NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION

A. Billet Number 0104  B. Billet Title Fleet Performance Manager, Program Planning and Services Branch (PPSB)

C. Grade Requested O4 - LCDR  D. Type of Submission REALIGNMENT OF DUTIES

E. Minimum amount of overlap between incumbent officer/reporting officer for continuity of duties 1 week

F. Duty Type FIXED SHORE  G. Estimated Length of Assignment 3 years

SECTION 2 - DUTY STATION ADDRESS AND CONTACT INFORMATION

A. Street Address NOAA Marine Operations  B. Street Address 2002 SE Marine Science Drive

C. City Newport  D. State Oregon  E. Country United States  F. Zip Code 97365

G. Office +1 (541) 867-8700  x  H. Mobile  I. Fax

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor

1. Name CAPT Mark Wetzler, NOAA  2. Position Chief, PPSB

4. Email mark.wetzler@noaa.gov  5. Office +1 (547) 867-8713  x  6. Mobile

B. Reporting Officer (2nd Level Supervisor)

1. Name CAPT Keith Roberts, NOAA  2. Position Deputy Director, MO

4. Email keith.w.roberts@noaa.gov  5. Office +1 (541) 867-8802  x  6. Mobile

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

1. Name Troy Frost  2. Position Director, MO

4. Email troy.frost@noaa.gov  5. Office +1 (541) 867-8801  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 Marine Operations

3. Division N/A  4. Branch PPSB  5. Section or Team

B. NOAA Goal/Subgoal Mission Support

C. Program

D. NOAA Org Code MO  1. E. NFC Org Code 10-09-0002-00-00-00  F. Project-Task
SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

Office of Marine and Aviation Operation is responsible and has authority for all marine and aviation operations for NOAA. Marine Operations (MO) provides administrative, budgetary, personnel, and engineering support to the fleet of NOAA ships that support various line office programs. Program Planning and Services Branch (PPSB) serves a critical role within MO by seeking to enhance fleet and organizational efficiency and performance. This is achieved through a variety of fronts including but not limited to: Representing MO interests in the Fleet Working Group (FWG) during the development of the Fleet Allocation Plan (FAP), managing the Ship Daily Activity Tracking (SDAT) system for the reporting of fleet metrics to OMAO and MO leadership, supporting and providing operational insight to all MO branches, and reviewing customer feedback from the various programs as users of the fleet. PPSB works closely with MO leadership to provide data, analysis, and recommendations.

SECTION 6 - DUTIES AND RESPONSIBILITIES

1 Property Accountability Officer - Administer and maintain a system of control and accountability for personal property as prescribed in OMAO's Personal Property Policy #1502

2 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

Fleet Performance Manager, Program Planning and Services Branch (PPSB) (Billet # 0104) works with the Fleet Working Group, Marine Centers, and MO Branches to ensure implementation of maintenance, logistics, and personnel considerations in the development of the Fleet Allocation Plan. Additionally, the officer provides information and analysis from performance tracking tools to all Branches and MOCs within MO.

Billet 0104 Fleet Performance Manager, PPSB duties include:

- Aim to maximize utilization of the fleet during FAP development.
- Serve in a lead role within the Fleet Working Group meetings to ensure maintenance, logistics, and fleet inspection are considerations in FAP development. Facilitate FWG discussion among line offices.
- Subject matter expert on the SDAT system and serves as the primary point of contact for anything related to SDAT.
- Work closely with Marine Operation Centers to assist in QC of daily reporting and the managing of ship schedules.
- Lead and prioritize SDAT development efforts. Meet with SDAT developers to implement improvements, roll out bug fixes, and create reports requested by leadership.
- Work with Resource Management Branch to develop the annual Variable Ops Rate (vessel cost per DAS) for FAP development as well as other management and performance tracking tools (e.g. Fuel and OT modeling, Program Funded project execution).

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

Technical 35 + Operational 30 + Leading and Managing 25 + Executive Leadership 20 = 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? ☐ Yes - Budgeting and Execution ☐ No
Dollar Amount (K) $50,000

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):

SECTION 7 - LEADERSHIP PREREQUISITES

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

Ability to lead meetings consisting of multiple line office stakeholders with often competing interests, and manage expectations.
### SECTION 8 - OPERATIONAL PREREQUISITES

**A. Marine Prerequisites**

- [x] Officer of the Deck
- [x] 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)**

This billet is well suited for an officer coming off an XO sea tour; however, officers having completed a fleet Operations Officer assignment with a strong understanding of ship budgets, logistics, and scheduling are also encouraged.

### 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).

- Successful completion of Operations Officer sea tour required, completion of ship Executive Officer preferred.

- Familiarity with MO budget process is highly desirable.

- Background or affinity to maintaining and developing databases, data management, and data analytics critical for further development of SDAT (strong spreadsheet skills a must and general knowledge of databases a plus but not required).

- Knowledge of a wide-range of NOAA missions and fleet capabilities is preferred.
### SECTION 10 - LEADERSHIP DEVELOPMENT

<table>
<thead>
<tr>
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Leadership Development Comments (Optional)

Adheres to and implements an organizational vision to integrate national and program goals and priorities. Ability to demonstrate accountability and continuous improvement by making timely and effective decisions through strategic planning and implementation and evaluation of programs and policies, all while coalition building with our line office partners in the Fleet Working group.

Ability to explain, advocate, and express facts and ideas in a convincing manner, and to negotiate with individuals or groups.

### 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)

-Knowledge of wide-range of NOAA missions and operations is preferred.
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).

Through this assignment, the officer will gain insight into all aspects of Marine Operations management and operations. The performance data and metrics central to this billet's responsibility are critical to tracking fleet performance, showing the fleet's value to the agency and Nation, and ultimately supporting increased utilization, funding, and fleet recapitalization.

Additionally, the officer will have the opportunity to gain:
- Knowledge of the project planning, funding, and execution process.
- Technical knowledge of spreadsheets, databases, and web app development.
- Interpret data and produce reports and guidance for senior leadership.
- Policy development experience.

This officer is encouraged to use this billet as an opportunity to seek further career development training and/or academic coursework.

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

- Increase the utilization of the fleet through the Fleet Allocation Plan. Work with LOs to maximize NOAA fleet usage and seek outside agency supplemental projects.
- Timely production of fleet variable operations rates (ship day rates) developed for FAP development.
- SDAT customer service focus. Responsive to SDAT customer's needs and requests. Hold regular training sessions for each REFTRA class.
- Further improvement of fleet reporting metrics beyond the current "sea day" measurement. Measuring the effectiveness of sea days.
- Development of a fleet capabilities database that is maintainable.
## 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."

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
</tr>
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<tbody>
<tr>
<td>MORGAN.NICHOLAS.CHARLES.1292288138</td>
<td>2019-05-06</td>
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<table>
<thead>
<tr>
<th>Name</th>
<th>Title/Position</th>
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<tbody>
<tr>
<td>LCDR Nicholas C. Morgan, NOAA</td>
<td>Fleet Performance Manager, PPSB</td>
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## B. Supervisor's Statement

"I have reviewed this billet description and certify that it is a true and correct representation of this billet."

<table>
<thead>
<tr>
<th>Signature</th>
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<tbody>
<tr>
<td>WETZLER.MARK.A.10064903</td>
<td>2019-05-30</td>
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<table>
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<tr>
<th>Name</th>
<th>Title/Position</th>
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<tbody>
<tr>
<td>CAPT Mark A. Wetzler, NOAA</td>
<td>Chief, PPSB</td>
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## 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."

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
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<tbody>
<tr>
<td>Roberts.Keith.W.1042165537</td>
<td>2019-06-03</td>
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<table>
<thead>
<tr>
<th>Name</th>
<th>Title/Position</th>
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</thead>
<tbody>
<tr>
<td>CAPT Keith W. Roberts, NOAA</td>
<td>Deputy Director, Marine Operations</td>
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</table>

## D. Commissioned Personnel Center Endorsement

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

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
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<tbody>
<tr>
<td>KUZIRIAN.STEPHEN.C.1275637170</td>
<td>2019-06-06</td>
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<table>
<thead>
<tr>
<th>Name</th>
<th>Title/Position</th>
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</thead>
<tbody>
<tr>
<td>CDR Stephen C. Kuzirian, NOAA</td>
<td>Chief, Officer Assignment Branch</td>
</tr>
</tbody>
</table>

## E. Director, NOAA Corps Endorsement

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

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
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<tbody>
<tr>
<td>Silah.Michael.J.129421</td>
<td>07JUN19</td>
</tr>
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<table>
<thead>
<tr>
<th>Name</th>
<th>Title/Position</th>
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</thead>
<tbody>
<tr>
<td>RADM Michael J. Silah, NOAA</td>
<td>Director, NOAA Corps</td>
</tr>
</tbody>
</table>