

## NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

### SECTION 1 - GENERAL INFORMATION

A. Billet Number	<input type="text" value="0602"/>	B. Billet Title	<input type="text" value="Executive Officer, Marine Operations Center- Atlantic"/>		
C. Grade Requested	<input type="text" value="O5 - CDR"/>	D. Type of Submission	<input type="text" value="REALIGNMENT OF DUTIES"/>		
E. Minimum amount of overlap between incumbent officer/reporting officer for continuity of duties	<input type="text" value="1 Month"/>				
F. Duty Type	<input type="text" value="FIXED SHORE"/>	G. Estimated Length of Assignment	<input type="text" value="3 years"/>		

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

A. Street Address	<input type="text" value="439 West York Street"/>	B. Street Address	<input type="text"/>				
C. City	<input type="text" value="Norfolk"/>	D. State	<input type="text" value="Virginia"/>	E. Country	<input type="text" value="United States"/>	F. Zip Code	<input type="text" value="23510"/>
G. Office	<input type="text" value="+1 (757) 441-6257"/>	x	<input type="text"/>	H. Mobile	<input type="text"/>	I. Fax	<input type="text"/>

### SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor							
1. Name	<input type="text" value="CAPT Anita L. Lopez"/>	2. Position	<input type="text" value="Commanding Officer, MOC-A"/>	3. Grade	<input type="text" value="O6"/>		
4. Email	<input type="text" value="anita.lopez@noaa.gov"/>	5. Office	<input type="text" value="+1 (757) 441-6778"/>	x	<input type="text"/>	6. Mobile	<input type="text"/>
B. Reporting Officer (2nd Level Supervisor)							
1. Name	<input type="text"/>	2. Position	<input type="text"/>	3. Grade	<input type="text"/>		
4. Email	<input type="text"/>	5. Office	<input type="text"/>	x	<input type="text"/>	6. Mobile	<input type="text"/>
C. Reviewer (Normally the Reporting Officer's Supervisor)							
1. Name	<input type="text" value="CAPT Eric W. Berkowitz"/>	2. Position	<input type="text" value="Deputy Director, MOC"/>	3. Grade	<input type="text" value="O6"/>		
4. Email	<input type="text" value="eric.w.berkowitz@noaa.gov"/>	5. Office	<input type="text" value="+1 (541) 867-8802"/>	x	<input type="text"/>	6. Mobile	<input type="text"/>

### 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	<input type="text" value="OMAO"/>	2. Office, Center, or Lab	<input type="text" value="MOC-A"/>		
3. Division	<input type="text"/>	4. Branch	<input type="text"/>	5. Section or Team	<input type="text"/>
B. NOAA Goal/Subgoal		<input type="text"/>	C. Program		<input type="text"/>
D. NOAA Org Code	<input type="text"/>	E. NFC Org Code	<input type="text"/>	F. Project-Task	<input type="text"/>

## SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

This position is that of Executive Officer of NOAA's Marine Operations Center- Atlantic (MOC-A). The MOC-A, located in Norfolk, Virginia, oversees NOAA's multi-purpose oceanographic research, fisheries research and hydrographic survey vessels in the Atlantic and Gulf of Mexico. As Executive Officer, the incumbent assists the Commanding Officer and is responsible for: ensuring that the mission of the organization is accomplished in an efficient and economical manner using sound management practices; the safe operations and maintenance of the NOAA Atlantic Fleet; the management of MOC-A's financial and human resources; the management of the port offices that provide the safety, administrative, operational, logistical, engineering and maintenance support. The port offices are located in Pascagoula, MS; Charleston, SC; Woods Holes, MA; and Davisville, RI.

## 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

1. Acts as Director, MOC-A in Commanding Officer's absence. Assists CO with the planning, management and administration of NOAA's Marine Operations Center- Atlantic and the NOAA MOC-A Fleet.
2. Oversees compliance with applicable Federal regulations as related to operation of the Fleet, execution of budgets, acquisitions, personnel actions, travel, awards, and any other applicable actions.
3. Oversight of budget process for the MOC-A Fleet and facility. Facilitates annual budget submissions, quarterly reviews and interactions between ship and branch personnel. Formulation and execution of facilities and travel budgets.
4. Facilitates interactions between MOC-A Fleet and MOC personnel support branch to ensure staffing needs required to operate and maintain ships are met. Work with MOC Crew to facilitate leave, vacancy and augmentation requirements.
5. Manage OER submissions. Ensure timely and accurate submission, serve as reviewing officials for all ship OERs (except COs), facilitate ship CO OER process.
6. Manage all award submissions for ship and MOC-A personnel. Ensure Officer and civilian awards and submitted in accordance with required justification, documentation and accounting requirements.
7. Represent MOC-A on boards which may include FOMS, OAB, Fleet Training, and Safety.
8. Serve as deciding official for Fleet discipline issues as needed.
9. Ensure proper certification and award designations to include Officer of the Deck, Senior Watch Officer and temporary promotions.
10. Directly supervise MOC-A Chief of Operations, Vessel Support Assistants (VSA's), facilities personnel and Port Captains. Ensures personnel meet performance and training goals as outlined in their Individual Development Plans (IDP's).
11. Provide effective customer service to the fleet, OMAO, NOAA and external partners.
12. Manage government owned facilities: two buildings, six pier spaces and out buildings. Identify, prioritize, and manage required maintenance and upgrade projects. Lead teams of engineers, contractors and government teams to execute projects.

### 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):

NOAA's MOC-A ship fleet consists of 9 ships. The MOC-A facility is NOAA owned and consists of two buildings and a pier with six berths. There are 3 regional Port Offices. In 2012 ship ages range from 1 to 44 years with an average age of ~23 years. The value of NOAA's MOC-A ship capital assets (taken from Sunflower) is >\$250M.

## 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 checked="" 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)

## 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)

NOAA Ship Command or Aircraft experience. Secret security clearance.

## 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 management experience in DOC, NOAA Line, Staff or Program Office.

## SECTION 10 - LEADERSHIP DEVELOPMENT

GRADE	LEADERSHIP MATURITY LEVEL	LEADERSHIP COMPETENCIES DEVELOPED IN 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 checked="" type="checkbox"/> Technology Management
CAPT (O6) and RADM (O7/O8)		<input checked="" type="checkbox"/> External Awareness <input checked="" type="checkbox"/> Strategic Thinking <input checked="" type="checkbox"/> Political Savvy <input checked="" type="checkbox"/> Vision <input checked="" type="checkbox"/> Partnering
Leadership Development Comments (Optional)		

## SECTION 11 - OPERATIONAL DEVELOPMENT

<p><b>A. Marine Development</b></p> <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
<p><b>B. Aviation Development</b></p> <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
<p><b>C. Dive Development</b></p> <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
<p><b>D. Additional Operational Development (security clearances, special training) or Operational Development Comments (Optional)</b></p> <div style="height: 80px;"></div>

## 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).

Senior management skills and organizational leadership competencies.

## SECTION 13 - CRITICAL SUCCESS CRITERIA

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

Effective oversight of MOC-A and MOC-A Fleet annual operating and maintenance budgets to include ship and MOC-A budget formulation and execution. Oversee MOC-A Fleet and facility compliance with fiscal regulations. Closeout fiscal year within 5% of annual budget allocation.

Oversee compliance with applicable Federal regulations, DOC and NOAA policies as related to operation of the Fleet, execution of budgets, acquisitions, personnel actions, travel, awards, time and attendance and any other applicable actions. Minimize policy infractions by MOC-A personnel; increase clarity and understanding of policies.

Effective management and oversight of awards. Ensure all awards (NOAA Corps and civilian) from MOC-A ships and MOC-A submitted in accordance with required paperwork and justifications. Ensure uniform application across the Fleet. Awards reviewed and processed within seven days of receipt.

Effective management and facilitation of MOC-A Fleet personnel support to include leave requests, augmentation, and staffing. Ensure minimal loss of days at sea due to staffing issues.

Effective management of MOC-A Fleet designations to include Officer of the Deck, Senior Watch Officer and temporary promotions. Paperwork will be reviewed and processed within seven days of receipt.

Effective management and oversight of ship OERs. Ensure OERs feedback provided within seven days of receipt. Ensure final OER's signed and sent to CPC within three days of receipt.

Ensure employees supervised meet own performance and training goals as outlined in their IDP.

Effective management of facilities. Ensure completion of required maintenance to maintain facilities. Research, prioritize and initiate projects to provide the best possible facilities within available resources.

**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 Nancy Hann, CDR/NOAA

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 [Signature]

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 [Signature]

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 [Signature] CDR/NOAA

2. Date

3. Name

4. Title/Position

**E. Director, NOAA Corps Endorsement**

"I am the  and I  this billet."

1. Signature [Signature]

2. Date

3. Name

4. Title/Position