## NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

### SECTION 1 - GENERAL INFORMATION

<table>
<thead>
<tr>
<th>A. Billet Number</th>
<th>0506</th>
</tr>
</thead>
<tbody>
<tr>
<td>B. Billet Title</td>
<td>Commanding Officer, NOAA Corps Officer Training Center</td>
</tr>
<tr>
<td>C. Grade Requested</td>
<td>05 - CDR</td>
</tr>
<tr>
<td>D. Type of Submission</td>
<td>ANNUAL RECERTIFICATION</td>
</tr>
<tr>
<td>E. Minimum amount of overlap between incumbent officer/reporting officer for continuity of duties</td>
<td>6 Weeks</td>
</tr>
<tr>
<td>F. Duty Type</td>
<td>FIXED SHORE</td>
</tr>
<tr>
<td>G. Estimated Length of Assignment</td>
<td>3 years</td>
</tr>
</tbody>
</table>

### SECTION 2 - DUTY STATION ADDRESS AND CONTACT INFORMATION

<table>
<thead>
<tr>
<th>A. Street Address</th>
<th>Officer Candidate School - NCOTC</th>
</tr>
</thead>
<tbody>
<tr>
<td>B. Street Address</td>
<td>41 Mohegan Avenue</td>
</tr>
<tr>
<td>C. City</td>
<td>New London</td>
</tr>
<tr>
<td>D. State</td>
<td>Connecticut</td>
</tr>
<tr>
<td>E. Country</td>
<td>United States</td>
</tr>
<tr>
<td>F. Zip Code</td>
<td>06320</td>
</tr>
<tr>
<td>G. Office</td>
<td>+1 (860) 701-6630</td>
</tr>
<tr>
<td>H. Mobile</td>
<td></td>
</tr>
<tr>
<td>I. Fax</td>
<td>+1 (860) 701-6888</td>
</tr>
</tbody>
</table>

### SECTION 3 - OFFICER EVALUATION REPORTING

**A. Supervisor**

<table>
<thead>
<tr>
<th>1. Name</th>
<th>Jason Merriweather</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Position</td>
<td>Deputy Director, CPC</td>
</tr>
<tr>
<td>3. Grade</td>
<td>ZA V</td>
</tr>
<tr>
<td>4. Email</td>
<td><a href="mailto:jason.merriweather@noaa.gov">jason.merriweather@noaa.gov</a></td>
</tr>
<tr>
<td>5. Office</td>
<td>+1 (301) 713-7715</td>
</tr>
<tr>
<td>6. Mobile</td>
<td></td>
</tr>
</tbody>
</table>

**B. Reporting Officer (2nd Level Supervisor)**

<table>
<thead>
<tr>
<th>1. Name</th>
<th>CAPT Devin R. Brakob, NOAA</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Position</td>
<td>Director, CPC</td>
</tr>
<tr>
<td>3. Grade</td>
<td>O6</td>
</tr>
<tr>
<td>4. Email</td>
<td><a href="mailto:director.cpc@noaa.gov">director.cpc@noaa.gov</a></td>
</tr>
<tr>
<td>5. Office</td>
<td>+1 (301) 713-7711</td>
</tr>
<tr>
<td>6. Mobile</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>1. Name</th>
<th>CAPT Devin R. Brakob, NOAA</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Position</td>
<td>Director, CPC</td>
</tr>
<tr>
<td>3. Grade</td>
<td>O6</td>
</tr>
<tr>
<td>4. Email</td>
<td><a href="mailto:director.cpc@noaa.gov">director.cpc@noaa.gov</a></td>
</tr>
<tr>
<td>5. Office</td>
<td>+1 (301) 713-7711</td>
</tr>
<tr>
<td>6. Mobile</td>
<td></td>
</tr>
</tbody>
</table>

### 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 |
3. Division | CPC
4. Branch | OCMD
5. Section or Team |

**B. NOAA Goal/Subgoal |

**C. Program |

**D. NOAA Org Code | AN1200 |
E. NFC Org Code | 54080100200000000 |
F. Project-Task |
SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

The NOAA Corps Officer Training Center is the single accession point for all NOAA Corps Officers. It has the mission of developing individual civilians into competent mariners and commissioned officers. The organization is the primary point of instilling the corps values and organizational understanding as well as establishing a solid base of maritime skills to build upon in the fleet. The NOAA Corps Officer Training Center is also responsible for developing, maintaining, and implementing the curriculum for REFTRA.

SECTION 6 - DUTIES AND RESPONSIBILITIES

6A. Description of Duties and Responsibilities

Commanding Officer, NOAA Corps Officer Training Center (NCOTC)
- Supervise/coach/mentor (2) NOAA Corps Officers and (2) civilian instructors;
- Develop and execute plans for BOTC budgeting, purchasing, alternative training opportunities, and curriculum development;
- Develop and execute plans for REFTRA budgeting, purchasing, alternative training opportunities, and curriculum development;
- Develop Ensigns into competent professional mariners and commissioned officers with high moral character by instilling in them the NOAA Corps core values of Honor, Respect, and Commitment;
- Coordinate with NCOTC staff to ensure for proper scheduling, planning, execution, and growth opportunities;
- Work to bolster the working relationship with Officer Candidate School staff to capitalize on opportunities to strengthen the partnership at the Joint Service Training Center and United States Coast Guard Academy;
- Serve as NOAA Corps Liaison at the United States Coast Guard Academy;
- Serve as Senior Watch Officer during underway periods aboard NOAA/USCG/contract training vessels;
- Instill command climate that promotes a safe and effective learning/working environment.

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

Technical 10 + Operational 20 + Leading and Managing 35 + Executive Leadership 35 = 100%
SECTION 6 - DUTIES AND RESPONSIBILITIES (continued)

6C. Resources Managed

1. Human

Does the Officer supervise personnel?  Yes ☐ No ☐ Number of personnel supervised 2

Grades of supervised personnel: Staff: O-3 and O-2 and BOTC: ~32/year

Will the Officer lead people, but has no supervisory responsibilities? Yes ☐ No ☐ Number of personnel led ~30

Grades of personnel led: REFTRA: O-2 through O-6; ~30/year

2. Fiscal

Will the Officer have budget responsibility? Yes - All ☐ ☐ Dollar Amount (K) $1,200

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):

(2) GSA Govt. Vans: 8-person and 15-person: -$30K each.

(2) 7m RHIBs: -$200K.

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></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>and RADM (O7/O8)</td>
<td></td>
<td>☐ Vision ☐ Partnering</td>
</tr>
</tbody>
</table>

Leadership Prerequisite Comments (Optional)

The individual must be of the highest quality in regards to being a commissioned officer. Conduct and demeanor must be above reproach as the officer will be setting the example for the future of the NOAA Corps. This officer must be able to work in a highly stressful environment that consumes extensive amounts of time and personal sacrifice. This officer will work in a joint service training environment and learn extensive amounts of new policy within the Coast Guard and NOAA Corps.
**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)

Post-command tour experience is highly recommended for the billet.

**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 experience in military human resources management and/or rotation within the NOAA Corps Commissioned Personnel Center.

Demonstrate understanding of military, scientific, and culturally diverse audiences in order to cultivate and manage relationships within these diverse groups.

Professionalism and innate military bearing are a must in the very structured and intense OCS/BOTC training environment.

Solid organizational skills and experience with project management is a must.

Strong communication skills are required due to extensive OER responsibilities (i.e., NCOTC staff & BOTC OCs) and numerous speaking engagements involved with the position.

Strong ability to lead diverse team of future leaders.
### SECTION 10 - LEADERSHIP DEVELOPMENT

<table>
<thead>
<tr>
<th>GRADE</th>
<th>LEADERSHIP MATURITY LEVEL</th>
<th>LEADERSHIP COMPETENCIES DEVELOPED IN THIS BILLET</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENS (01)</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 (02)</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 (03)</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 (04)</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 (05)</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 (06)</td>
<td>Leading Organizations</td>
<td>☑ External Awareness ☑ Strategic Thinking ☑ Political Savvy</td>
</tr>
<tr>
<td>and RADM (07/08)</td>
<td></td>
<td>☑ Vision ☑ Partnering</td>
</tr>
</tbody>
</table>

Leadership Development Comments (Optional)

Extensive development occurs with the exposure to the inner workings of CPC and OMAO financial and contracting requirements. Significant time is spent focusing on developing the future vision of the NOAA Corps. Frequent interactions with NOAA and Coast Guard senior leadership allows for extensive personal professional development.

### SECTION 11 - OPERATIONAL DEVELOPMENT

**A. Marine Development**
- ☑ Officer of the Deck
- ☑ Senior Watch Officer
- ☐ ECDIS
- ☒ Dynamic Positioning
- ☐ Boat Deployment
- ☐ MedPIC
- ☐ Coxsain/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)

The officer has the potential to obtain unique and invaluable experiences by partnering with the United States Coast Guard.

Underway time aboard charter/NOAA/USCG training platforms will allow officer to maintain/hone his/her operational proficiencies as a professional mariner.
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).

Use senior management experience and skills to develop and build executive leadership competencies. Build up a network of associates in the USCG to build & strengthen partnerships.

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

Ensure that all BOTC and REFTRA graduates have been provided with the tools and base knowledge required to be successful officers and professional mariners.

Maintain the good working relationship between NOAA and USCG.
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
LEVIN.MICHAEL.G.12538167
04

2. Date 2019-10-23

3. Name
CDR Michael G. Levine, CDR/NOAA

4. Title/Position
Commanding Officer, NCOTC

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 10/31/2019

3. Name
Mr. Jason Merriweather

4. Title/Position
Deputy Director, CPC

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 2019-12-06

3. Name
CAPT Devin R. Brakob, NOAA

4. Title/Position
Director, Commissioned Personnel Center

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 2019-12-06

3. Name
CAPT Jeffrey C. Taylor, NOAA

4. Title/Position
Chief, Office Career Management Division

E. Director, NOAA Corps Endorsement

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

1. Signature

2. Date 2019-12-09

3. Name
CAPT Devin R. Brakob, NOAA

4. Title/Position
Director, Commissioned Personnel Center