

## NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

### SECTION 1 - GENERAL INFORMATION

A. Billet Number	0952	B. Billet Title	Operations Officer, NOAA Ship Oscar Elton Sette (SE)		
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 Daniel K. Inouye Regional Center	B. Street Address	1897 Ranger Loop, Ford Island Bldg 184				
C. City	Honolulu	D. State	Hawaii	E. Country	United States	F. Zip Code	96818
G. Office	+1 (808) 725-5790	x		H. Mobile		I. Fax	

### SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor							
1. Name	XO, NOAAS Oscar Elton Sette	2. Position	Executive Officer, NOAAS Oscar Elton Sette	3. Grade	O4		
4. Email	XO.Sette@noaa.gov	5. Office	+1 (808) 725-5790	x		6. Mobile	
B. Reporting Officer (2nd Level Supervisor)							
1. Name	CO, NOAAS Oscar Elton Sette	2. Position	CO, NOAAS Oscar Elton Sette	3. Grade	O5		
4. Email	CO.Sette@noaa.gov	5. Office	+1 (808) 725-5790	x		6. Mobile	
C. Reviewer (Normally the Reporting Officer's Supervisor)							
1. Name	Commanding Officer, MOC-PI	2. Position	Commanding Officer, MOC-PI	3. Grade	O5		
4. Email	co.moc.piac@noaa.gov	5. Office	+1 (808) 725-5761	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-SE		
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

NOAA Ship Oscar Elton Sette supports the scientific missions of NOAA's National Marine Fisheries Service Pacific Islands Science Center in Honolulu, Hawaii. The ship normally operates throughout the central and western Pacific, and conducts fisheries assessment surveys, physical and chemical oceanography, marine mammal projects and coral reef research.

## 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 or OIC.

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:

- Coordinates vetting and routing of Project Instructions in accordance with MOC time-lines 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 Survey Tech, 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/Week as required by the Commanding Officer,
- Updates and manages SDAT and provides daily ships activity and operations metrics in accordance with MOC guidelines,
- Drafts Operational Risk Assessments as required and actively participates in daily and operation specific risk assessments,
- 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,
- The OPS directly supervises the Survey Tech and/or Senior Survey Tech,
- The OPS will also be assigned various collateral duties.

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

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 has the lead role in ensuring 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)		<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 equivalent (evaluated on a case by case basis) within 12 months of reporting
- Additional training, such as 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).
- 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.

#### Desirable Qualifications:

- Recommendation of an OPS tour on an OER or other document in Service Record.
- Tour of duty at shore facility under cognizance of major line to which the majority of the ship's sea day allocation is dedicated.
- NOAA Diver and/or Dive Master Certifications



## 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. 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.

In addition, the position prepares the officer for a subsequent sea tour as XO.

## 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 HALONEN.JARED.ROSS.1405954407  
Digitally signed by HALONEN.JARED.ROSS.1405954407  
DN: c=US, o=U.S. Government, ou=DoD, ou=PKI,  
ou=NOAA, cn=HALONEN.JARED.ROSS.1405954407  
Date: 2019.08.26 14:34:54 -10'00'


2. Date 2019-08-26

3. Name LT Jared R. Halonen, NOAA

4. Title/Position Executive Officer, NOAAS Oscar Elton Sette

## 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 CARRIER.JOSEPH.KELSO.III.1155373152  
Date: 2019.08.26 15:25:05 -10'00'

2. Date 2019-08-26

3. Name LCDR Joseph K. Carrier III, NOAA

4. Title/Position Executive Officer, NOAAS Oscar Elton Sette

## 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 SHOUP.JEFFREY.D.12367913  
Digitally signed by SHOUP.JEFFREY.D.1236791366  
Date: 2019.09.04 14:20:21 -10'00'


2. Date 2019-09-04

3. Name CDR Jeffrey D. Shoup, NOAA

4. Title/Position Commanding Officer, MOC-PI

## D. Commissioned Personnel Center Endorsement

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

1. Signature   
Digitally signed by TAYLOR.JEFFREY.C.1186767825  
Date: 2019.09.05 09:49:26 -04'00'


2. Date 2019-09-05

3. Name CDR Jeffrey C. Taylor

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 

2. Date 09/09/2019

3. Name RADM Michael J. Silah, NOAA

4. Title/Position Director, NOAA Corps

Print Form

Submit to CPC (Reviewer Use Only)