

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION

| | | | | | |
|---|---------------------|-----------------------------------|---------------------------------------|--|--|
| A. Billet Number | 0914 | B. Billet Title | Junior Officer, NOAA Ship Oscar Dyson | | |
| C. Grade Requested | O1 - ENS | D. Type of Submission | ANNUAL RECERTIFICATION | | |
| E. Minimum amount of overlap between incumbent officer/reporting officer for continuity of duties | No Overlap Required | | | | |
| 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 | 272 Shelikof St, City Pier #2 | | | | |
| C. City | Kodiak | D. State | Alaska | E. Country | United States | F. Zip Code | 99615 |
| G. Office | | x | | H. Mobile | | I. Fax | |

SECTION 3 - OFFICER EVALUATION REPORTING

| | | | | | | | |
|---|------------------------------|-------------|----------------------------------|----------|----|-----------|--|
| A. Supervisor | | | | | | | |
| 1. Name | LT Carl G. Rhodes, NOAA | 2. Position | Acting XO, NOAA Ship Oscar Dyson | 3. Grade | O3 | | |
| 4. Email | xo.oscar.dyson@noaa.gov | 5. Office | | x | | 6. Mobile | |
| B. Reporting Officer (2nd Level Supervisor) | | | | | | | |
| 1. Name | LCDR Michael G. Levine, NOAA | 2. Position | CO, NOAA Ship Oscar Dyson | 3. Grade | O4 | | |
| 4. Email | co.oscar.dyson@noaa.gov | 5. Office | | x | | 6. Mobile | |
| C. Reviewer (Normally the Reporting Officer's Supervisor) | | | | | | | |
| 1. Name | CDR Joe C. Bishop, NOAA | 2. Position | Executive Officer, MOC-P | 3. Grade | O5 | | |
| 4. Email | xo.moc.pacific@noaa.gov | 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 | OMAO | 2. Office, Center, or Lab | MO | | | | |
| 3. Division | MOC-P | 4. Branch | | 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.

Safely navigate NOAA vessels, gain technical knowledge and experience, and accomplish mission objectives.

SECTION 6 - DUTIES AND RESPONSIBILITIES

6A. Description of Duties and Responsibilities

The junior officer must finish their Officer of the Deck (OOD) workbook, and gain the OOD underway qualification to stand a navigation watch without direct supervision. This qualification puts to use the knowledge gained during BOTC to ensure the safe operation of the vessel. Furthermore, the OOD is responsible for mission accomplishment, security and integrity of the ship, while maintaining proper observance of Navigation Rules and Standing Orders. The OOD must also maintain bridge records and ship's log. In addition, the junior officer may be assigned by the CO any of the following collateral duties depending of the needs of the ship.

Collateral Duties:

- Navigation officer: corrects reviews and update navigation charts and publications; ensures planned voyages and bridge navigation equipment are consistent with prudent seamanship.
 - Safety officer: Responsible for inspections and maintenance of all shipboard safety equipment. Plans and implements safety training and drills; coordinates preparations for fleet inspection.
 - Property officer: Maintains the ship's property inventory; arranges for the transfer and disposal of accountable property; maintains the on-line property database.
 - Small boat officer: Ensures small boats follow NOAA's Small Boat Program and OMAO requirements; coordinate the safe use of small boats; ensures scheduled maintenance occurs and is recorded.
 - Vessel security officer: Coordinates ship's security and ensures officers and crew follow the security plan.
 - Mess treasurer: Manages mess bills following NOAA requirements.
 - Imprest officer: Manages ship's Imprest Fund following required protocols; handles reimbursements and payment of commuted subsistence.
 - Vehicle officer: Maintains vehicle (GOV, owned and rentals) logs and arranges vehicle maintenance. Reports damage or abuse to CO.
 - Ship's store officer: Maintains inventory, conducts sales, and manages.
 - Medical officer/Lead MPIC: Manage ships formulary, conduct health and sanitation inspections, perform routine medical care of crew and embarked scientific staff, and respond to medical emergencies.
 - Key officer: Manages inventory and logs of ships keys.
 - Log officer: Manages deck and weather logs and ensures they are sent to MOC-P once reviewed and signed by CO/XO.
 - Training officer: Coordinates training of ships crew.
 - MWR and Morale Officer: Uploads info monthly for the MOC monthly MWR news letter, leads morale events on board.
 - Sea service officer: Drafts sea service letters for embarked crew and augmenters.
 - Purchase card holder: Manage purchases as assigned by approving official within DOC purchase/procurement regulations
- Additional responsibilities:
- Provides the XO with performance comments for own OERs.
 - Is familiar with all aspects of vessel operations. By understanding the operations, the junior officer can identify and rectify unsafe practices.
 - Gains familiarity with mission profiles, activities, and technologies.
 - Leads self, stays on task and keeps productivity and wellness levels with in operational norms.

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):

As an OOD, the JO serves as a direct representative of the CO and will be responsible for assisting in managing the ship, small boats, computers, shipboard cash fund, government vehicles, shipboard property, shoreside facilities, and other items related to the ship and its mission.

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 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 completion of Basic Officer Training Class (BOTC), demonstrated solid foundation in the competencies for Leading Self and 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 Official US Passport
- Successful completion Basic Officer Training Class (BOTC)
- USCG STCW Basic Safety Training

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.
- 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.
- Familiar with NOAA Corps Directives, structure/chain of command for uniformed service.

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 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 type="checkbox"/> Leveraging Diversity <input checked="" type="checkbox"/> Influencing Others <input 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 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)

This officer will have increasing responsibilities that will prepare him/her for future assignments. The officer will be given numerous opportunities to lead self and others. Adaptability and Interpersonal skills learned during the first sea tour will be essential for a successful career in NOAA Corps. Officer should ensure they receive competencies that will prepare them to be competitive for a Operations Officer tour.

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)

Officer will become proficient in all shipboard small boat operations, conning the vessel in and out of port, conning the vessel to/from the pier.

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).

- Learn specifics of NOAA vessel and program's mission.
- Become proficient in core scientific data collection operations including (but not limited to) trawling, side-station sampling (CTDs, plankton nets, etc.), mooring deployment & recovery, stern deployed sampling gear (beam trawls, Methot, etc.)
- 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.
- Procurement authorization and tracking with respect to purchase cards and purchase orders.

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

- Qualification as OOD In-port and Underway.
- Successful performance of JO duties indicates potential for assuming greater leadership responsibilities.
- Recommendation by supervisor for a future sea assignment as Operations Officer.
- Recommendation by Command for promotion.

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 RHODES.CARL.GEORGE.1288395868
2016.06.30 14:03:20 -08'00'

2. Date 6/30/2016

3. Name LT Carl G. Rhodes, NOAA

4. Title/Position Acting XO, 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 RHODES.CARL.GEORGE.1288395868
2016.06.30 13:44:26 -08'00'

2. Date 6/30/2016

3. Name LT Carl G. Rhodes, NOAA

4. Title/Position Acting 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

Joe C. Bishop

Digitally signed by
BISHOP.JOE.C.1125064902
Date: 2016.06.30 16:31:33 -07'00'

2. Date 2016-06-30

3. Name CDR Joe C. Bishop, NOAA

4. Title/Position Executive Officer, MOC-P

D. Commissioned Personnel Center Endorsement

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

1. Signature BRAKOB.DEVIN.ROY.104550
7200

Digitally signed by
BRAKOB.DEVIN.ROY.1045507200
Date: 2016.07.07 09:54:31 -04'00'

2. Date 2016-07-07

3. Name CDR Devin R. Brakob, NOAA

4. Title/Position Chief, Officer Career Management Division

D. Director, NOAA Corps Endorsement

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

1. Signature

Amilynn E. Adams, CAPT/NOAA

2. Date 2016-10-17

3. Name CAPT Amilynn E. Adams, NOAA

4. Title/Position Director, Commissioned Personnel Center

Print Form

Submit to CPC (Reviewer Use Only)