

## NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

### SECTION 1 - GENERAL INFORMATION

|   |         |                                   |  |  |  |
|---|---------|-----------------------------------|--|--|--|
| A. Billet Number  | 0913    | B. Billet Title                   | Operations Officer, NOAA Ship Oscar Dyson (DY) |  |  |
| 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 | 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 Oscar Dyson |          | B. Street Address | 727 Shelikof St. Pier #2 |               |
| C. City           | Kodiak                | D. State | Alaska            | E. Country               | United States |
| F. Zip Code       | 99615                 |          |                   |                          |               |
| G. Office         | +1 (541) 867-8911     | x        |                   | H. Mobile                |               |
| I. Fax            |                       |          |                   |                          |               |

### SECTION 3 - OFFICER EVALUATION REPORTING

|   |                           |  |             |                           |   |
|---|---------------------------|--|-------------|---------------------------|---|
| A. Supervisor   |                           |  |             |                           |   |
| 1. Name   | XO, NOAA Ship Oscar Dyson |  | 2. Position | XO, NOAA Ship Oscar Dyson |   |
| 3. Grade  | O4                        |  |             |                           |   |
| 4. Email  | xo.oscar.dyson@noaa.gov   |  | 5. Office   | +1 (541) 867-8911         | x |
| 6. Mobile   |                           |  |             |                           |   |
| B. Reporting Officer (2nd Level Supervisor)               |                           |  |             |                           |   |
| 1. Name   | CO, NOAA Ship Oscar Dyson |  | 2. Position | CO, NOAA Ship Oscar Dyson |   |
| 3. Grade  | O5                        |  |             |                           |   |
| 4. Email  | co.oscar.dyson@noaa.gov   |  | 5. Office   | +1 (541) 867-8911         | x |
| 6. Mobile   |                           |  |             |                           |   |
| C. Reviewer (Normally the Reporting Officer's Supervisor) |                           |  |             |                           |   |
| 1. Name   | XO, MOC-P                 |  | 2. Position | XO, MOC-P                 |   |
| 3. Grade  | O5                        |  |             |                           |   |
| 4. Email  | xo.moc.pacific@noaa.gov   |  | 5. Office   | +1 (541) 867-8702         | 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 | MOP-DY      |                                   |  |
| 3. Division             | MOC-P                             | 4. Branch                 | Oscar Dyson | 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: Provide acoustically silent data gathering platform, primarily for NOAA NMFS's Alaska Fisheries Science Center (AFSC) and OAR's Pacific Marine Environmental Laboratory (PMEL), on a variety of scientific missions including Oceanography, Fisheries, ROV and buoy deployment and recoveries, and marine mammal observations and studies. Operating area primarily covers the North Pacific Ocean, Gulf of Alaska, and Bering Sea, sometimes including more distant waters.

## 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 - 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:

- Ensures that the most up-to-date ship schedule is provided to Marine Operations for posting on websites;
- 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 after a project;
- Prepares and posts the ship's plan of the day (POD) as required by the commanding officer;
- Updates and manages Shipboard Daily Activity Tracker (SDAT) and provides daily 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 personnel;
- In coordination with the ship's electronic technicians and survey technicians, manages shipboard operational equipment including the SCS, TSG, PCO2, weather observation tools, and CTD, and ensures that all ship-provided equipment is maintained in accordance with manufacturer's and NOAA guidance, and in good working order;
- Provides the XO with performance comments for JO OERs;
- Assists the ship's XO with submitting time and attendance (T&A) and maintaining the ship's budget tracking systems;
- Coordinates port logistics to ensure that the needs of the ship and program are all met;
- Serves as an additional method of purchasing for all departments as a government purchase card holder.
- Completes other collateral duties as assigned or directed;
- Complies with all regulations and policies per the Document Management System (DMS) in the performance of all duties, 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 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 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 is responsible for ensuring that quality environmental data is collected, whether through ship and small boat sensors, or through coordination with scientific personnel to obtain data via 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<br><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<br><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<br><input type="checkbox"/> Influencing Others <input checked="" 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<br><input type="checkbox"/> Customer Focus <input type="checkbox"/> Entrepreneurship  |
| CDR (O5)                         |                                | <input type="checkbox"/> Creativity & Innovation <input type="checkbox"/> Human Capital Management<br><input type="checkbox"/> Financial Management <input type="checkbox"/> Technology Management  |
| CAPT (O6)<br>and<br>RADM (O7/O8) | Leading Organizations          | <input type="checkbox"/> External Awareness <input type="checkbox"/> Strategic Thinking <input type="checkbox"/> Political Savvy<br><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)

- Trawling and/or FSV experience is highly preferred for this position.
- Meet physical and medical standards for officers on sea duty as required by OMAO Medical Services Division;
- Maintain Secret security clearance;
- Maintain current US Official Passport;
- Successful completion of refresher training (REFTRA) within 12 months of reporting;
- Additional training, such as DP, ECDIS, NOAA Diver/Dive Master, MedPIC, and/or ECO is desirable, but 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;
- Completion of training requirements for promotion to LT;
- 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);
- Operational Risk Assessment and Project Management training are desirable in prospective OPS;
- Familiarity 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<br><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<br><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<br><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<br><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<br><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<br><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 providing comments for JO OERs and conducting performance appraisals for survey department personnel. 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

|   |
|---|
| <b>A. Marine Development</b><br><input checked="" type="checkbox"/> Officer of the Deck <input checked="" type="checkbox"/> Senior Watch Officer <input checked="" type="checkbox"/> ECDIS <input checked="" type="checkbox"/> Dynamic Positioning <input checked="" type="checkbox"/> Boat Deployment <input type="checkbox"/> MedPIC<br><input type="checkbox"/> Coxswain/OIC <input type="checkbox"/> HAZWOPER <input type="checkbox"/> AUV Deployment <input type="checkbox"/> U/W UAS Deployment <input checked="" type="checkbox"/> Buoy/Mooring Qualified<br><input checked="" type="checkbox"/> Trawl Qualified <input type="checkbox"/> Longline Qualified <input type="checkbox"/> Hydro Launch PIC <input type="checkbox"/> Foreign Port Calls |
| <b>B. Aviation Development</b><br><input type="checkbox"/> Co-Pilot <input type="checkbox"/> Pilot <input type="checkbox"/> Aircraft Commander <input type="checkbox"/> Mission Commander <input type="checkbox"/> Instructor Pilot <input type="checkbox"/> Hurricane Qualified<br><input type="checkbox"/> Alaska/Wilderness Qualified <input type="checkbox"/> Flight Meteorologist <input type="checkbox"/> International Flights <input type="checkbox"/> UAS Pilot  |
| <b>C. Dive Development</b><br><input type="checkbox"/> Scientific Diver <input type="checkbox"/> Working Diver <input type="checkbox"/> Advanced Working Diver <input type="checkbox"/> Master Diver <input type="checkbox"/> Dive Master <input type="checkbox"/> Dive Medic<br><input type="checkbox"/> Unit Diving Supervisor  |
| <b>D. Additional Operational Development (security clearances, special training) or Operational Development Comments (Optional)</b><br>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 operations 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 the following areas:

- Performance evaluations, both wage mariner and JO OERs.
- Introduction to WM personnel system, including awards, discipline, hiring actions, time and attendance, etc.;
- Logistic oversight and coordination responsibilities that will prepare the officer for a wide variety of positions throughout NOAA programs.
- Operational risk management and assessment, project management, and performance based management with associated metric reporting and definition;
- OMAO 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.
- Performance plans, appraisals, and mid-year evaluations for survey dept personnel are completed and submitted by deadlines.
- Served at least two weeks (preferably >4 weeks) as acting XO in port and underway:
  - \* 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.
- Command endorsement 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 DWYER.LAURA.ELIZABETH.1  
019496739

Digitally signed by  
DWYER.LAURA.ELIZABETH.1019496739  
Date: 2019.09.06 13:22:53 -08'00'

2. Date 2019-09-05

3. Name LT Laura Dwyer, NOAA

4. Title/Position Operations Officer, NOAA Ship Oscar Dyson

### 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 

Digitally signed by NOBLITT.GAYLORD.CARLYLE.IV.1396611542  
DN: c=US, o=U.S. Government, ou=DoD, ou=PKI, ou=NOAA,  
cn=NOBLITT.GAYLORD.CARLYLE.IV.1396611542  
Date: 2019.09.06 11:49:31 -08'00'

2. Date 2019-09-05

3. Name LT Carl Noblitt, NOAA

4. Title/Position XO, NOAA Ship Oscar Dyson

### 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 DUNCAN.SARAH.K.12717189  
14

Digitally signed by  
DUNCAN.SARAH.K.1271718914  
Date: 2019.09.06 10:27:21 -08'00'

2. Date 2019-09-05

3. Name CDR Sarah K. Duncan, NOAA

4. Title/Position CO, NOAA Ship Oscar Dyson

### 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 10 Sep 2019

3. Name CDR Jeffrey C. Taylor, NOAA

4. Title/Position Chief, OCMD

### E. Director, NOAA Corps Endorsement

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

1. Signature 

**By Direction**

2. Date 9/17/2019

3. Name CAPT Devin R. Brakob, NOAA

4. Title/Position Director, ~~NOAA Corps~~ **CPC**

Print Form

Submit to CPC (Reviewer Use Only)