NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION

A. Billet Number 0065  B. Billet Title NOMWC UUV Platoon Leader

C. Grade Requested 02 - LTJG  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 MOBILE  G. Estimated Length of Assignment 3 years

SECTION 2 - DUTY STATION ADDRESS AND CONTACT INFORMATION

A. Street Address 1100 Balch Boulevard  B. Street Address

C. City Stennis Space Center  D. State Mississippi  E. Country United States  F. Zip Code 39522

G. Office +1 (228) 688-4752 x  H. Mobile +1 (228) 363-3671  I. Fax +1 (228) 688-5955

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor

1. Name Ramon Martinez  2. Position NOMWC Operations Officer  3. Grade O4

4. Email ramon.martinez5@navy.mil  5. Office +1 (228) 688-5202 x  6. Mobile +1 (808) 687-0585

B. Reporting Officer (2nd Level Supervisor)

1. Name Scott Parker  2. Position NOMWC Executive Officer  3. Grade O4

4. Email scott.w.parker@navy.mil  5. Office +1 (228) 688-4459 x  6. Mobile +1 (601) 347-8026

C. Reviewer (Normally the Reporting Officer's Supervisor)

1. Name John Adler  2. Position Emerging Technologies Officer  3. Grade O6

4. Email john.adler@noaa.gov  5. Office +1 (301) 713-7656 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  2. Office, Center, or Lab

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

The Naval Oceanography Mine Warfare Command (NOMWC) falls under the Naval Oceanography Operations Command (NOOC) which is located at John C. Stennis Space Center in south Mississippi and has a mixed workforce of civilian, military and contract personnel responsible for providing oceanographic products and services to all elements within the Department of Defense.

The NOMWC operates Unmanned Underwater Vehicles (UUV's) in support of the Navy's operational Mine Warfare force. UUV's provide NOMWC's UUV Platoon an expeditionary capability to measure physical characteristics of the underwater environment and identify submerged objects, primarily in confined harbors and restricted waterways.

The NOMWC UUV Platoon Leader is responsible for leading a team of 6-8 personnel in the operation of UUV's in support of Mine Warfare operations worldwide.

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

The NOMWC UUV Platoon Leader will be required to complete training in order to obtain technical knowledge necessary to lead his/her platoon: 1) On-line Mine Warfare Core modules (2-3 days); 2) UUV Mission Commander Job Qualification Requirement (JQR) (3-6 months); 3) Mine Warfare Planning Office Course in San Diego, CA (2 weeks); and 4) Air Mine Countermeasures Continuum in Panama City, FL (1 week).

The NOMWC UUV Platoon leader will be responsible for managing approximately (7) enlisted sailors and (1) civilian technical representative. This position is a highly operational and mobile assignment and the incumbent officer can expect to spend approximately 40% of his/her time in a forward (CONUS and OCONUS) deployed status.

The primary duties/responsibilities of the UUV Platoon Leader include:

- Planning and executing UUV operations for Maritime Homeland Defense surveys and fleet Mine Countermeasures exercises.
- Arranging logistics (e.g. lodging/transportation for platoon members, transfer of gear to/from staging areas, field power requirements, force protection accessibility issues, fuel logistics, etc.).
- Coordinating all aspects of operations with Port Operations, U.S. Coast Guard personnel, and base security.
- During UUV exercises or operations, acting as liaison between UUV Platoon and the Mine Countermeasures Commander.
- Overseeing Operational Risk Management and safety of the UUV Platoon and equipment at all times.
- During UUV exercises or operations, submitting a daily Situation Report to the NOMWC Commanding Officer.
- Preparing operational briefings and Lessons Learned / After Action Reports.

The NOMWC UUV Platoon Leader coordinates all aspects of training (e.g. UUV JQR's, coxswain, engine maintenance, HAZMAT, etc.) and is responsible for all administrative (e.g. FITREP's, evaluations, government travel cards, passports, country clearances, etc.) functions for the UUV Platoon.

The NOMWC UUV Platoon Leader (NC Officer) will serve as liaison between NOAA's Office of Coast Survey and NOMWC to avoid duplication of Federal oceanographic and hydrographic capabilities and to ensure that national security considerations are addressed in NOAA policy matters.

NOTE: Under 10 U.S.C. § 802, the incumbent officer will be subject to general military law while serving in this assignment.

6B. Division of Duties and Responsibilities, Total Must = 100%

Technical 30 + Operational 30 + Leading and Managing 40 + 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 6-8

Grades of supervised personnel E-2 through E-7

Will the Officer lead people, but has no supervisory responsibilities?  ☐ Yes  ☒ No  Number of personnel led N/A

Grades of personnel led N/A

2. Fiscal

Will the Officer have budget responsibility?  ☐ No  ☒ Yes  Dollar Amount (K) N/A

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):

UUV's - MK 18 Mod 1 Swordfish variants of the Remus 100
Small Boats - F-580's (6m) and MK 6's (7m)
GSA Vehicles

SECTION 7 - LEADERSHIP PREREQUISITES

<table>
<thead>
<tr>
<th>GRADE</th>
<th>LEADERSHIP MATURITY LEVEL</th>
<th>LEADERSHIP COMPETENCIES NEEDED FOR THIS BILLET</th>
</tr>
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</table>
| ENS (O1)  | Leading Self               | ☒ Core Values & Conduct  ☒ Health & Well Being  ☒ Responsibility  
|           |                            | ☒ Followership  ☒ Adaptability |
| LTJG (O2) | Leading Others             | ☒ Interpersonal Skills  ☒ Continuous Learning  ☒ Technical Proficiency  
|           |                            | ☒ Listening  ☒ Speaking |
| LT (O3)   | Leading Performance and Change | ☒ Writing  ☒ Team Building  ☐ Leveraging Diversity  
|           |                            | ☐ Influencing Others  ☐ Developing Others  ☐ Execution |
| LCDR (O4) | Leading Performance and Change | ☐ Decisiveness  ☐ Problem Solving  ☐ Conflict Management  
|           |                            | ☐ Customer Focus  ☐ Entrepreneurship |
| CDR (O5)  | Leading Organizations      | ☐ Creativity & Innovation  ☐ Human Capital Management  
|           |                            | ☐ Financial Management  ☐ Technology Management |
| CAPT (O6) and RADM (O7/O8) | Leading Organizations | ☐ External Awareness  ☐ Strategic Thinking  ☐ Political Savvy  
|           |                            | ☐ Vision  ☐ Partnering |

Leadership Prerequisite Comments (Optional)

The officer should have basic leadership training and experience. He/she will be expected to take leadership roles in operational team building, problem solving, technical proficiency, and budget/resource/time management. The officer will be entrusted to safely operate and manage facility/vessel assets.
SECTION 8 - OPERATIONAL PREREQUISITES

A. Marine Prerequisites
- [x] Officer of the Deck
- [ ] Senior Watch Officer
- [ ] ECDIS
- [ ] Dynamic Positioning
- [x] Boat Deployment
- [ ] MedPIC
- [x] 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)

Secret clearance.

Officers with strong hydrographic backgrounds are preferred, 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).

Experience with small boat management, operations, and maintenance are essential.

The officer must possess good oral and written communication skills so that they can effectively deal with their personnel, general public, and other government agencies.
## SECTION 10 - LEADERSHIP DEVELOPMENT

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Leadership Development Comments (Optional)

The officer will further develop and strengthen his/her leadership skills by safely planning and executing UUV operations. The officer has the potential to obtain unique and invaluable experiences by partnering with the U.S. Navy. The officer will have the ability to execute budgets, oversee/develop projects and exercises that will benefit the Nation, and participate in inter-Service collaborations.

## 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
- ☐ UUV 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 also develop joint NOAA-Navy pilot projects utilizing UUV's for NOAA missions that will facilitate the integration of new sensing technologies, deployments to scientifically revelant areas, and expand Navy operational training. An operational guide for UUV deployment from vessels or the beach will be written/updated for NOAA's Office of Marine and Aviation Operations (OMAO) on an annual basis.
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).

Project Coordination: As the NOMWC UUV Platoon Leader, the officer will gain valuable experience in managing operations/exercises and leading personnel.

Inter-Agency Interaction: By being embedded with the U.S. Navy, the officer will be exposed to opportunities working with the military, other Local/State/Federal agencies, as well as host nations.

Professional Development: The NOMWC will support the officer’s professional development by providing challenging management and leadership opportunities, and taking advantage of their particular skills and interests, which will assist the officer in preparing for advancement.

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

- Become fully-qualified UUV Platoon Leader within 6 months.

- Successful supervision of all members of UUV Platoon, including on time completion of FITREP’s/evaluations, mid-term, and final reviews with concise, meaningful written feedback to document employee performance and activities.

- Professionally represent NOMWC capabilities and mission.

- Provide efficient use of all resources in planning/executing UUV operations.

- Ensure that all operations are completed in a safe environment.

- Conduct annual UUV operational period(s) for NOAA missions.
### 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

2. Date 06 APR 2012

3. Name CDR John Caskey, NOAA

4. Title/Position NOAA Liaison to the Oceanographer of the Navy

### 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

2. Date

3. Name Lcdr Ramon Martinez, USN

4. Title/Position NOMWC Operations Officer

### 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

2. Date 15 JUL 12

3. Name CAPT John Adler, NOAA

4. Title/Position Emerging Technologies Officer

### D. Commissioned Personnel Center Endorsement

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

1. Signature

2. Date 31 JULY 12

3. Name CAPT Anne Lynch, NOAA

4. Title/Position Director, Commissioned Personnel Center

### E. Director, NOAA Corps Endorsement

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

1. Signature

2. Date

3. Name RADM Jonathan Bailey, NOAA

4. Title/Position Director, NOAA Corps