

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION

A. Billet Number	0330	B. Billet Title	USCG Polar Icebreaker Liaison Officer
C. Grade Requested	O3 - LT	D. Type of Submission	Update on description of duties and responsibilities
E. Minimum amount of overlap between incumbent officer/reporting officer for continuity of duties	2 weeks		
F. Duty Type	SEA	G. Estimated Length of Assignment	2 years

SECTION 2 - DUTY STATION ADDRESS AND CONTACT INFORMATION

A. Street Address	1519 Alaskan Way S	B. Street Address					
C. City	Seattle	D. State	Washington	E. Country	United States	F. Zip Code	98132
G. Office	+1 (206) 217-6300	x		H. Mobile		I. Fax	

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor							
1. Name		2. Position	Operations Officer	3. Grade	O4		
4. Email		5. Office	+1 (206) 217-6300	x		6. Mobile	
B. Reporting Officer (2nd Level Supervisor)							
1. Name		2. Position	Executive Officer	3. Grade	O5		
4. Email		5. Office	+1 (206) 217-6300	x		6. Mobile	
C. Reviewer (Normally the Reporting Officer's Supervisor)							
1. Name	Kurt A. Zegowitz	2. Position	NOAA Liaison to USCG	3. Grade	O6		
4. Email	kurt.zegowitz@noaa.gov	5. Office	+1 (202) 372-1569	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			
3. Division		4. Branch		5. Section or Team	
B. NOAA Goal/Subgoal	Science and Technology Enterprise	C. Program	Marine Operations and Maintenance		
D. NOAA Org Code		E. NFC Org Code		F. Project-Task	

SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

DOC Strategic Goal: Promote environmental stewardship and enhance existing partnership with the United States Coast Guard

NOAA Mission: Science, Service, And Stewardship

USCG Mission: To protect the the public, the environment, and U.S. economic interests - in the nation's ports and waterways, along the coast, on international waters, or in any maritime region as required to support national security.

The USCGC HEALY is a polar icebreaker outfitted with advanced technology and provides a diverse platform ready to conduct a range of scientific missions. The USCGC HEALY performs hydrographic surveys, collects water quality and atmospheric data, and conducts biological sampling surveys. The USCGC Healy was officially commissioned 10 November 1999 and is the first unaccompanied United States surface vessel to reach the North Pole.

CGC POLAR STAR is the world's most powerful non-nuclear icebreaker. It deploys annually to break a channel into McMurdo Station, Antarctica to support the resupply of U.S. Antarctic Program facilities around the continent. The cargo and fuel delivered to McMurdo enable year round scientific research in the most inhospitable environment on earth. POLAR STAR was commissioned in 1976 and will remain in service until new Coast Guard heavy icebreakers come on line in 2024.

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

OOD Inport:

Manages a six to twelve person inport duty section. Carries out routine of the day. Responds to routine and non-routine circumstances, makes appropriate notifications. Other duties as assigned.

Deck Watch Officer:

Responsible for safe navigation and operation of icebreaker in icebound and open waters, including small boat and flight operations, over-the-side science sampling. Leads four member navigation watch. Evaluates risk of collision, briefs Commanding Officer, and maneuvers ship appropriately.

Other Duties:

Incumbent will be assigned other duties, as designated by the Commanding Officer, befitting the officer's individual skills and talents, and as needed to support shipboard operations, training, and administration.

This billet provides the incumbent with valuable logistical oversight and coordination of scientific operations, and a supervisory role which will prepare the officer for a future sea tour as Executive Officer. In addition, the incumbent will be prepared to serve in a wide variety of positions throughout NOAA.

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):**

In the role of OOD underway, the officer serves as the direct representative of the CO in managing the ship and all small boats assigned to the ship. The Officer will have a direct role in ensuring quality environmental data is collected, whether through ship sensors or through coordination with scientific personnel to obtain data via their instruments that are brought aboard. Officer will qualify as an ice navigator and be the primary officer in charge of the navigational watch during icebreaking operations, to include include initial fracture, channel grooming, and close ice escort of cargo ships and tankers.

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 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)

During prior assignments (sea and shore), demonstrated solid foundation in leadership philosophy and competent in communication skills required to lead and motivate others. Understands the values and mission statement of USCG personnel.

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)

- Meet physical standards for officers on sea duty as required by OMAO Medical Services Division and the USCG
- Secret Security Clearance
- Current US Official Passport
- Successful completion of REFTRA or USCG equivalents within 12 months of reporting

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).

- Educational requirements for entry into the NOAA Corps
- Completion of training requirements for promotion to LT
- Familiar with the practical aspects of the officer personnel system: OERs, HR Direct, payroll (leave), awards, training, promotion process, etc
- Understanding of USCG Command Structure and operational procedures.

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 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)

- Excellent opportunities for leadership development and team building.
 - Inter agency coordination: Significant interaction and partnership with USCG, NOAA Scientists, National Science Foundation and Academic Affiliations
 - Opportunities to excel in: Management of personnel during inport and underway, decision-making, consensus building, interpersonal communication skills, public speaking, briefing senior officers, project development, and various other areas.

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)

Operational development in challenging environmental conditions as well as operating in remote areas with limited access to emergency responders. Aboard the USCG Icebreakers the officer will have the unique opportunity to participate in daily operations of the USCG including rescue drills, response, and scientific data collection. Officers are strongly encouraged to pursue other developmental opportunities as available.

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).

- Leadership, technical and process experience by working closely and partnering with USCG and embarked scientists.
- Gain organizational management experience working within the the USCG Icebreakers Command.
- Thorough knowledge & understanding of Arctic navigation, data collection, equipment maintenance, and budget management.
- Experience planning for and responding to, emergency incidents underway such as oil releases, fire, or abandon ship.

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

- Qualification as OOD Underway
- Complete all requirements for designation as USCG Cutterman (NOAA SWO Equivalent)
- Complete and maintain core training classes and skill proficiency
- Performance of duties in a manner that indicates potential
- Recommendation by CO for assignment as XO during next sea tour

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

William C. Woityra

2. Date

2018.10.09

3. Name CDR William C. Woityra

4. Title/Position Chief, Ice operations Division, CG-WWM-3

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

Rajiv Khandpur

2. Date

2018.10.19

3. Name Mr. Rajiv Khandpur

4. Title/Position Chief, Waterways / Ocean Policy (CG-WWM)

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

Kurt A. Zegowitz CAPT / NOAA

2. Date

9 OCT 2018

3. Name CAPT Kurt A. Zegowitz, NOAA

4. Title/Position Liaison Officer to United States Coast Guard

D. Commissioned Personnel Center Endorsement

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

1. Signature

Stephen Kuzirian CDR / NOAA

2. Date

22 OCT 2018

3. Name CDR Stephen Kuzirian, NOAA

4. Title/Position Chief, OCMD

E. Director, NOAA Corps Endorsement

"I am the DIRECTOR, NOAA CORPS and I approve this billet."

1. Signature

Michael J. Silah

2. Date

29 OCT 18

3. Name RADM Michael J. Silah, NOAA

4. Title/Position Director, NOAA Corps

Print Form

Submit to CPC (Reviewer Use Only)