

## NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

### SECTION 1 - GENERAL INFORMATION

A. Billet Number	4610	B. Billet Title	NDBC, Special Projects Officer
C. Grade Requested	O2 - LTJG	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	FIXED SHORE	G. Estimated Length of Assignment	3 years

### SECTION 2 - DUTY STATION ADDRESS AND CONTACT INFORMATION

A. Street Address	National Data Buoy Center, Bldg 3205	B. Street Address					
C. City	Stennis Space Center	D. State	Mississippi	E. Country	United States	F. Zip Code	39529
G. Office	228-688	x	3295	H. Mobile		I. Fax	

### SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor							
1. Name	Stephen G. Cucullu	2. Position	Operations Branch Chief, OPS22	3. Grade	GS 15		
4. Email	stephen.cucullu@noaa.gov	5. Office	228-688	x	3804	6. Mobile	
B. Reporting Officer (2nd Level Supervisor)							
1. Name	Helmut H. Portmann	2. Position	Director, National Data Buoy Center	3. Grade	SES-All		
4. Email	helmut.portmann@noaa.gov	5. Office	228-688	x	9674	6. Mobile	
C. Reviewer (Normally the Reporting Officer's Supervisor)							
1. Name	CAPT Stephanie Koes	2. Position	Deputy for Resource Management and Analysis	3. Grade	O6		
4. Email	stephanie.koes@noaa.gov	5. Office	301-427	x	9674	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	NWS	2. Office, Center, or Lab	NDBC		
3. Division	Operations	4. Branch	Special Projects	5. Section or Team	W/OPS22
B. NOAA Goal/Subgoal	Weather & Water	C. Program	IOOS		
D. NOAA Org Code	WG9520	E. NFC Org Code		F. Project-Task	

## SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

The National Data Buoy Center (NDBC) as part of the National Weather Service (NWS), designs, develops, operates, and maintains a network of moored buoys and coastal stations throughout the world's oceans, seas, and lakes for the purpose of providing real-time, oceanographic, and meteorological observations to a wide variety of stakeholders and users (e.g., federal, state, academic, and private industry stakeholders). These observations add value to a diverse spectrum of civil use applications including severe and routine weather forecasting; improved coastal ocean circulation models; commercial and recreational marine transportation and fishing; and environmental monitoring and research. The high quality ocean and coastal observations are used in direct support of short range and extended range NWS forecasts, Warnings, and Watches; and provides users with observations needed for safe commercial and marine recreation activities.

The NDBC program is composed of four formal NOAA Observing Systems of Record: (1) Coastal Weather Buoys (CWB), (2) land-based C-MAN stations, (3) Tropical Atmosphere Ocean Array (TAO), and (4) the Deep-ocean Assessment and Reporting of Tsunamis (DART). Each system transmits observations and data via satellite that are processed, quality controlled, and disseminated for public release in near real-time. NDBC is also the operational lead for the deployment and recovery of each buoy system within its program.

## 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

1. Manage NOAA, government, and non-government owned platform operation efforts in support of NDBC operations.
2. Individual project management and participation on NDBC project teams.
3. Assist NDBC staff with product and technique development.
4. Provide direct liaison between NDBC and NOAA OMAO.
5. Co-Line Office Representative for NWS on the Fleet Working Group.
6. Coordinate vessel requests between NDBC and other federal agencies.
7. Develop environmental consultation requests and documentation.
8. NDBC Vessel Operations Coordinator for NOAA Small Boat Program (2 Workboats- Rigid Hull Inflatable Boats (RHIBs)).
9. Inspect commercial vessels and operators to determine capability for supporting NDBC buoy servicing deployments, and retrieval operations.
10. Sea duty or field service required.
11. Seek and participate in NDBC outreach efforts.

### 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 8-15

Grades of personnel led GS 7-13, O1 to O3, WG 5-9

**2. Fiscal**

Will the Officer have budget responsibility? Yes - Planning

Dollar Amount (K) \$600K

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):

2-RHIBs, for service operations, ~\$40,000 each.

**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 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 checked="" type="checkbox"/> Entrepreneurship
CDR (O5)	Leading Performance and Change	<input checked="" 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)**

-Ability to work openly with a multitude of individuals, share new ideas, and manage competing priorities.

-Ability to problem solving, manage conflicts, and plan events.

## 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)

-Buoy/ Mooring qualification would aid in the understanding of the construction and deployment of NDBC buoy assets.  
-Scientific/ Working diver qualification is optional but would aid in the understanding of NOAA regulations in the event of a buoy recovery mission. Also, opportunities exist to retain dive orders in support of ship husbandry dives aboard NOAA ships in the area.

## 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).

- None.  
-However organization, project management, and multi-tasking skills would be a plus.  
-Experience working in a dynamic environment with competing missions would improve the incumbents success.

## 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)	Leading Others	<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)		<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)		
-Project Management Professional, Contracting Officer Representative (COR), and Environmental Policy training. -Expected to fill leadership roles in problem solving, conflict management, project development, event planning, and customer sourcing.		

## SECTION 11 - OPERATIONAL DEVELOPMENT

<b>A. Marine Development</b> <input type="checkbox"/> Officer of the Deck <input type="checkbox"/> Senior Watch Officer <input type="checkbox"/> ECDIS <input type="checkbox"/> Dynamic Positioning <input type="checkbox"/> Boat Deployment <input type="checkbox"/> MedPIC <input type="checkbox"/> Coxswain/OIC <input type="checkbox"/> HAZWOPER <input checked="" type="checkbox"/> AUV Deployment <input checked="" type="checkbox"/> U/W UAS Deployment <input checked="" type="checkbox"/> Buoy/Mooring Qualified <input 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> <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 <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> <input type="checkbox"/> Scientific Diver <input type="checkbox"/> Working Diver <input checked="" type="checkbox"/> Advanced Working Diver <input type="checkbox"/> Master Diver <input type="checkbox"/> Dive Master <input type="checkbox"/> Dive Medic <input type="checkbox"/> Unit Diving Supervisor
<b>D. Additional Operational Development (security clearances, special training) or Operational Development Comments (Optional)</b> -Opportunities to coordinate with or temporarily deploy with NOAA, UNOLS, USCG, and commercial vessels to enhance one's knowledge of buoys, buoy systems, and operational considerations. -Enhanced maritime domain awareness through monitoring adrift buoys, NOAA and partner gliders, and vessel locations. -Develop and coordinate maintenance service schedules.

## 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).

- Program and Project Management skills through practical applications, FAC- P/PM, PMP, and/or PMBOK.
- FAC-COR Level 1 (contracting), with the potential for level 2, to assist NDBC with vessel, purchasing, or personnel contracts.
- Government Purchase Card holder, or Designated Procurement Agent (DPA) qualifications.
- Potential to develop data quality control, data analysis, and data management skills.
- Participation in the Fleet Working Group increases one's awareness of ship time acquisition and project allocations.
- Engineering and IT applications through hands on, on the job training.

## SECTION 13 - CRITICAL SUCCESS CRITERIA

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

- Effective communication, both verbally and in writing.
- Identification of risks and support of mitigation measures involved with planning operational requirements.
- Ability to work in dynamic environments as part of a team and across program offices.
- Adaptable to shifting time lines and competing priorities.
- Ability to follow through and follow up with internal processes and external partners.

## 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 JARLENSKI.LAUREN.BRIDGE Digitally signed by JARLENSKI.LAUREN.BRIDGE.1504527391  
T.1504527391 Date: 2019.07.23 13:20:20 -05'00'

2. Date 23Jul2019

3. Name LTJG Lauren Jarlenski

4. Title/Position Special Projects Officer, OPS22, NDBC

### 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 CUCULLU.STEPHEN.GERAR Digitally signed by CUCULLU.STEPHEN.GERARD.1118166856  
D.1118166856 Date: 2019.09.06 12:16:20 -05'00'

2. Date 2019-09-06

3. Name Stephen G. Cucullu

4. Title/Position Operations Branch Chief, OPS22

### 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 KOES.STEPHANIE.A.1249243 Digitally signed by KOES.STEPHANIE.A.1249243759  
759 Date: 2019.10.15 09:01:12 -04'00'

2. Date 2019-10-15

3. Name CAPT Stephanie Koes

4. Title/Position Deputy for Resource Management and Analysis

### D. Commissioned Personnel Center Endorsement

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

1. Signature  CDR/NOAA

2. Date 31 Oct 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"

2. Date 12/06/2019

3. Name CAPT Devin R. Brakob, NOAA

4. Title/Position Director, CPC

Print Form

Submit to CPC (Reviewer Use Only)