

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION

Billet to CO# 5551

A. Billet Number	0793	B. Billet Title	Operations Officer, NOAA Ship Henry B. Bigelow
C. Grade Requested	O3 - LT	D. Type of Submission	PROPOSED NEW BILLET
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	NOAA Ship Henry B. Bigelow	B. Street Address	47 Chandler Street - Pier 2				
C. City	Newport	D. State	Rhode Island	E. Country	United States	F. Zip Code	02841
G. Office	+1 (541) 867-8929	x		H. Mobile	+1 (774) 487-7585	I. Fax	

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor							
1. Name	XO NOAA Ship Henry B. Bigelow	2. Position	XO, NOAA Ship Henry B. Bigelow	3. Grade	O4		
4. Email	XO.Henry.Bigelow@noaa.gov	5. Office	+1 (541) 867-8929	x		6. Mobile	+1 (774) 487-7585
B. Reporting Officer (2nd Level Supervisor)							
1. Name	CO NOAA Ship Henry B. Bigelow	2. Position	CO, NOAA Ship Henry B. Bigelow	3. Grade	O5		
4. Email	CO.Henry.Bigelow@noaa.gov	5. Office	+1 (541) 867-8929	x		6. Mobile	+1 (774) 487-7585
C. Reviewer (Normally the Reporting Officer's Supervisor)							
1. Name	XO, MOC-Atlantic	2. Position	XO, MOC-Atlantic	3. Grade	O5		
4. Email	XO.MOC.Atlantic@noaa.gov	5. Office	+1 (757) 441-6257	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	MO		
3. Division	MOC-A	4. Branch	Henry B. Bigelow	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.

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.

Ship Specific Overview: NOAA Ship Henry B. Bigelow supports NOAA's mission to protect, restore and manage the use of living marine, coastal, and ocean resources through ecosystem-based management. Its primary objective is to study and monitor Northeast Marine Fisheries, throughout the New England area. The ship also observes weather, sea state, and other environmental conditions, conducts habitat assessments, and surveys marine mammal and marine bird populations.

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 in port and underway - Direct representative of the CO and responsible for the safe, efficient and effective operation of the vessel both underway and in port. Underway, responsible for the safe navigation of the vessel, mission accomplishment, security and integrity of the ship, adherence to the Navigation Rules, conformance to CO's Standing Orders, maintenance of routine bridge records and ship's log, and management of the bridge team. Train JOODs towards qualification at OOD in port and underway.

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 and survey 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 in good working order, 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 (Shipboard Daily Activity Tracker) 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,
- Supervises Survey Department
- 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.

- Arrange winter and annual training for ship's crew in coordination with XO.
- Coordinate Port Logistics to ensure that needs of Ship and Program are all met.
- May serve as an additional method of purchasing for all departments as a government purchase card holder.
- May serve as ship's property officer, responsible for required documentation and property inventories are completed.

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

2

Grades of supervised personnel

WM Survey Technicians

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

Number of personnel led

10-15

Grades of personnel led

O-1, O-2, Wage Mariners, 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 instrumentation.

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 type="checkbox"/> Influencing Others <input type="checkbox"/> Developing Others <input checked="" type="checkbox"/> Execution
LCDR (O4)	Leading Performance and Change	<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)		<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)

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
 - Additional training, such as DP, ECDIS, NOAA Diver/Dive Master, MedPIC, and/or ECO is desirable, but not required.
- Ship specific operational prerequisites: Trawl and/or FSV experience desired.

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 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
- Successfully serve as OIC in port on at least one occasion
- 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 COLEGROVE.ANDREW.RAY
MOND.1292287646

Digitally signed by COLEGROVE.ANDREW.RAYMOND.1292287646
DN: c=US, o=U.S. Government, ou=DoD, ou=PKI, ou=NOAA,
cn=COLEGROVE.ANDREW.RAYMOND.1292287646
Date: 2018.11.29 10:28:36 -05'00'

2. Date 11/29/2018

3. Name LCDR Andrew Colegrove, NOAA

4. Title/Position XO, NOAA Ship Henry B. Bigelow

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 COLEGROVE.ANDREW.RAY
MOND.1292287646

Digitally signed by COLEGROVE.ANDREW.RAYMOND.1292287646
DN: c=US, o=U.S. Government, ou=DoD, ou=PKI, ou=NOAA,
cn=COLEGROVE.ANDREW.RAYMOND.1292287646
Date: 2018.11.29 10:28:49 -05'00'

2. Date 11/29/2018

3. Name LCDR Andrew Colegrove, NOAA

4. Title/Position XO, NOAA Ship Henry B. Bigelow

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: 2019.01.03 12:10:32 -05'00'

2. Date 2019-01-03

3. Name CDR Matthew Jaskoski, NOAA

4. Title/Position XO, Marine Operations Center - Atlantic

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.12756
37170

Digitally signed by
KUZIRIAN.STEPHEN.C.1275637170
Date: 2019.01.03 12:20:06 -05'00'

2. Date 2019-01-03

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 

2. Date JAN 22 2019

3. Name RADM Michael J. Silah, NOAA

4. Title/Position Director, NOAA Corps

Print Form

Submit to CPC (Reviewer Use Only)