**NOAA COMMISSIONED OFFICER BILLET DESCRIPTION**

**SECTION 1 - GENERAL INFORMATION**

<table>
<thead>
<tr>
<th>A. Billet Number</th>
<th>0610</th>
</tr>
</thead>
<tbody>
<tr>
<td>B. Billet Title</td>
<td>Chief of Operations, Marine Operations Center - Atlantic</td>
</tr>
<tr>
<td>C. Grade Requested</td>
<td>O5 - 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>3 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>439 West York Street</th>
</tr>
</thead>
<tbody>
<tr>
<td>B. Street Address</td>
<td></td>
</tr>
<tr>
<td>C. City</td>
<td>Norfolk</td>
</tr>
<tr>
<td>D. State</td>
<td>Virginia</td>
</tr>
<tr>
<td>E. Country</td>
<td>United States</td>
</tr>
<tr>
<td>F. Zip Code</td>
<td>23510</td>
</tr>
<tr>
<td>G. Office</td>
<td>+1 (757) 441-6842</td>
</tr>
<tr>
<td>H. Mobile</td>
<td>+1 (757) 441-6495</td>
</tr>
</tbody>
</table>

**SECTION 3 - OFFICER EVALUATION REPORTING**

<table>
<thead>
<tr>
<th>A. Supervisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Name</td>
</tr>
<tr>
<td>2. Position</td>
</tr>
<tr>
<td>3. Grade</td>
</tr>
<tr>
<td>4. Email</td>
</tr>
<tr>
<td>5. Office</td>
</tr>
<tr>
<td>6. Mobile</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>B. Reporting Officer (2nd Level Supervisor)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Name</td>
</tr>
<tr>
<td>2. Position</td>
</tr>
<tr>
<td>3. Grade</td>
</tr>
<tr>
<td>4. Email</td>
</tr>
<tr>
<td>5. Office</td>
</tr>
<tr>
<td>6. Mobile</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>C. Reviewer (Normally the Reporting Officer's Supervisor)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Name</td>
</tr>
<tr>
<td>2. Position</td>
</tr>
<tr>
<td>3. Grade</td>
</tr>
<tr>
<td>4. Email</td>
</tr>
<tr>
<td>5. Office</td>
</tr>
<tr>
<td>6. Mobile</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.

<table>
<thead>
<tr>
<th>A. Organizational Hierarchy - Use common acronyms when possible.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Staff or Line Office</td>
</tr>
<tr>
<td>2. Office, Center, or Lab</td>
</tr>
<tr>
<td>3. Division</td>
</tr>
<tr>
<td>4. Branch</td>
</tr>
<tr>
<td>5. Section or Team</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>B. NOAA Goal/Subgoal</th>
<th>Mission Support/Fleet Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>C. Program</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>D. NOAA Org Code</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>E. NFC Org Code</td>
<td></td>
</tr>
<tr>
<td>F. Project-Task</td>
<td></td>
</tr>
</tbody>
</table>
SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

The Chief of Operations at NOAA's Marine Operation Center - Atlantic (MOC-A) is located in Norfolk, VA. MOC-A oversees more than half of NOAA's fleet of multipurpose oceanographic, fisheries, and hydrographic survey vessels. The nine ships are homeported at six marine support facilities along the East Coast and in the Gulf of Mexico and they operate in both the Atlantic and Pacific Ocean basins. In addition, MOC-A manages NOAA's only global class research vessel. As Chief of Operations, the incumbent is responsible for liaising between the marine center and each of NOAA's line offices and partner federal agencies it serves. MOC-A's customers include but are not limited to Northeast Fisheries Science Center, Southeast Fisheries Science Center, Oceanic and Atmospheric Research, Ocean Exploration and Research, National Ocean Service, Office of Coast Survey Hydrographic Services Division, and the Environmental Protection Agency.

The incumbent advises the Fleet Working Group to develop the Fleet Allocation Plan; works with the ship commands to ensure schedules are executable; maintains and updates schedule changes; ensures metrics are captured on fleet utilization; reviews and finalizes project instructions; schedules and coordinates logistics for NOAA ships at MOC-A, along the East Coast, Gulf of Mexico and foreign ports worldwide. Assists and advises MOC-A command on issues such as personnel, staffing, facilities, budgets, operations, and policies. Officer expected to augment or staff vessels in need, assist with diving, safety training and public affairs activities.

SECTION 6 - DUTIES AND RESPONSIBILITIES

6A. Description of Duties and Responsibilities

Liaison for MOC-A among a wide variety of stakeholder programs, MO, and OMAO divisions. Ensure information regarding MOC-A ships and facility needs, requests, and actions are communicated clearly to all parties.

Provide advice and assistance to the Commanding Officer, MOC-A and Fleet Standardization Office on the establishment, revision, and implementation of policies related to NOAA fleet operations.

Coordinate logistical support, scheduling, and berthing for home ported and visiting ships at MOC-A. Provide assistance to NOAA ships as needed in other East Coast ports.

Review and approve metrics reporting by MOC-A ships to monitor project and sea day-type execution.

Coordinate the development of ship schedules by providing feedback to the Fleet Working Group. Manage program expectations with actual ship capabilities and provide advice on appropriate platform feasibility. Work with ship commands to develop detailed schedules that align with the Fleet Allocation Plan.

Manage and review project instructions from each program utilizing MOC-A ships.

Serve as Acting Executive Officer and/or Acting Commanding Officer, MOC-A in the XO and/or CO's absence. Assist the CO and XO with planning, managing, and administration of MOC-A staff and fleet. Backup approving authority for Bona-fide needs and travel when XO is away on travel or leave.

Manage Operations staff and other junior officers assigned to MOC-A (permanent and TDY).

Provide effective customer service to the fleet, OMAO, NOAA, and external partners.

Be an ambassador to the community by enhancing NOAA and MOC-A's presence in Norfolk.

Coordinate MOC-A events both on and off site.

Serve as Property Custodian for MOC-A.

On-scene lead in the event of natural or man made emergencies impacting staff and facilities.

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

Technical 20 + Operational 35 + Leading and Managing 30 + Executive Leadership 15 = 100%
6C. Resources Managed

1. Human

Does the Officer supervise personnel?  ☑ Yes  ☐ No  
Number of personnel supervised 1

Grades of supervised personnel  O-2

Will the Officer lead people, but has no supervisory responsibilities?  ☑ Yes  ☐ No  
Number of personnel led 3

Grades of personnel led  GS-4 and 7

2. Fiscal

Will the Officer have budget responsibility?  Yes - Planning  
Dollar Amount (K) $600

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):

MOC-A’s fleet consists of 9 ships (FH, HB, EX, TJ, NF, RHB, PC, R2, GU). The government owned MOC-A facility consists of 2 buildings (administration/engineering and warehouse).
- 9 Leased GOV’s and 2 Owned GOV’s: Estimated value $400k
- 2 Small Boats: Estimated Value $225k
- MOC-A Property including IT and Heritage Assets: $250k
- Plans and executes the facility Security Guard Contract: $600k

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

Leadership Prerequisite Comments (Optional)

Preferred candidate will have successfully completed an Executive Officer tour of duty aboard a NOAA ship. A junior officer with acting time as Executive Officer will be considered on a case by case basis. Equivalent responsibilities as Operational Aircraft Commander will be considered.
### 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)
- Secret security clearance
- Meet physical standards for officers on sea duty as required by OMAO Medical Services Division
- Current US Official Passport
- Working Diver, Dive master and Small Boat Coxswain qualifications a plus but are 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).

Educational Requirements for entry into the NOAA Corps
- Strong organizational and planning skills
- Able to work and effectively communicate with all levels of management
- Excellent written and oral communication skills

While no training is specified beyond the NOAA Corps requirements for LCDR, pursuit of additional leadership/management courses is recommended (OPM Courses, etc.).

Prior project management experience in DOC, NOAA Line, Staff, or Program office. Familiarity of OMAO policies and procedures, USCG credentialing requirements, USCG Certificates of Inspection; internal budgeting and personnel processes.
### 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>
</table>
| ENS (O1) | Leading Self | ✗ Core Values & Conduct  ✗ Health & Well Being  ✗ Responsibility  
|       |               | ✗ Followership  ✗ Adaptability |
| LTJG (O2) | Leading Others | ✗ Interpersonal Skills  ✗ Continuous Learning  ✗ Technical Proficiency  
|       |               | ✗ Listening  ✗ Speaking |
| LT (O3) | Leading Performance and Change | ✗ Writing  ✗ Team Building  ✗ Leveraging Diversity  
|       |               | ✗ Influencing Others  ✗ Developing Others  ✗ Execution |
| LCDR (O4) | Leading Performance and Change | ✗ Decisiveness  ✗ Problem Solving  ✗ Conflict Management  
|       |               | ✗ Customer Focus  ✗ Entrepreneurship |
| CDR (O5) |                             | ✗ Creativity & Innovation  ✗ Human Capital Management  
|       |               | ✗ Financial Management  ✗ Technology Management |
| CAPT (O6) and RADM (O7/O8) | Leading Organizations | ✗ External Awareness  ✗ Strategic Thinking  ✗ Political Savvy  
|       |               | ✗ Vision  ✗ Partnering |

**Leadership Development Comments (Optional)**

Officer relies heavily upon self and senior officers at the command to develop the greatest range of competencies. Leading self, others, and change ensures supervised personnel meet NOAA's mission goals in the midst of budgetary challenges and unforeseen operational conflicts. Officer will develop competencies of leading performance and change particularly with customer focus and human capital management. Officer will develop political savvy liaising between customers and leadership while balancing the strategic goals and vision of OMAO.

### 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).

Officers who are successful in this position should be well positioned for a tour of duty as Executive or Commanding Officer aboard a NOAA ship. Officers will gain familiarity with research missions conducted by a wide range of NOAA programs operating in waters around the world.

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

Ships supported by MOC-A are operationally equipped and suitable to support NOAA missions as per the Fleet Allocation Plan.

Develop ship schedules in coordination with ship commands and meet deadlines set forth by OMAO for the Fleet Council.

Ensure programs meet suggested timelines for project planning, project instruction development, review, and approval.

Input from cruise evaluations and other feedback from the program and ship personnel are addressed in a timely manner to improve customer support.

Effective supervision of NOAA Corps officers. Meet timelines established by OER directives. Ensure officers meet own performance and training goals outlined in their IDP.

100% accountability of property and heritage assets.

Timely and effective office administration processes and responses with OMAO, NOAA and DOC.

Keeps leadership apprised of unforeseen changes to ship operations through reports and updates on/ahead of schedule (DUS report, OMAO staff meeting inputs, etc.)
### 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**: CARRIER, JOSEPH, KELSO, III
2. **Date**: 2017-12-06
3. **Name**: Joseph Carrier, LT/NOAA
4. **Title/Position**: Chief of Operations, MOC-A

#### 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**: HANER, RUSSELL, G.
2. **Date**: 2017-12-12
3. **Name**: Russell Haner, LCDR/NOAA
4. **Title/Position**: Executive Officer, MOC-A

#### 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**: KOES, STEPHANIE, A.
2. **Date**: 2017-12-19
3. **Name**: Stephanie Koes, CDR/NOAA
4. **Title/Position**: Commanding Officer, MOC-A

#### D. Commissioned Personnel Center Endorsement

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

1. **Signature**: CDR Jeffrey Shoup, NOAA
2. **Date**: 2017-12-19
3. **Name**: CDR Jeffrey Shoup, NOAA
4. **Title/Position**: Chief, Officer Career Management Division

#### E. Director, NOAA Corps Endorsement

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

1. **Signature**: By Direction
2. **Date**: 1/29/2018
3. **Name**: RADM Michael Silah, NOAA
4. **Title/Position**: Director, NOAA Corps

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[Print Form] [Submit to CPC (Reviewer Use Only)]