

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION

Billet to CD# 2004

A. Billet Number	0615	B. Billet Title	Deputy Chief of Operations, MOC-A		
C. Grade Requested	O3 - LT	D. Type of Submission	ANNUAL RECERTIFICATION		
E. Minimum amount of overlap between incumbent officer/reporting officer for continuity of duties	1 week				
F. Duty Type	FIXED SHORE	G. Estimated Length of Assignment	3 years		

SECTION 2 - DUTY STATION ADDRESS AND CONTACT INFORMATION

A. Street Address	439 West York Street	B. Street Address					
C. City	Norfolk	D. State	Virginia	E. Country	United States	F. Zip Code	23510
G. Office	+1 (757) 441-6238	x		H. Mobile		I. Fax	

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor							
1. Name	Ryan Wartick, LCDR/NOAA	2. Position	Chief of Operations, MOC-A	3. Grade	O4		
4. Email	Chiefops.moa@noaa.gov	5. Office	+1 (757) 441-6842	x		6. Mobile	
B. Reporting Officer (2nd Level Supervisor)							
1. Name	Russell G. Haner LCDR/NOAA	2. Position	Executive Officer, MOC-A	3. Grade	O4		
4. Email	XO.MOC.Atlantic@noaa.gov	5. Office	+1 (757) 441-6257	x		6. Mobile	
C. Reviewer (Normally the Reporting Officer's Supervisor)							
1. Name	David Zezula, CAPT/NOAA	2. Position	Commanding Officer, MOC-A	3. Grade	O6		
4. Email	co.moc.atlantic@noaa.gov	5. Office	+1 (757) 441-6778	x		6. Mobile	+1 (757) 275-4395

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	MOC-A		
3. Division	Operations	4. Branch	MOC-A	5. Section or Team	
B. NOAA Goal/Subgoal	Mission Support/Fleet Services	C. Program	Marine Operations and Maintenance		
D. NOAA Org Code		E. NFC Org Code	08-02-0001-04-00-00-00	F. Project-Task	T8A2A61 P61

SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

Located in Norfolk, Virginia, NOAA Marine Operations Center-Atlantic (MOC-A) oversees more than half of the NOAA fleet of multipurpose oceanographic, fisheries, and hydrographic survey vessels. Nine (9) ships are home ported at six (6) marine support facilities along the East coast and the Gulf of Mexico. They operate principally in the Atlantic and Gulf of Mexico, with expeditions into the Pacific and occasional globe spanning projects.

Deputy Chief of Operations is a liaison between the marine center and each of NOAA's line offices and partner agencies. MOC-A principal customers include the Northeast, Southeast, and Gulf of Mexico Fisheries Science Centers for the National Marine Fisheries Service, Oceanic and Atmospheric Research, Ocean Exploration and Research, National Ocean Service, Office of the Coast Survey, Hydrographic Services Division, and the Environmental Protection Agency.

Deputy Chief of Operations' primary duty is to support the MOC-A fleet. The incumbent works closely with the Chief of Operations to ensure the fleet can carry out their mission by coordinating with ships and science programs in the review of Project Instructions and scheduling. They assist and provide support to MOC-A command on issues ranging from personnel, staffing, facilities, budget, operation, policies, dive operations, safety training, and public outreach activities.

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

Works with ship and science programs to coordinate and manage the reviewing of project instructions. This process involves creating project announcements, managing deadlines, communicating between ships and programs, and reviewing project instructions.

Assists with scheduling to develop the FAP on an annual basis, and ongoing updating of SDAT schedules to ensure accuracy.

Serves as a liaison for MOC-A among a wide variety of programs, Marine Operations, and OMAO division. Ensures information regarding MOC-A ships and facility needs, requests, and actions are communicated clearly to all stakeholders.

Assists with coordinating logistical support, scheduling, and berthing for ships at MOC-A. Provides assistance to NOAA ships as needed for port calls at other ports.

Assists Chief of Operations, MOC-A and is prepared to serve as acting Chief of Operations, MOC-A. Assists MOC-A command with planning, managing, and administration of MOC-A staff and fleet.

Maintain emergency contact information for fleet and facility personnel. Maintain correspondence between ship, MOC-A, and headquarters relating to ship and personnel records.

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

Small boat manager for MOC-A workboat, coordinating maintenance, deployment, and utilization as a small boat coxswain.

Represent the NOAA corps and MOC-A as an ambassador to the community by participating in events in and around Norfolk and coordinating events and activities for MOC-A, on and off site.

Works with facilities manager and staff on maintenance and projects in an administrative role and as a purchase card holder.

Collects, compiles, and archives deck logs from the fleet.

And of course, other duties as assigned.

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):

Utility boat...RHIB replacement value of approximately \$40,000

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 type="checkbox"/> Leveraging Diversity <input type="checkbox"/> Influencing Others <input type="checkbox"/> Developing Others <input type="checkbox"/> Execution
LCDR (O4)		<input type="checkbox"/> Decisiveness <input checked="" type="checkbox"/> Problem Solving <input type="checkbox"/> Conflict Management <input type="checkbox"/> Customer Focus <input type="checkbox"/> Entrepreneurship
CDR (O5)	Leading Performance and Change	<input type="checkbox"/> Creativity & Innovation <input type="checkbox"/> Human Capital Management <input 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)

Preferred candidate will be a qualified Officer of the Deck and have successfully completed a full tour of duty aboard a NOAA ship. A junior officer with acting time as Operations Officer is preferred. Preferred candidate will have strong communication skills and knowledge of ship operational planning.

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.

Maintain physical and training standards for sea service.

Maintain official US Passport.

Working Diver, Dive Master, Hazwoper, and Small Boat Coxswain qualifications are preferred, but not required for selection.

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 per commission into NOAA corps.

Strong organizational and planning skills.

Ability to work and communicate effectively with all levels of management.

Excellent written and oral communication skills.

No training specified beyond requirements for LT(jg)^{PAS}, pursuit of additional leadership and management courses is recommended.

General familiarity of OMAO policies and procedures, USCG credentialing requirements, USCG Certificates of Inspection, and Marine Operations personnel procedures.

Purchase card experience is preferred, but not a requirement.

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 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 type="checkbox"/> Conflict Management <input checked="" type="checkbox"/> Customer Focus <input type="checkbox"/> Entrepreneurship
CDR (O5)	Leading Performance and Change	<input type="checkbox"/> Creativity & Innovation <input type="checkbox"/> Human Capital Management <input 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 Development Comments (Optional)

Incumbent relies upon self and senior officers at the command to develop the greatest range of competencies. Incumbent will focus on leading self and others, particularly with customer focus and balancing operational commitments. Incumbent will grow in tact and diplomacy while liaising between programs, ships, and MO-C leadership.

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)

May be required to augment so maintenance of sea service eligibility is required. Officer should already be OOD qualified and a quick learner to get OOD qualified on additional ships. Augmentation should not be for extended time periods, ~2 weeks or less at a time to prevent excessive periods of lack of oversight. Officer is encouraged to submit training request to MOC-A XO; there may be opportunities to get COR, NOAA ECO, HAZWOPER, ECDIS, NOAA Diver / Dive Master, forklift, and/or leadership training, as needed.

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 have successfully completed this assignment are expected to be well positioned for a next tour of duty as Operations Officer aboard any NOAA ship. Incumbents will gain familiarity with the varied research missions conducted by the fleet in support of a wide range of programs throughout the world.

Additionally, the position allows for the involvement in the management of several significant contracts and provides the opportunity to work with renegotiating contracts to enhance the overall contract performance.

Planning, budgeting and executing Port Office budget, with guidance from MOC-A. Allows officer without prior budget experience to manage a reasonable budget and places them in a comfort area before taking on the more daunting tasks of a Ship's budget.

Develops Customer Focus by making officer responsible for the needs of the nine vessels.

Officers stationed at the Marine Operations Centers will gain knowledge of the operations and business practices that occur shore-side in support of the fleet.

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

No missed operational evolutions that left a supported vessel without minimum port services requirements . (i.e. no line handlers, lack of dedicated pier space, etc.)

Purchases and procurements to remain within budget; significant operational changes or external events require prompt reporting to address changes.

Maintain effective communications and open relations with supported Ships, Port Engineers, and MOC-A.

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

Ensures programs are flagged to meet suggested time-lines for project planning, project instruction development, review, and approval.

Manages records including ship logs, and ship complement lists.

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

Keeps leadership apprised of changes (planned and unforeseen) to ship operations through reports and updates with scheduled and ad hoc reports (DUSO report, OMAO and MOC-A staff meeting input, 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 *David J. Zezula CAPT/NOAA* ZEZULA.DAVID.J.1097241836
2018.11.05 07:50:13 -05'00'

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 *Ryan Wartick* WARTICK.RYAN.AUGUSTUS.1100903608
2018.11.05 07:51:58 -05'00'

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 HANER.RUSSELL.G.1237217
639 Digitally signed by HANER.RUSSELL.G.1237217639
Date: 2018.11.05 07:54:02 -05'00'

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 KUZIRIAN.STEPHEN.C.12756
37170 Digitally signed by KUZIRIAN.STEPHEN.C.1275637170
Date: 2018.11.05 11:44:05 -05'00'

2. Date

3. Name 4. Title/Position

E. Director, NOAA Corps Endorsement

"I am the and I this billet."

1. Signature *Den A bulk CAPT, NOAA*

2. Date

3. Name **By Direction** 4. Title/Position