

## NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

### SECTION 1 - GENERAL INFORMATION

A. Billet Number	0111	B. Billet Title	Marine Operations Crew Program Manager
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	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	439 W York St	B. Street Address	
C. City	Norfolk	D. State	Virginia
E. Country	United States	F. Zip Code	23510
G. Office		x	
H. Mobile		I. Fax	

### SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor			
1. Name	Joel Heisler	2. Position	Chief, Marine Operations Crew Branch
3. Grade	ZA IV		
4. Email	moc.crew.supervisor@noaa.gov	5. Office	+1 (541) 867-8763 x
6. Mobile			
B. Reporting Officer (2nd Level 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			
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(MO) 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 Crew manages the Wage Mariner (WM), contract mariner, and NOAA Corps augmenter workforce in support of these missions.

The Officer manages and supports MO Crew to implement a staffing plan for NOAA Corp Officers and Professional Mariners 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 NOAA Corp and Professional Mariner quality of life, increase retention, and increase fleet productivity. The primary duties of this role is to provide strategic leadership and management direction to ensure the success of this critical unit's mission. This position 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. This may include liaison duties within OMAO, development of NOAA Corp rotations, a robust NOAA Corp augmentation policy, development of a civilian licensed deck officer augmentation program.

## 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

- Working with OMAO/CPC develop and manage a NOAA Corp Officer rotational program that seamlessly provides licensed deck officers to ensure officers have needed time off and that vacancies are filled to support operations.
- Drive 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.
- Supervise all contract mariner performance, conduct, and communication in compliance with terms and conditions.
- Identify and build experience navigating critical waterways with the purpose of providing on-ship support and training as needed.

#### FLEET STAFFING

- Continuously monitor staffing plans and modify mariner assignments as needed to prevent No Sails due to staffing.
- Assign WM deck officers, NOAA Corps deck officers in accordance with availability, skills, and experience.
- Leverage professional mariner contract to fill vacancies in engineering, unlicensed deck, and stewards departments, including selection, invoicing, and performance feedback. Ensure contract mariners meet NOAA's standards for workplace professionalism.
- Serve the fleet occasionally as an augmenting deck officer to support mission accomplishment and improve NOAA Corps augmentation program operationally and strategically.
- Continuously communicate with MO Crew personnel, contractors, 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.

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

- Establish a positive and productive culture which permeates through MO Crew and fosters a diverse and inclusive environment.
- Frequent and courteous communications with ships, commands, contractors, and mariners.
- Ensure customer needs and expectations are identified and considered when making decisions, identifying solutions, and resolving conflicts.
- Leverage preexisting experience in the fleet to anticipate ship and command concerns. Communicate that viewpoint to MO Crew shore-side employees to ensure the branch is continually oriented toward effective ship support.

### 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 preferred, but would consider a strong post-ops with AXO experience. 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)

Completion of Executive Officer sea tour preferred, but would consider a strong post-ops with AXO 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).

Prior assignment as XO/AXO 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
- 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 11 - OPERATIONAL DEVELOPMENT

### A. Marine Development

- ## B. Aviation Development

- ### C. Dive Development

- |  |  |
|--|--|
| D. Additional Operational Development (security clearances, special training) or Operational Development Comments (Optional) |  |
|--|--|

[illegible]

## 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 the Wage Mariner workforce.

This billet will require incumbent to develop many core competencies through an array of tasks and projects. The officer will leverage experience in the fleet as a deck officer to ensure mariners, contractors, and augmenters can meet technical and professional standards. Most of this supervision will take place remotely, requiring the Officer to develop effective, flexible, and robust communication skills. 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 assigned Wage Mariners.
- Expedited turn-around on request for contract mariners, and timely processes of invoices.
- 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 2023-07-20

3. Name LT Terril Efird

4. Title/Position Chief of Staff, Marine Operations

### 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 10:11:23 -08'00'

2. Date 2023-11-15

3. Name Edward Bradley

4. Title/Position Deputy Director, Marine Operations

### 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 21:21:37 -08'00'

2. Date 2023-11-15

3. Name CAPT Jeffrey Shoup

4. Title/Position Director, Marine Operations

### D. Commissioned Personnel Center Endorsement

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

1. Signature COLEGROVE.ANDREW.RAYMOND.1292287646 Digitally signed by COLEGROVE.ANDREW.RAYMOND.1292287646  
Date: 2023.11.27 16:52:26 -05'00'

2. Date 2023-11-27

3. Name CDR Andrew Colegrove

4. Title/Position Chief, Officer Career Management Division

### E. Director, NOAA Corps Endorsement

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

1. Signature Nancy Hann, RAM/NOAA

2. Date 13 DEC 2023

3. Name RAM Nancy Hann

4. Title/Position Director, NOAA Corps + OMAO

Print Form

Submit to CPC (Reviewer Use Only)