

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION

A. Billet Number B. Billet Title
C. Grade Requested D. Type of Submission
E. Minimum amount of overlap between incumbent officer/reporting officer for continuity of duties
F. Duty Type G. Estimated Length of Assignment

SECTION 2 - DUTY STATION ADDRESS AND CONTACT INFORMATION

A. Street Address B. Street Address
C. City D. State E. Country F. Zip Code
G. Office x H. Mobile I. Fax

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor
1. Name 2. Position 3. Grade
4. Email 5. Office x 6. Mobile

B. Reporting Officer (2nd Level Supervisor)
1. Name 2. Position 3. Grade
4. Email 5. Office x 6. Mobile

C. Reviewer (Normally the Reporting Officer's Supervisor)
1. Name 2. Position 3. Grade
4. Email 5. Office 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 Chief of Operations at NOAA's Marine Operation Center - Atlantic (MOC-A) is located in Norfolk, VA. MOC-A oversees more than half of NOAA's fleet of multipurpose oceanographic, fisheries, and hydrographic survey vessels. The nine ships are home ported at six marine support facilities along the East Coast and in the Gulf of Mexico and they operate in both the Atlantic and Pacific Ocean basins. In addition, MOC-A manages NOAA's only global class research vessel. As Chief of Operations, the incumbent is responsible for liaising between the marine center and each of NOAA's line offices and partner federal agencies it serves. MOC-A's customers include but are not limited to Northeast Fisheries Science Center, Southeast Fisheries Science Center, Oceanic and Atmospheric Research, Ocean Exploration and Research, National Ocean Service, Office of Coast Survey Hydrographic Services Division, and the Environmental Protection Agency.

The incumbent advises the Fleet Working Group to develop the Fleet Allocation Plan; works with the ship commands to ensure schedules are executable; maintains and updates schedule changes; ensures metrics are captured on fleet utilization; reviews and finalizes project instructions; schedules and coordinates logistics for NOAA ships at MOC-A, along the East Coast, Gulf of Mexico and foreign ports worldwide. Assists and advises MOC-A command on issues such as personnel, staffing, facilities, budgets, operations, and policies. Officer expected to augment or staff vessels in need, assist with diving, safety training and public affairs activities.

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

Liaison for MOC-A among a wide variety of stakeholder programs, MO, and OMAO divisions. Ensure information regarding MOC-A ships and facility needs, requests, and actions are communicated clearly to all parties.

Provide advice and assistance to the Commanding Officer, MOC-A and Fleet Standardization Office on the establishment, revision, and implementation of policies related to NOAA fleet operations.

Coordinate logistical support, scheduling, and berthing for home ported and visiting ships at MOC-A. Provide assistance to NOAA ships as needed in other East Coast ports.

Review and approve metrics reporting by MOC-A ships to monitor project and sea day-type execution.

Coordinate the development of ship schedules by providing feedback to the Fleet Working Group. Manage program expectations with actual ship capabilities and provide advice on appropriate platform feasibility. Work with ship commands to develop detailed schedules that align with the Fleet Allocation Plan.

Manage and review project instructions from each program utilizing MOC-A ships.

Serve as Acting Executive Officer and/or Acting Commanding Officer, MOC-A in the XO and/or CO's absence. Assist the CO and XO with planning, managing, and administration of MOC-A staff and fleet. Backup approving authority for Bona-fide needs and travel when XO is away on travel or leave.

Manage Operations staff and other junior officers assigned to MOC-A (permanent and TDY).

Provide effective customer service to the fleet, OMAO, NOAA, and external partners.

Be an ambassador to the community by enhancing NOAA and MOC-A's presence in Norfolk.

Coordinate MOC-A events both on and off site.

Serve as Property Custodian for MOC-A.

On-scene lead in the event of natural or man made emergencies impacting staff and facilities.

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):**

MOC-A's fleet consists of 9 ships (FH, HB, EX, TJ, NF, RHB, PC, R2, GU). The government owned MOC-A facility consists of 2 buildings (administration/engineering and warehouse).

- 9 Leased GOV's and 2 Owned GOV's: Estimated value \$400k

- 2 Small Boats: Estimated Value \$225k

- MOC-A Property including IT and Heritage Assets: \$250k

- Plans and executes the facility Security Guard Contract: \$600k

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)	Leading Others	<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)		<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 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)	Leading Organizations	<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)

Preferred candidate will have successfully completed an Executive Officer tour of duty aboard a NOAA ship. A junior officer with acting time as Executive Officer will be considered on a case by case basis. Equivalent responsibilities as Operational Aircraft Commander will be considered.

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 security clearance

Meet physical standards for officers on sea duty as required by OMAO Medical Services Division

Current US Official Passport

Working Diver, Dive master and Small Boat Coxswain qualifications a plus but are 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).

Educational Requirements for entry into the NOAA Corps

Strong organizational and planning skills

Able to work and effectively communicate with all levels of management

Excellent written and oral communication skills

While no training is specified beyond the NOAA Corps requirements for LCDR, pursuit of additional leadership/management courses is recommended (OPM Courses, etc.)

Prior project management experience in DOC, NOAA Line, Staff, or Program office. Familiarity of OMAO policies and procedures, USCG credentialing requirements, USCG Certificates of Inspection; internal budgeting and personnel processes

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

Leadership Development Comments (Optional)

Officer relies heavily upon self and senior officers at the command to develop the greatest range of competencies. Leading self, others, and change ensures supervised personnel meet NOAA's mission goals in the midst of budgetary challenges and unforeseen operational conflicts. Officer will develop competencies of leading performance and change particularly with customer focus and human capital management. Officer will develop political savvy liaising between customers and leadership while balancing the strategic goals and vision of OMAO.

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).

Officers who are successful in this position should be well positioned for a tour of duty as Executive or Commanding Officer aboard a NOAA ship. Officers will gain familiarity with research missions conducted by a wide range of NOAA programs operating in waters around the world.

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

Ships supported by MOC-A are operationally equipped and suitable to support NOAA missions as per the Fleet Allocation Plan

Develop ship schedules in coordination with ship commands and meet deadlines set forth by OMAO for the Fleet Council.

Ensure programs meet suggested timelines for project planning, project instruction development, review, and approval.

Input from cruise evaluations and other feedback from the program and ship personnel are addressed in a timely manner to improve customer support.

Effective supervision of NOAA Corps officers. Meet timelines established by OER directives. Ensure officers meet own performance and training goals outlined in their IDP.

100% accountability of property and heritage assets.

Timely and effective office administration processes and responses with OMAO, NOAA and DOC.

Keeps leadership apprised of unforeseen changes to ship operations through reports and updates on/ahead of schedule (DUS report, OMAO staff meeting inputs, etc.)

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 CARRIER.JOSEPH.KELSO.III.1155373152 Digitally signed by
CARRIER.JOSEPH.KELSO.III.1155373152
Date: 2017.12.06 09:46:06 -05'00'

2. Date 2017-12-06

3. Name Joseph Carrier, LT/NOAA

4. Title/Position Chief of Operations, MOC-A

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 HANER.RUSSELL.G.1237217639 Digitally signed by
HANER.RUSSELL.G.1237217639
Date: 2017.12.12 10:18:27 -05'00'

2. Date 2017-12-12

3. Name Russell Haner, LCDR/NOAA

4. Title/Position Executive Officer, MOC-A

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 KOES.STEPHANIE.A.1249243759 Digitally signed by
KOES.STEPHANIE.A.1249243759
Date: 2017.12.19 13:58:47 -05'00'

2. Date 2017-12-19

3. Name Stephanie Koes, CDR/NOAA

4. Title/Position Commanding Officer, MOC-A

D. Commissioned Personnel Center Endorsement

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

1. Signature 

2. Date 2017-12-19

3. Name CDR Jeffrey Shoup, NOAA

4. Title/Position Chief, Officer Career Management Division

E. Director, NOAA Corps Endorsement

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

1. Signature  CAPT/NOAA

By Direction

2. Date 1/29/2018

3. Name RADM Michael Silah, NOAA

4. Title/Position Director, NOAA Corps

Print Form

Submit to CPC (Reviewer Use Only)