

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION

A. Billet Number	0110	B. Billet Title	Marine Operations Crew Branch Chief		
C. Grade Requested	O5 - CDR	D. Type of Submission	REPURPOSED BILLET		
E. Minimum amount of overlap between incumbent officer/reporting officer for continuity of duties	3 weeks				
F. Duty Type	FIXED SHORE	G. Estimated Length of Assignment	3 years		

SECTION 2 - DUTY STATION ADDRESS AND CONTACT INFORMATION

A. Street Address	1010 Stedman St.	B. Street Address					
C. City	Ketchikan	D. State	Alaska	E. Country	United States	F. Zip Code	99901
G. Office		x		H. Mobile		I. Fax	

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor							
1. Name	Edward Bradley	2. Position	Deputy Director, Marine Operations	3. Grade	ZA V		
4. Email	deputy.director.moc@noaa.gov	5. Office	+1 (541) 867-8802	x		6. Mobile	
B. Reporting Officer (2nd Level Supervisor)							
1. Name	CAPT Jeffrey Shoup	2. Position	Director, Marine Operations	3. Grade	O6		
4. Email	director.moc@noaa.gov	5. Office	+1 (541) 867-8801	x		6. Mobile	
C. Reviewer (Normally the Reporting Officer's Supervisor)							
1. Name	CAPT Jeffrey Shoup	2. Position	Director, Marine Operations	3. Grade	O6		
4. Email	director.moc@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	Marine Operations	4. Branch	MO Crew Branch	5. Section or Team	MO Crew
B. NOAA Goal/Subgoal	Mission Support	C. Program	Marine Services		
D. NOAA Org Code	AN8000	E. NFC Org Code	08-02-0001-00-00-00	F. Project-Task	

SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

Marine Operations Crew is under Marine Operations (MO) in the Office of Marine and Aviation Operations (OMAO), National Oceanic and Atmospheric Administration (NOAA). OMAO administers an integrated program of vessel, aircraft, and diving services. MO manages the Wage Mariner (WM) workforce in support of these missions.

The Officer manages MO Crew to implement a staffing plan which addresses the needs of a changing workforce and enables NOAA to offer a better work-life environment to its Wage Mariners and to more effectively staff NOAA ships. The goals of the staffing system is to provide more diverse scheduling options, improve WM quality of life, increase retention, and increase fleet productivity. The primary duties of the MO Crew Supervisor is to provide strategic leadership and management direction to ensure the success of this critical unit's mission. The MO Crew Supervisor is responsible for supervision of personnel, overall guidance, tracking and analyzing performance metrics; budget planning, preparation and tracking; and approving authority for both budget and personnel issues.

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

Duties include but are not limited to the following:

LEADERSHIP & SUPERVISION

- Management of MO Crew to include first line supervisor for Crew Manager, Vessel Support Assistant (VSA), and WM.
- Lead MO Crew in a positive and productive manner which ensures maximum utilization of resources, proactive planning, prompt decision making, and effective leadership to accomplish the goals and mission of the unit.
- Motivate, coach, and develop employees to realize full potential to achieve high performance through encouragement and training to foster initiative and teamwork. Utilize conflict management skills in the equitable resolution of issues at all levels.
- Effective management of employee performance and recognition including continuous feedback for performance, timely performance appraisals and awards, and resolution of performance deficiencies and disciplinary actions.
- Serve, as needed, as the senior officer present at Ketchikan Port Office as the facility undergoes commissioning and operations.

FLEET STAFFING

- Obtain personnel requirements from fleet and match them to MO Crew employee qualifications and capabilities. Assignments are based on qualifications, availability, and ship requirements only.
- Develop and continuously modify a staffing plan as needs change to prevent No Sails due to staffing.
- Continuously communicate with MO Crew personnel and the fleet to ensure they are informed of organizational goals, priorities, program initiatives/objectives and change initiatives.
- Seek out, research, and apply innovative solutions and emerging technologies in order to make functional improvements in the way MO Crew provides support and customer service to WM and the fleet.
- Monitor MO initiatives assigned to the unit to ensure timeliness, effectiveness, efficiency, productivity, and compliance with policy as well as attainment of organizational goals.
- Serve as Approving Official for Steward purchase cards. Serve as COTR and/or requisitioner for staffing contracts, as needed.
- Oversee Deck Officer augmentation.

CUSTOMER SERVICE (MO, MOC, ships, shore side personnel, WM, etc.)

- Conduct operations in a manner that promotes candor, teamwork, and collaboration. Establish a positive and productive culture which permeates through MO Crew and fosters a diverse and inclusive environment.
- Interaction with Customers in a courteous and professional manner, listening carefully to their requests to check for understanding prior to taking action.
- Ensure Customer needs and expectations are identified and considered when making decisions, identifying solutions, and resolving conflicts.
- Demonstrate understanding of Customer needs. Pursue Customer organizational priorities as if they were your own. Solve problems by seeking to understand the root cause and offer alternative solutions with applicable pros and cons.
- Expect to work a varied schedule with availability at all times for emergency staffing situations and travel weekends/holidays.

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):

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 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)

Completion of Executive Officer sea tour required. Must possess strong leadership, interpersonal, and customer service skills; exceptional ethics and integrity; and able to articulate position on sometimes complex issues to senior leadership. Organizational outlook required for strategic planning of human capital.

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)

Executive Officer experience 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).

Prior assignment as Executive Officer to include the below knowledge and skills:

- Travel regulations and procedures associated with authorizations and vouchers
- WM Time and Attendance to include familiarity with all union agreements
- Approving Official for purchase cards
- WM personnel system to include performance plans, evaluation, awards, hiring, and discipline
- Budget execution and formulation
- Supervising and leading WM to achieve the mission
- Strong organization, planning, and project management skills

Desirable Qualifications but not Required:

- COTR
- Project Management training/certification

SECTION 10 - LEADERSHIP DEVELOPMENT

GRADE	LEADERSHIP MATURITY LEVEL	LEADERSHIP COMPETENCIES DEVELOPED IN THIS BILLET
ENS (O1)	Leading Self	<input type="checkbox"/> Core Values & Conduct <input type="checkbox"/> Health & Well Being <input type="checkbox"/> Responsibility <input type="checkbox"/> Followership <input type="checkbox"/> Adaptability
LTJG (O2)		<input checked="" type="checkbox"/> Interpersonal Skills <input checked="" type="checkbox"/> Continuous Learning <input 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 checked="" type="checkbox"/> Strategic Thinking <input type="checkbox"/> Political Savvy <input checked="" type="checkbox"/> Vision <input type="checkbox"/> Partnering
Leadership Development Comments (Optional)		
Officer will gain invaluable experience working with Commands, Marine Centers, and WM to ensure ships meet staffing requirements. This challenging assignment will fully develop the Human Capital Management competency as well as Strategic Thinking.		

SECTION 11 - OPERATIONAL DEVELOPMENT

A. Marine Development <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 type="checkbox"/> AUV Deployment <input type="checkbox"/> U/W UAS Deployment <input 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. Aviation Development <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
C. Dive Development <input type="checkbox"/> Scientific Diver <input type="checkbox"/> Working Diver <input 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
D. Additional Operational Development (security clearances, special training) or Operational Development Comments (Optional)

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 Officer will have the opportunity to develop and display strategic thinking as they are primarily responsible for a key component to the overall success of the NOAA fleet; the effective management of its workforce. The billet blends operational and technical expertise in the leadership of performance and change accomplished through the management of a large program with a significant budget. Will gain exposure to, and work with, top management of the Marine Operations, Fleet Commands, Human Resources, and all aspects of NOAA's Wage Mariner workforce.

This billet will require incumbent to develop many core competencies through an array of tasks and projects. The Officer will develop their writing and speaking skills through presentations developed for and provided to senior leaders, the Wage Marine workforce, and several other audiences including new employee training classes. The Officer will also develop listening, team building, and negotiation skills through serving as the first line supervisor for all WM within MO Crew. They will be managing a large team of mostly remote employees and will gain knowledge on effective communication, developing trust and respect, and conflict management. As MO Crew is a customer focused organization, the incumbent will develop new methods to improve customer focus and human capital management through technology management. The Officer will develop strategic thinking through the capture, analysis interpretation, and adaptation to program performance metrics.

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

Performance success associated with billet duties will be distinctly measurable based on ability to address and overcome staffing issues throughout the NOAA Fleet. Number of Days At Sea (DAS) lost due to staffing can serve as metric for assessing overall success; especially when compared with year to year results. Success can additionally be measured by general satisfaction of all customers with service provided by MO Crew in meeting various needs and requests.

Additional Criteria for Success:

- Completion of initial performance plan, mid-term review, and final performance evaluation for all WM, the Crew Manager, and the VSA in a timely manner
- Manage MO Crew to include hiring and removals to ensure adequate resources to staff the NOAA Fleet
- Fulfilling requests with qualified personnel to meet ship specific requirements to ensure continuity of operations

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 EFIRD.TERRIL.PHILLIP.1504527421 Digitally signed by EFIRD.TERRIL.PHILLIP.1504527421 Date: 2023.07.20 16:07:08 -07'00' 2. Date

3. Name 4. Title/Position

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 BRADLEY.EDWARD.LEO.1253438700 Digitally signed by BRADLEY.EDWARD.LEO.1253438700 Date: 2023.11.15 12:25:33 -08'00' 2. Date

3. Name 4. Title/Position

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 SHOUP.JEFFREY.D.1236791366 Digitally signed by SHOUP.JEFFREY.D.1236791366 Date: 2023.11.15 21:22:04 -08'00' 2. Date

3. Name 4. Title/Position

D. Commissioned Personnel Center Endorsement

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

1. Signature COLEGROVE.ANDREW.RAYMOND.1292287646 Digitally signed by COLEGROVE.ANDREW.RAYMOND.1292287646 Date: 2023.11.27 16:50:26 -05'00' 2. Date

3. Name 4. Title/Position

E. Director, NOAA Corps Endorsement

"I am the and I this billet."

1. Signature *N. Hann* 2. Date

3. Name 4. Title/Position

Print Form

Submit to CPC (Reviewer Use Only)