NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION
A. Billet Number 0509  B. Billet Title Operations Officer, NOAA Corps Officer Training Center
C. Grade Requested 02 - LTJG  D. Type of Submission ANNUAL RECERTIFICATION
E. Minimum amount of overlap between incumbent officer/reporting officer for continuity of duties 1 Month
F. Duty Type FIXED SHORE  G. Estimated Length of Assignment 3 years

SECTION 2 - DUTY STATION ADDRESS AND CONTACT INFORMATION
A. Street Address 41 Mohegan Ave  B. Street Address
G. Office 8607016407  H. Mobile  I. Fax

SECTION 3 - OFFICER EVALUATION REPORTING
A. Supervisor
1. Name CDR Michael Levine  2. Position Commanding Officer, NCOTC  3. Grade 05
4. Email michael.levine@noaa.gov  5. Office 8607016630  6. Mobile
B. Reporting Officer (2nd Level Supervisor)
1. Name CDR Michael Levine  2. Position Commanding Officer, NCOTC  3. Grade 05
4. Email michael.levine@noaa.gov  5. Office 8607016630  6. Mobile
C. Reviewer (Normally the Reporting Officer’s Supervisor)
1. Name  2. Position Chief, OCMD  3. Grade 05
4. Email chief.careermgmt.cpc@noaa.gov  5. Office 3017137748  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 CPC
3. Division OCMD  4. Branch NCOTC  5. Section or Team
B. NOAA Goal/Subgoal
C. Program
D. NOAA Org Code
E. NFC Org Code
F. Project-Task
SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

The mission of the NOAA Corps Officer Training Center is to prepare individuals to serve effectively as commissioned officers in operational leadership roles in the NOAA fleet. The training center is the primary accession source for new NOAA Corps officers and is responsible for instilling core values and creating a solid foundation of maritime skills upon which to build in the fleet.

SECTION 6 - DUTIES AND RESPONSIBILITIES

1. Assistant Platoon Officer (APO)/Platoon Officer (PO) - Officer will start as APO and spend a class learning PO duties under the Executive Officer, NCOTC. The platoon officers are responsible for directly engaging and developing the performance in all aspects of their military and academic duties during their time at the training center. They work together on all aspects of the administrative personnel management of the NOAA platoon, including but not limited to working with the Coast Guard for scheduling concerns, arranging travel, scheduling medical appointments and testing, career counseling, and providing instruction on timely relevant topics such as OPF, PCS travel submissions, Direct Access, and others.

2. OCS Duty Officer - officer will break in (stand JOOD, essentially) until completion of the Duty Officer PQS and successful completion of the DO board. The Duty Officer is responsible for ensuring the execution of the Plan of the Day and is trained and equipped to deal with any emergent circumstances or situations that may arise after hours, on weekends, or any other time when he/she is the only staff officer present. Depending on the number of qualified Duty Officers, the officer may stand anywhere between 6 and 10 overnight duty days per BOTC/OCS class.

3. Officer serves as an ancillary instructor for multiple topics related to the underway lifestyle for both NOAA and Coast Guard officer candidates. He or she may be called on to assist USMRC instructors with teaching certain topics such as chart plotting, radio communications, rules of the road, and other hands on activities. The officer will support NOAA officer candidates training underway on multiple platforms, and may be asked to assist with Coast Guard underway training as well. Officer can expect to sit on each class’s capstone Leadership Philosophy Discussion Panels, and may be asked to fill other roles in leadership and practical training exercises as needed.

4. Officer will, in conjunction with the Executive Officer, divide responsibilities for making all logistics and travel arrangements for graduation cruises, EAGLE cruises, and extended training periods away from campus. He or she will become well versed in usage of E2 for creating travel for others.

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

Technical 20 + Operational 20 + Leading and Managing 60 + 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**
     - **Officer Candidate/O1**

2. **Fiscal**
   - **Will the Officer have budget responsibility?**
     - [ ] Yes  [ ] No  
     - **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):
   - **2 GSA vans with combined replacement value of approximately $50k**

### 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 Organizations</td>
<td>☐ Decisiveness ☐ Problem Solving ☐ Conflict Management</td>
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<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>
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<td></td>
<td></td>
<td>☞ Financial Management ☞ Technology Management</td>
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<tr>
<td>CAPT (O6)</td>
<td></td>
<td>☐ External Awareness ☐ Strategic Thinking ☐ Political Savvy</td>
</tr>
<tr>
<td>and RADM (O7/O8)</td>
<td></td>
<td>☐ Vision ☐ Partnering</td>
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**Leadership Prerequisite Comments (Optional)**

The individual filling this billet must epitomize professionalism in all aspects at all times; he or she will be setting the example for the entire future of the NOAA Corps. The officer must be able to think and act quickly in a high-stress environment which requires extensive time commitments and individual sacrifice.
### SECTION 8 - OPERATIONAL PREREQUISITES

#### A. Marine Prerequisites
- [X] 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)

The officer in this billet must be a competent watchstander with experience mentoring and teaching new JOOs. He or she will have multiple interaction points with the students while they are learning charting and navigation, as well as coaching them through shiphandling and watchstanding underway aboard various training platforms. Experience in multiple communities or aboard multiple vessels is ideal but not 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 military experience is helpful but not required; however, professional military bearing is imperative. This billet requires an officer who is outgoing, works well with others, is enthusiastic about NOAA, and is willing to sacrifice large amounts of time and effort to ensure that the next generation of JO's is the best that it can be. The officer should be an excellent writer and communicator, as the program requires grading many written assignments, writing OERs, and coaching officer candidates on how to properly execute OER's and other official communications, as well as providing impromptu motivation and articulating performance deficiencies throughout the program.
### SECTION 10 - LEADERSHIP DEVELOPMENT

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**Leadership Development Comments (Optional)**

The fast-paced and demanding work environment hones skills in oral and written communication, managing group dynamics, and both influencing & developing future officers by example. The officer will get a better idea of the inner workings of CPC and OCMD, and may have access to in-house Coast Guard leadership training as well as funding for externally sourced leadership/coaching/mentoring training. Officer will develop soft skills in conflict management and exposure to all personality types which will be beneficial in preparation for future sea tours as operations officer and executive officer.

### SECTION 11 - OPERATIONAL DEVELOPMENT

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

Multiple underway opportunities exist aboard the training center’s two FRBs, 65’ Coast Guard training boats, T/V Shuman, F/V Loosanoff, and Barque EAGLE. With command support the officer may seek qualification as a safety officer for T-boats and the Shuman, and if time and scheduling permit, may elect to pursue underway OOD qualification aboard EAGLE. The officer will also have the chance to get underway for two graduation cruises per year, and will have time available in June and early July to augment in order to maintain underway proficiency.
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).

This billet has the potential for holistic individual development. The unique nature of the working environment will develop tenacity and a positive work ethic, as well as increased ability to think under pressure and make decisions quickly. The officer will leave the training center with the ability to succeed as an operations officer on any class of vessel.

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

- Qualification as OCS Duty Officer
- Qualification as T-boat and/or TV Shuman safety officer (if desired/supported)
- Resolve all schedule conflicts with OCS to ensure smooth execution of the program
- Ensure class is always fully equipped with proper knowledge of what is expected of them, where, and when.
- Ensure, by example, that NOAA officer candidates are versed and well-practiced in military customs and courtesies
- Ensure that each new NOAA ensign has been given the tools to succeed as a commissioned officer and mariner.
- Plan & prepare all logistical needs for each BOTC/OCS class to ensure timely completion of all program phases.
### 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>1. Signature</th>
<th>2. Date</th>
<th>3. Name</th>
<th>4. Title/Position</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>29 OCT 2019</td>
<td>LT Peter R. Gleichauf</td>
<td>Operations Officer, NCOTC</td>
</tr>
</tbody>
</table>

### B. Supervisor's Statement

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

<table>
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<tr>
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<tbody>
<tr>
<td></td>
<td>30 OCT 2019</td>
<td>CDR Michael G. Levine</td>
<td>Commanding Officer, NCOTC</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>
<thead>
<tr>
<th>1. Signature</th>
<th>2. Date</th>
<th>3. Name</th>
<th>4. Title/Position</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>30 OCT 2019</td>
<td>CAPT Jeffrey Taylor</td>
<td>Chief, OCMD</td>
</tr>
</tbody>
</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>1. Signature</th>
<th>2. Date</th>
<th>3. Name</th>
<th>4. Title/Position</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>15 Nov 2019</td>
<td>CAPT Jeffrey C. Taylor, NOAA</td>
<td>Chief, OCMD</td>
</tr>
</tbody>
</table>

### E. Director, NOAA Corps Endorsement

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

<table>
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<th>4. Title/Position</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>12/06/2019</td>
<td>CAPT Devin R. Braker, NOAA</td>
<td>Director, CPC</td>
</tr>
</tbody>
</table>