

## NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

### SECTION 1 - GENERAL INFORMATION

A. Billet Number	7218	B. Billet Title	Officer in Charge (OIC), R/V BAY HYDRO II		
C. Grade Requested	O3 - LT	D. Type of Submission	REALIGNMENT OF DUTIES		
E. Minimum amount of overlap between incumbent officer/reporting officer for continuity of duties	6 Weeks				
F. Duty Type	MOBILE	G. Estimated Length of Assignment	1.5 years		

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

A. Street Address	14485 Dowell Rd	B. Street Address	c/o Calvert Marina				
C. City	Solomons	D. State	Maryland	E. Country	United States	F. Zip Code	20688
G. Office	+1 (240) 638-6637	x		H. Mobile	+1 (240) 638-6637	I. Fax	n/a

### SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor							
1. Name	CDR Holly D. Jablonski	2. Position	Chief, Navigation Response Branch	3. Grade	O5		
4. Email	Chief.NRB.OCS@noaa.gov	5. Office	+1 (301) 713-2730	x	173	6. Mobile	+1 (202) 641-1801
B. Reporting Officer (2nd Level Supervisor)							
1. Name	Russel C. Proctor	2. Position	Chief, Navigation Services Division	3. Grade	ZA V		
4. Email	russell.proctor@noaa.gov	5. Office	+1 (301) 713-2729	x	176	6. Mobile	+1 (202) 329-4285
C. Reviewer (Normally the Reporting Officer's Supervisor)							
1. Name	RDML Shepard M. Smith	2. Position	Director, Office of Coast Survey	3. Grade	O7		
4. Email	director.ocs@noaa.gov	5. Office	+1 (301) 713-2770	x	134	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	NOS	2. Office, Center, or Lab	OCS		
3. Division	NSD	4. Branch	NRB	5. Section or Team	BHII
B. NOAA Goal/Subgoal	C&T	C. Program	MTS		
D. NOAA Org Code		E. NFC Org Code		F. Project-Task	

## 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):

R/V BAY HYDRO II; 54' hydrographic survey vessel - \$2.2 mil

Government vehicle - \$32k

Survey Equipment - \$887k

Administrative Equipment (Computers, accessories) - \$20k

Total ~ \$3.2 million

## 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)	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)	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)

Incumbent must successfully complete a tour as Junior Officer in Charge of R/V BAY HYDRO II, or be an O-3/senior O-2 with a strong background in both hydrography and small boat operations. Leadership skills of team building and execution are paramount as the individual will be Officer In Charge and Chief of Party for a remote operational field unit.

## 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 checked="" type="checkbox"/> Decisiveness <input checked="" type="checkbox"/> Problem Solving <input 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 checked="" type="checkbox"/> Human Capital Management <input checked="" 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 billet provides an opportunity for leadership development at the O-3/senior O-2 level, and follows the progression of the NOAA Corps core competencies. Successful execution of the billet will provide ample experience and opportunities for the incumbent to demonstrate abilities for Leading Others. The incumbent will also be challenged to begin developing competencies that support Leading Performance and Change.

## 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)

Incumbent will be required to maintain a minimum 24 hour HAZWOPER certification.  
 Successful completion of this assignment will leave officer very well qualified to serve as Operations Officer (OPS) aboard a Class II NOAA hydrographic vessel.

**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 Holly Jablonski 2. Date 16 NOV 2016  
3. Name CDR Holly Jablonski, NOAA 4. Title/Position Chief, Navigation Response Branch

**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 Holly Jablonski 2. Date 16 NOV 2016  
3. Name CDR Holly Jablonski, NOAA 4. Title/Position Chief, Navigation Response Branch

**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 Russell C. Proctor 2. Date 16 Nov 2016  
3. Name Russell C. Proctor 4. Title/Position Chief, Navigation Services Division

**D. Commissioned Personnel Center Endorsement**

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

1. Signature Devon Brakob CAPT, NOAA 2. Date 22-NOV-2016  
3. Name CAPT CDR Devin Brakob, NOAA 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 David A. Scure RADM/NOAA 2. Date 02 DECEMBER 2016  
3. Name RADM David A. Scure, NOAA 4. Title/Position Director, NOAA Corps

Print Form

Submit to CPC (Reviewer Use Only)