

## NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

### SECTION 1 - GENERAL INFORMATION

A. Billet Number	0591	B. Billet Title	Nautical Science and Underway Training Officer
C. Grade Requested	O3 - LT	D. Type of Submission	ANNUAL RECERTIFICATION
E. Minimum amount of overlap between incumbent officer/reporting officer for continuity of duties	1 Month		
F. Duty Type	FIXED SHORE	G. Estimated Length of Assignment	2 years

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

A. Street Address	US Coast Guard Academy	B. Street Address	15 Mohegan Avenue				
C. City	New London	D. State	Connecticut	E. Country	United States	F. Zip Code	06320
G. Office	+1 (860) 444-8689	x		H. Mobile		I. Fax	

### SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor							
1. Name	John M. McTamney, CDR/USCG	2. Position	Chief, Professional Maritime Studies	3. Grade	O5		
4. Email	John.M.Mctamney@uscg.mil	5. Office	+1 (860) 444-8495	x		6. Mobile	
B. Reporting Officer (2nd Level Supervisor)							
1. Name	John M. McTamney, CDR/USCG	2. Position	Chief, Professional Maritime Studies	3. Grade	O5		
4. Email	John.M.Mctamney@uscg.mil	5. Office	+1 (860) 444-8495	x		6. Mobile	
C. Reviewer (Normally the Reporting Officer's Supervisor)							
1. Name	Jeffrey Taylor, CDR/NOAA	2. Position	Chief, Officer Career Management Division	3. Grade	O5		
4. Email	Jeffrey.Taylor@noaa.gov	5. Office	+1 (301) 713-7748	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 mission of the United States Coast Guard Academy is to graduate young men and women with sound bodies, stout hearts and alert minds, with a liking for the sea and its lore, with that high sense of honor, loyalty and obedience which goes with trained initiative and leadership; well grounded in seamanship, the sciences and amenities, and strong in the resolve to be worthy of the traditions of commissioned officers in the United States Coast Guard in the service of their country and humanity.

A four-year Navigation and Nautical Science curriculum is delivered by the Professional Maritime Studies Branch culminating with the issuance of a 100-Ton Merchant Mariner Master's License at graduation for those cadets that meet all Coast Guard requirements. In addition to providing theory and application in the classroom, the material for these courses are reinforced with experiential learning in shipboard simulators and at the waterfront. The Professional Maritime Studies Branch serves as the program manager for the Ship Control and Navigation Training System (SCANTS), which includes two full mission bridge simulators and a multitude of advanced part-task simulators.

## 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. Serve as Nautical Science Instructor detailed to the USCG Academy, Cadet Division, Professional Maritime Studies Branch as 1 of 12 USCG, US Navy, and NOAA Lieutenants with the following duties during the academic year:
  - a. Nautical Science Instructor for up to 3 sections of accredited lecture courses for an average of 20 USCG cadets per section per semester, including teaching up to 9 contact hours per week covering various maritime subjects such as terrestrial and celestial navigation, maritime communications, nautical rules of the road, relative motion theory, collision avoidance, basic emergency procedures, and the USCG MMC Master 100 Ton course requirements.
  - b. Nautical Science Lab Instructor and Safety Officer for up to 3 sections of practical labs for 16 USCG cadets per section per semester, including teaching up to 9 contact hours per week covering the practical application of maritime skills, including underway shiphandling on 65' single-screw USCG T-Boats, practical VHF communications, and running part-task and full-mission bridge simulators.
2. Assist with USCG Academy Summer Training for 250 Second Class (junior) USCG cadets with the following possible duties during the 14-week Summer Training session:
  - a. Rules of the Road (ROTR) Instructor for intensive 1-week training sessions, ensuring all cadets pass the 50-question ROTR exam with a 90%, including coordinating test retakes and running required evening study sessions
  - b. T-Boat Safety Officer for intensive 1-week underway training sessions, ensuring cadets learn standard start-up and shut-down procedures and safely execute practical shiphandling maneuvers
  - c. Various underway TDY periods in support of cadet training activities
3. Fulfill USCG Academy watchstanding duties throughout the year with the following possible duties:
  - a. Chase Hall Duty Officer (CHDO) for the Commandant of Cadets, ensuring the safety and accountability of the entire 1,000 members of the Corps of Cadets as well as ensuring that the cadets follow all regulations and the Plan of the Day
  - b. Nautical Science Cadet Academic Assistance Program (CAAP) instructor or Writing and Reading Center (HWRC) instructor, tutoring cadets during evening study sessions
4. Fulfill Professional Maritime Studies and USCG Academy collateral duties throughout the year by serving as Nautical Science Course Coordinator; T-Boat, ROTR, or CAAP Coordinator; or Project Officer for various short- and long-term assignments.
5. Other duties as assigned

### 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

N/A

Grades of supervised personnel

N/A

Will the Officer lead people, but has no supervisory responsibilities?

☒ Yes ☐ No

Number of personnel led

205

Grades of personnel led, USCG Cadets, NOAA Ensigs

**2. Fiscal**

Will the Officer have budget responsibility?

No

Dollar Amount (K)

N/A

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):

N/A

**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)**

Training future officers is a great responsibility that demands extraordinary commitment on the part of those entrusted with their development. Interested officers must have a strong record of demonstrated leadership, commitment to both NOAA and USCG Core Values, impeccable personal appearance, superb communication skills, and aspire to be a role model for future officers.



## 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)

Daily representing the NOAA Corps and training future Deck Watch Officers and Engineering Officers of the USCG is an immense privilege and immense responsibility. Interested officers must have a strong record of demonstrated theoretical knowledge and practical skills in the maritime field.

A NOAA SWO qualification is required. USCG Merchant Mariner Credential (Master 100 Ton or eligibility to test for the same) and STCW certifications in BST, Radar, ARPA, GMDSS, Adv FF, OICNW, and BRM are highly recommended. Qualifications as NOAA Coxswain/OIC is not required but preferred. A Security Clearance (Secret) is not required but is 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).

Officers assigned to Professional Maritime Studies shall report on or about 01 JULY in accordance with USCG transfer season procedures. New Instructors MUST attend the annual USCG Academy Instructor Development Course (IDC) or the Educator Development Course (EDC) and New Faculty Orientation (NFO) before the academic year starts.

While not all of the following prerequisites will apply to NOAA Corps officers, interested officers should be in compliance with all corresponding NOAA policies and directives.

- Per the USCG COMDTINST M1000.8(series): Military Assignments and Authorized Absences, applicants for Special Duty Assignments must meet the following standard minimum qualifications: (1) Must consistently exhibit mature judgment, even temperament, tact, diplomacy, and discretion, (2) Have the abilities to correspond with and address the public pleasantly and confidently and to speak and write clearly, (3) No court-martial or felony convictions (federal, state or local) in the past six years, (4) No non-judicial punishment during the past four years, (5) No misdemeanor convictions (federal, state or local) in the past four years, (6) No alcohol incident during the past four years, (7) No unsatisfactory conduct mark during the past four years, (8) No individual factor average less than four during the last two years, (9) Must be eligible for the security clearance required for the assignment requested, (10) Have more than four years' active duty in the Coast Guard, (11) Qualify to operate a motor vehicle, hold a valid state-operating license, and have no history of repeated traffic violations, (12) A history of demonstrated financial responsibility; no record of excessive indebtedness or indication of non-payment of just debts, (13) Have sharp military bearing and a smart appearance. Must comply with weight standards contained in reference (I), Coast Guard Weight and Body Fat Standards Program Manual, COMDTINST M1020.8(series). Must not have been on probation for exceeding maximum allowable weight or body fat standards anytime in the past two years, (14) Must obligate service for a full tour in position assigned, and (15) Must serve at least two years in position commencing on the reporting date prior to voluntary retirement.

- In addition, applicants for Instructor Duty should (1) Demonstrate an interest in teaching, (2) Be able to work harmoniously with others, (3) Possess sound judgment, (4) Possess relevant expertise in the training field to which applying, and (5) For Special Missions Training Center, must be clean shaven.

- Although not considered mandatory, a good career pattern is very desirable. Special duty assignments should have a wide knowledge of the many duties and activities of the entire Coast Guard. A recent tour of sea or restricted duty also is desirable, but is not required.



## 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 checked="" type="checkbox"/> Creativity & Innovation <input checked="" 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 incumbent officer will interact frequently with cadets, junior and senior enlisted USCG members, civilian employees and professors, and junior and senior USCG officers. Taking command in the classroom will develop public speaking skills and command presence. Working alongside mid-grade USCG officers will develop organizational knowledge and enhance teamwork skills. Immersion in the "wardroom" of Professional Maritime Studies provides mentoring and professional development opportunities which are rarely available to NOAA Corps officers.

## 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)

The incumbent officer will continue to develop theoretical and practical maritime skills through daily explanation and application, including bridge watchstanding, shiphandling, navigation, ECDIS, radio communications, ROTR, collision avoidance, and bridge resource management. The incumbent will also learn USCG navigation standards and watchstanding procedures. He or she will be exposed to additional opportunities for learning, including celestial navigation, USCG proprietary navigation software, and running full-mission bridge simulations.

## 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).

The incumbent officer will significantly improve both professional maritime skills and leadership skills. In addition, the officer will have the opportunity for frequent quality interactions with USCG cadets outside of the classroom. As the sole NOAA Corps officer assigned to the USCG Academy, the officer will develop professional presence and will benefit from the guidance of senior USCG officers. Through the USCG Academy's licensing program, the officer will be able to learn about the USCG National Maritime Center policies and procedures and will be able to leverage that knowledge to assist NOAA Corps officers and civilian mariners through the credentialing process.

## SECTION 13 - CRITICAL SUCCESS CRITERIA

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

- Qualify as USCGA's training vessels' Safety Officer per SUPTINST 3530.2(series): Training Vessel Navigation Stds and Operating Procedures
- Qualify as USCG Instructor per the USCG Force Readiness Command (FORCECOM) Standard Operation Procedures
- Qualify as USCG Chase Hall Duty Officer (CHDO) per SUPTINST M5215.2(series): Regulations for the Corps of Cadets
- Successfully complete 15 teaching hours per week per semester, as evaluated by the Course Coordinators, end-of-course cadet surveys, and the Executive Officer of Professional Maritime Studies
- Submit all mid-term and final grades in a timely manner and in accordance with USCG Academy policies and regulations
- Successfully stand duty watches as assigned, in addition to teaching schedule
- Successfully complete collateral duties as assigned, in addition to teaching schedule and watchstanding



## 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 LEVINE.MICHAEL.G.1253816704 Digitally signed by  
LEVINE.MICHAEL.G.1253816704  
Date: 2019.10.23 16:26:48 -04'00'

2. Date 2019-10-23

3. Name CDR Michael G. Levine, NOAA

4. Title/Position Commanding Officer, NCOTC

### 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 MCTAMNEY.JOHN.MP.IV.1029868634 Digitally signed by  
MCTAMNEY.JOHN.MP.IV.1029868634  
Date: 2019.10.23 13:13:55 -04'00'

2. Date 2019-10-23

3. Name CDR John M. McTamney, USCG

4. Title/Position Chief, Professional Maritime Studies

### 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 *Jeffrey C. Taylor* CDR/NOAA

2. Date 31 Oct 2019

3. Name CDR Jeffrey C. Taylor, NOAA

4. Title/Position Chief, Officer Career Management Division

### D. Commissioned Personnel Center Endorsement

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

1. Signature *Devin R. Brakob* CAPT, NOAA "for"

2. Date 12/06/2019

3. Name CDR Jeffrey C. Taylor, NOAA

4. Title/Position Chief, Officer Career Management Division

### E. Director, NOAA Corps Endorsement

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

1. Signature *Devin R. Brakob* CAPT, NOAA "By Direction"

2. Date 12/06/2019

3. Name CAPT Devin R. Brakob, NOAA

4. Title/Position Director, Commissioned Personnel Center

Print Form

Submit to CPC (Reviewer Use Only)