

## NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

### SECTION 1 - GENERAL INFORMATION

*Billet to CD# 13647*

A. Billet Number	7223	B. Billet Title	NOS Operations Director
C. Grade Requested	O6 - CAPT	D. Type of Submission	PROPOSED NEW BILLET
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	2 years

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

A. Street Address	1305 East-West Highway	B. Street Address	SSMC4, 13th Floor				
C. City	Silver Spring	D. State	Maryland	E. Country	United States	F. Zip Code	20910
G. Office	+1 (301) 713-3074	x		H. Mobile		I. Fax	+1 (301) 713-4269

### SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor							
1. Name	Emily Menashes	2. Position	NOS Chief of Staff	3. Grade	ZP V		
4. Email	Emily.Menashes@noaa.gov	5. Office	+1 (301) 713-3074	x		6. Mobile	
B. Reporting Officer (2nd Level Supervisor)							
1. Name	Nicole R. LeBoeuf	2. Position	NOS Deputy Assistant Administrator	3. Grade	SES-All		
4. Email	Nicole.LeBoeuf@noaa.gov	5. Office	+1 (301) 713-3074	x		6. Mobile	
C. Reviewer (Normally the Reporting Officer's Supervisor)							
1. Name	Captain Liz Kretovic	2. Position	NOS Liaison Officer	3. Grade	O6		
4. Email	Elizabeth.Kretovic@noaa.gov	5. Office	+1 (240) 847-8215	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	NOS	2. Office, Center, or Lab	HQ		
3. Division	N/A	4. Branch	N/A	5. Section or Team	N/A
B. NOAA Goal/Subgoal		C. Program			
D. NOAA Org Code		E. NFC Org Code		F. Project-Task	

## SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

The National Ocean Service (NOS) is the nation's most comprehensive coastal agency with world-class expertise in science, technology, and management. NOS has a longstanding mission to promote safe and efficient transportation and commerce, and is the nation's leading authority on hydrography, shoreline mapping, and nautical charts; water levels, tides, and currents; and geodetic positioning. NOS maintains the National Spatial Reference System, National Water Level Observation Network, and National Current Observation Program. NOS also maintains partnership programs and provides services through the U.S. Integrated Ocean Observing System, the Physical Oceanographic Real-time System, and the Continuously Operating Reference Station network. NOS provides expert scientific support and services in response to oil and chemical spills and marine debris. NOS is also a leader in ecological forecasting, providing long-term monitoring, impact assessments, and risk analysis for marine toxins and threats such as harmful algal blooms and hypoxia. NOS manages ocean and Great Lakes waters, spanning coasts, special marine areas, and coral reefs through national marine sanctuaries, monuments, and marine protected areas. NOS also works in partnership with states to promote coastal research, outreach, and education and to address management needs through coastal programs and national estuarine research reserves. This billet is located in the Office of the Assistant Administrator (AA) and reports to the Chief of Staff. The Principle function of the billet is to manage and coordinate fleet-related policy and operational issues across the diverse set of NOS program offices for NOS leadership. This billet will ensure NOS programs are well coordinated in the planning and execution of fleet and aircraft resources and unmanned systems and that NOS coordinates effectively with OMAO and other line offices on associated issues to maximize mission success.

## 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

Serves as a strategic advisor to the Assistant Administrator (AA) and Deputy Administrator (DAA) on policy, program and operational planning and implementation and as a member of the NOS senior leadership team.

Responsible for effective coordination and facilitation of fleet and aircraft operations across all NOS Program Offices

- Provides leadership and oversight of the implementation of NOAA small boat policy, NOAA dive policy, and NOAA unmanned systems policy across all NOS program offices.
- Primary representative for NOS for all NOAA cross line office teams supporting the NOAA small boat program, dive program and unmanned system program.
- Lead NOS Fleet and aircraft allocation working group overseeing the prioritization and coordinations of NOS operational requirements.

Serves as a backup to the DAA as NOS representative on the Fleet Council, understanding NOS operational needs for flight hours and ship time to support shoreline mapping, hydrographic surveying and ocean mapping, environmental monitoring and and ocean research.

Serves as the primary or backup NOS Liaison to the NOAA Corps / member of the Officer Assignment Board and Command Advisory Board, facilitating the assignment of officer to NOS billets and throughout NOAA and ensuring effective and supportive use of the officer performance management process, both for the officer and supervisor

### 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):

N/A

**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 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 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 checked="" type="checkbox"/> Human Capital Management <input checked="" type="checkbox"/> Financial Management <input checked="" 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)**

Candidates for this assignment should have demonstrated in past assignments a strong foundation of leadership competencies for Leading Self, Leading Others, and Leading Performance and Change. Previous command of a NOAA operational asset (Ship or aircraft) is desired. Strong knowledge of the NOAA small boat and diving programs and experience managing personnel and assets internally regulated by these programs. Previous experience coordinating across organizational lines to achieve mission goals is desired.

## 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)

Specific operational experience is not required for this assignment. However, it is assumed that an officer at this point in their career has successfully held command at sea or served as an aircraft commander. Operational experience as a NOAA diver and/or small boat operator or manager; with hydrographic or photogrametric survey operations, NOS Navigations Services programs (OCS, NGS, COOPS and IOOS), or response and restoration is highly valued.

## 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).

#### Minimum:

- Successfully served in at least one (if not more) supervisory position
- Successfully planned and executed a unit or organizational budget

#### Enhancing:

- Prior experience working in NOAA or Line/Staff Office Headquarter positions (Budget, Legislative Affairs, Program Coordination Office, etc.)
- Prior experience with Intra-agency / Inter-agency/ International interactions (Oceanographer of the Navy, USCG, etc.)
- Prior experience with the Fleet and Aircraft Allocation process

## 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 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 checked="" type="checkbox"/> Human Capital Management <input checked="" type="checkbox"/> Financial Management <input checked="" type="checkbox"/> Technology Management
CAPT (O6) and RADM (O7/O8)		<input checked="" type="checkbox"/> External Awareness <input checked="" type="checkbox"/> Strategic Thinking <input checked="" type="checkbox"/> Political Savvy <input checked="" type="checkbox"/> Vision <input checked="" type="checkbox"/> Partnering

### Leadership Development Comments (Optional)

While continuing to build upon the leadership competency foundation already established and demonstrated in an officer's career, the leadership competency development in this assignment focuses on Leading Organizations, particularly Strategic Thinking and Partnering. In addition to providing senior level staff support to the NOAA Councils, the incumbent will on occasion represent the agency at senior-Level NOAA meetings.

## 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)

N/A



## 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).

The incumbent will gain invaluable experience as a member of the senior leadership team in NOS, the nation's most comprehensive coastal agency with world-class expertise in science, technology, and management.

Interaction between the NOAA LOs is critical to the common mission of NOAA. Through participation in high level inter-LO meeting and working groups, the incumbent will learn the roles and responsibilities not only of NOS, but other LOs.

Development of applicable administrative and programmatic laws, regulations, policies, and procedures that provide the internal controls needed to safeguard resources, achieve organizational objectives, and protect the confidentiality of information provided to the agency, and respect of individual privacy.

## SECTION 13 - CRITICAL SUCCESS CRITERIA

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

Ensure NOS program offices are conducting operations in compliance with NOAA Policies and actively works to improve NOAA policies with other LO representatives to enhance NOS field operations safely and effectiveness.

Provide key assistance to AA and DAA in the administration of NOS:

- Support senior leadership as delegated, including special projects and representation on boards, workshops, and teams.
- Maintain overall awareness of current organizational and operational issues in order to represent leadership as required.
- Contribute in Senior Management meetings and Executive Leadership Team meetings.
- Serve as a communications multiplier by maintaining or strengthening opportunities for effective internal and external engagement.

## 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 MENASHES.EMILY.HANSON.1365821220 Digitally signed by MENASHES.EMILY.HANSON.1365821220  
Date: 2019.06.10 17:55:08 -04'00'

2. Date 2019-06-10

3. Name Emily Menashes

4. Title/Position NOS Chief of Staff

### 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 MENASHES.EMILY.HANSON.1365821220 Digitally signed by MENASHES.EMILY.HANSON.1365821220  
Date: 2019.06.10 17:55:37 -04'00'

2. Date 2019-06-10

3. Name Emily Menashes

4. Title/Position NOS Chief of Staff

### 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 KRETOVIC.ELIZABETH.I.1008453450 Digitally signed by KRETOVIC.ELIZABETH.I.1008453450  
Date: 2019.06.11 15:08:51 -04'00'

2. Date 2019-06-11

3. Name Elizabeth Kretovic

4. Title/Position NOS Line Office Liaison Officer

### D. Commissioned Personnel Center Endorsement

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

1. Signature Devin R. Brakob

2. Date 6/20/2019

3. Name CAPT Devin R. Brakob, NOAA

4. Title/Position Director, CPC

### E. Director, NOAA Corps Endorsement

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

1. Signature Michael J. Silah

2. Date 26 JUL 19

3. Name RADM Michael J. Silah, NOAA

4. Title/Position Director, NOAA Corps

Print Form

Submit to CPC (Reviewer Use Only)