NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION

A. Billet Number 0110  
B. Billet Title Marine Operations Crew Supervisor  
C. Grade Requested 04 - LCDR  
D. Type of Submission ANNUAL RECERTIFICATION  
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 2002 SE Marine Science Dr  
B. Street Address  
C. City Newport  
D. State Oregon  
E. Country United States  
F. Zip Code 97365  
G. Office +1 (541) 867-8707  
H. Mobile  
I. Fax

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor  
1. Name Laura Young  
2. Position Chief, Marine Personnel Branch  
3. Grade ZA IV  
4. Email laura.young@noaa.gov  
5. Office +1 (541) 867-8714  
6. Mobile  
B. Reporting Officer (2nd Level Supervisor)  
1. Name Keith Roberts  
2. Position Deputy Director, Marine Operations  
3. Grade 06  
4. Email keith.w.roberts@noaa.gov  
5. Office +1 (541) 867-8802  
6. Mobile  
C. Reviewer (Normally the Reporting Officer's Supervisor)  
1. Name Troy Frost  
2. Position Director, Marine Operations  
3. Grade ZA V  
4. Email troy.frost@noaa.gov  
5. Office +1 (541) 867-8801  
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 Marine Personnel 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 08-02-0001-01-00-00-00  
F. Project-Task
SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

Marine Operations Crew is under the Marine Personnel Branch of 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. Marine Personnel Branch 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 execution; and approving authority for both budget and personnel actions.

SECTION 6 - DUTIES AND RESPONSIBILITIES

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.
- 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 to include removals.
- Utilize conflict management skills in the equitable resolution of issues at all levels.

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.
- Overseer Deck Officer augmentation.

CUSTOMER SERVICE (Customers defined as 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 | 10 | Operational | 35 | Leading and Managing | 35 | 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 95

Grades of supervised personnel: All Wage Mariner employee grades, ZA-3, and ZS-3

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 - Execution  Dollar Amount (K) $900K

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):

None.

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>
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<tr>
<td>CAPT (O6)</td>
<td>Leading Organizations</td>
<td>☑ External Awareness ☑ Strategic Thinking ☑ Political Savvy</td>
</tr>
<tr>
<td>and RADM (O7/O8)</td>
<td></td>
<td>☑ Vision ☑ Partnering</td>
</tr>
</tbody>
</table>

Leadership Prerequisite Comments (Optional)

Completion of Executive Officer sea tour or Second-Tour Aircraft Commander experience. Mid-Grade Leadership course completion. 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
- [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
- [x] 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 or Second-Tour Aircraft Commander with prior sea tour experience.

### 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).

Specific prerequisites to included:
- 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

<table>
<thead>
<tr>
<th>GRADE</th>
<th>LEADERSHIP MATURITY LEVEL</th>
<th>LEADERSHIP COMPETENCIES DEVELOPED IN THIS BILLET</th>
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<tbody>
<tr>
<td>ENS (01)</td>
<td>Leading Self</td>
<td>☒ Core Values &amp; Conduct ☒ Health &amp; Well Being ☒ Responsibility</td>
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<td>☒ Listening ☒ Speaking</td>
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<td>LT (03)</td>
<td>Leading Performance and Change</td>
<td>☒ Writing ☒ Team Building ☒ Leveraging Diversity</td>
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</tr>
<tr>
<td>LCDR (04)</td>
<td>Leading Performance and Change</td>
<td>☒ Decisiveness ☒ Problem Solving ☒ Conflict Management</td>
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<td>☒ Financial Management ☒ Technology Management</td>
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<tr>
<td>CAPT (06) and RADM (07/08)</td>
<td>Leading Organizations</td>
<td>☐ External Awareness ☒ Strategic Thinking ☒ Political Savvy</td>
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<tr>
<td></td>
<td></td>
<td>☐ Vision ☐ Partnering</td>
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</table>

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 several others.

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)
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, Crew Manager, and VSA in a timely manner
- Manage MO Crew staffing and work directly with the Recruiter to ensure adequate resources to support 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."

<table>
<thead>
<tr>
<th>Signature</th>
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<tr>
<td>1. Signature</td>
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<td>2019-05-10</td>
</tr>
<tr>
<td>Name</td>
<td>LCDR Lecia M. Salerno, NOAA</td>
<td>4. Title/Position</td>
</tr>
<tr>
<td></td>
<td>Marine Operations Crew Supervisor</td>
<td></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>1. Signature</td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td>Laura A. Young</td>
</tr>
<tr>
<td>Title/Position</td>
<td>Chief, Marine Personnel Branch</td>
</tr>
</tbody>
</table>

### 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>
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<th>Signature</th>
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<tr>
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</tr>
<tr>
<td>Name</td>
<td>CAPT Keith W. Roberts, NOAA</td>
</tr>
<tr>
<td>Title/Position</td>
<td>Deputy Director, Marine Operations</td>
</tr>
</tbody>
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### D. Commissioned Personnel Center Endorsement

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

<table>
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<tr>
<td>1. Signature</td>
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</tr>
<tr>
<td>Name</td>
<td>CDR Stephen C. Kuzirian, NOAA</td>
</tr>
<tr>
<td>Title/Position</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>
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<th>Signature</th>
<th>7/1/2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Signature</td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td>RADM Michael J. Silah, NOAA</td>
</tr>
<tr>
<td>Title/Position</td>
<td>Director, NOAA Corps</td>
</tr>
</tbody>
</table>

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**Submit to CPC (Reviewer Use Only)**