

## 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

DOC Strategic Goal: Promote environmental stewardship

NOAA Mission: Science, Service, and Stewardship

NOAA Science and Technology Enterprise Objective: Accurate and reliable data from sustained and integrated Earth observing systems

OMAO Mission: To safely and efficiently operate NOAA ships and aircraft, incorporate emerging data acquisition technologies, and provide a specialized professional team responsive to NOAA programs

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 and Underway - As direct representative of the CO, is responsible for the safe, efficient and effective operations of the vessel in port, for the safe navigation of the vessel, mission accomplishment, security and integrity of the ship, the proper observance of the Navigation Rules, conformance with Standing Orders, maintenance of routine Bridge records and ship's log, and management of the Bridge team. Trains JOODs towards qualification as OOD Inport and Underway.

Senior Watch Officer (SWO) - Meets MOC and Command requirements to earn SWO qualification, including an oral exam with at least two qualified SWOs. Trains OODs in all of the ship's operations, including docking and undocking evolutions. In the absence of the CO and XO while the ship is in port, serves as Acting CO.

Operations Officer (OPS) - Serves as the vessel's principle Project Officer for scientific projects on board. This function will be conducted in accordance with NOAA Project Management guidelines and MOC Procedures and includes planning, executing, and recording projects of the operational field season. More specifically, the officer:

- Drafts, routes, and updates Ship's annual operating schedule in coordination with the program and the MOC,
- Ensures that the most up-to-date ship schedule is posted on MOC web pages,
- Coordinates vetting and routing of Project Instructions in accordance with MOC timelines and guidance,
- Plans and facilitates the Pre and Post Project Meetings,
- Serves as principal liaison between ship and program (scientific) personnel before, during, and following a project,
- In coordination with the ship's electronic technicians, manages shipboard operational equipment ensuring that equipment including the SCS, TSG, weather observation tools, CTD, and other ship provided equipment used by the Program is maintained and working in accordance with manufacturer's and NOAA guidance,
- Prepares and posts the ship's Plan of the Day as required by the Commanding Officer,
- Updates and manages SDAT and provides daily ships activity and operations metrics in accordance with MOC guidelines,
- Ensures that a final Project Report and Evaluation is submitted to the MOC within 30 days of project completion,
- Drafts Operational Risk Assessments as required and actively participates in daily and operation specific risk assessments,
- Manages Survey department, if part of the ship's project complement: drafts annual Performance Plans, conducts Mid-Term and Final reviews, provides Professional Improvement Plans, and follows all applicable HR Guidelines,
- Provides the XO with performance comments for JO OERs,
- Serves as the first level back up to the ship's XO for submitting Time and Attendance and maintaining the ship's budget tracking systems.

In the performance of all duties, comply with all regulations and policies per the Document Management System (DMS), especially those policies relating to safety and environmental management.

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

~0-2

Grades of supervised personnel

WM - Survey Technicians

Will the Officer lead people, but has no supervisory responsibilities? ☒ Yes ☐ No

Number of personnel led

~5-15

Grades of personnel led

O-1, O-2, WM, Scientists, Technicians

**2. Fiscal**

Will the Officer have budget responsibility? No

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 and SWO, the OPS serves as the direct representative of the CO in managing the ship and all small boats assigned to the ship. In addition, the OPS has the lead role in ensuring that quality environmental data is collected, whether through ship (and small boat) sensors or through coordination with scientific personnel to obtain data via their instruments that are brought aboard.

**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 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)**

During prior assignments (sea and shore), demonstrated solid foundation in the competencies for Leading Self and the communication competencies for Leading Others. Through successful past performance, showed potential for assuming greater leadership responsibility.



## 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
- Secret security clearance
- Current US Official Passport
- Successful completion of REFTRA or equivalents (evaluated on a case by case basis) 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 (4.8 CEU of federal budgeting and supervisory training)
- Familiar with the practical aspects of the officer personnel system: OERs, records (OPF Online), payroll (leave), awards, training, promotion process, etc.
- Familiar with travel regulations and the procedures associated with authorizations and vouchers.
- Exposure to federal procurement and requirements for use of a purchase card, purchase order, and larger contract mechanisms (shipyards).
- Operation Risk Assessment and Project Management training are desirable in prospective OPS.

An OPS should be familiar with the DMS, especially the safety and environmental management policies.

## 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 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)

The officer will develop skills managing and leading the Survey department and serving as a peer/mentor for first tour Junior Officers. Evaluation experience will be gained through drafting performance plans and ratings, conducting mid-term and final reviews, and providing comments for JO OERs. This officer will also lead performance and change to accomplish the mission (Execution) through interactions with ship's crew and program personnel (Team Building & Influencing Others).

## 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)

Additional developmental activities can be required prior to OOD Underway and SWO qualification. Officers are strongly encouraged to pursue other developmental opportunities in the marine and dive areas or maintain these capabilities if already existing, some of which may be prerequisites for future XO and CO assignments, ship dependent.



## 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).

OPS should become familiar enough with the following to serve as a mentor or manage the activity for others:

- NOAA Corps officer personnel system: OERs, records (OPF Online), payroll (leave), awards, training, promotion process, etc.
- Travel regulations and the procedures associated with authorizations and vouchers.
- Time and attendance for wage mariners; including a more in-depth exposure to the various Union contracts aboard ship
- Procurement authorization and tracking with respect to purchase cards and purchase orders

OPS will gain experience in performance evaluations, both wage mariner and JO OERs. This includes an introduction to awards, discipline, etc.

Opportunities permitting, this officer will be get the opportunity to be involved in hiring processes - like serving on a panel that considers candidates for department head positions.

Logistic oversight and coordination responsibilities will prepare the incumbent for a wide variety of positions throughout NOAA programs. In particular, experience will be gained in Project Management, Performance Based Management with associated metric reporting and definition, and Operational Risk Management and Assessment.

An OPS will become more conversant with the DMS, especially the safety and environmental management policies.

## SECTION 13 - CRITICAL SUCCESS CRITERIA

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

- Qualification as OOD Underway
- Qualification as a SWO
- Served at least two weeks (preferably >4 weeks) as acting XO
  - \* Completed Time and Attendance on multiple occasions - fully capable on this task
  - \* Gain experience in tracking and reporting on status of ship's procurements and budget
- Served at least one successful stint as acting CO, Inport
- Performance of OPS duties indicates potential for assuming greater leadership responsibilities
- 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 PEREIRA.JEFFREY.G.129228 Digitally signed by  
8251 PEREIRA.JEFFREY.G.1292288251  
Date: 2019.08.24 10:13:26 -05'00'

2. Date 2019-08-24

3. Name LCDR Jeffrey G. Pereira, NOAA

4. Title/Position Executive Officer, NOAA Ship Pisces

### 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 PEREIRA.JEFFREY.G.129228 Digitally signed by  
8251 PEREIRA.JEFFREY.G.1292288251  
Date: 2019.08.24 10:13:42 -05'00'

2. Date 2019-08-24

3. Name LCDR Jeffrey G. Pereira, NOAA

4. Title/Position Executive Officer, NOAA Ship Pisces

### 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  Digitally signed by  
JASKOSKI.MATTHEW.J.1275636262  
Date: 2019.08.27 12:49:07 -04'00'

2. Date 2019-08-27

3. Name CDR Matthew Jaskoski, NOAA

4. Title/Position Executive 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  CDR/NOAIA


2. Date 28 Aug 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  CAPT, NOAA By Direction 8/29/2019

3. Name CAPT Devin R. Brakob, NOAA

4. Title/Position Director, Commissioned Personnel Center

Print Form

Submit to CPC (Reviewer Use Only)