked="" type="checkbox"/> External Awareness <input type="checkbox"/> Strategic Thinking <input checked="" type="checkbox"/> Political Savvy <input checked="" type="checkbox"/> Vision <input checked="" type="checkbox"/> Partnering

Leadership Development Comments (Optional)

Adheres to and implements an organizational vision to integrate national and program goals and priorities. Ability to demonstrate accountability and continuous improvement by making timely and effective decisions through strategic planning and implementation and evaluation of programs and policies, all while coalition building with our line office partners in the Fleet Working group.  
Ability to explain, advocate, and express facts and ideas in a convincing manner, and to negotiate with individuals or groups.

## 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)

-Knowledge of wide-range of NOAA missions and operations is preferred.



## 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).

Through this assignment, the officer will gain insight into all aspects of Marine Operations management and operations. The performance data and metrics central to this billet's responsibility are critical to tracking fleet performance, showing the fleet's value to the agency and Nation, and ultimately supporting increased utilization, funding, and fleet recapitalization.

Additionally, the officer will have the opportunity to gain:

- Knowledge of the project planning, funding, and execution process.
- Technical knowledge of spreadsheets, databases, and web app development.
- Interpret data and produce reports and guidance for senior leadership
- Policy development experience.

This officer is encouraged to use this billet as an opportunity to seek further career development training and/or academic coursework.

## SECTION 13 - CRITICAL SUCCESS CRITERIA

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

- Increase the utilization of the fleet through the Fleet Allocation Plan. Work with LOs to maximize NOAA fleet usage and seek outside agency supplemental projects.
- Timely production of fleet variable operations rates (ship day rates) developed for FAP development.
- SDAT customer service focus. Responsive to SDAT customer's needs and requests. Hold regular training sessions for each REFTRA class.
- Further improvement of fleet reporting metrics beyond the current "sea day" measurement. Measuring the effectiveness of sea days.
- Development of a fleet capabilities database that is maintainable.

## 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 MORGAN.NICHOLAS.CHARLES.1292288138 Digitally signed by MORGAN.NICHOLAS.CHARLES.1292288138  
ES.1292288138 Date: 2019.05.06 10:19:04 -07'00'

2. Date 2019-05-06

3. Name LCDR Nicholas C. Morgan, NOAA

4. Title/Position Fleet Performance Manager, PPSB

### 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 WETZLER.MARK.A.1006400325 Digitally signed by WETZLER.MARK.A.1006400325  
25 Date: 2019.05.30 15:28:34 -07'00'

2. Date 2019-05-30

3. Name CAPT Mark A. Wetzler, NOAA

4. Title/Position Chief, PPSB

### 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 Keith W. Roberts Digitally signed by ROBERTS.KEITH.W.1042165537  
CAPT Keith W. Roberts, NOAA Date: 2019.06.03 13:12:10 -07'00'

2. Date 2019-06-03

3. Name CAPT Keith W. Roberts, NOAA

4. Title/Position Deputy 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 KUZIRIAN.STEPHEN.C.1275637170 Digitally signed by KUZIRIAN.STEPHEN.C.1275637170  
37170 Date: 2019.06.06 13:55:43 -04'00'

2. Date 2019-06-06

3. Name CDR Stephen C. Kuzirian, NOAA

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 Michael J. Silah

2. Date 07 JUN 19

3. Name RADM Michael J. Silah, NOAA

4. Title/Position Director, NOAA Corps

Print Form

Submit to CPC (Reviewer Use Only)