

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION *BILLET TO CD # 5518 - 50 BILLET 19057*

A. Billet Number	0753	B. Billet Title	Operations Officer
C. Grade Requested	O3 - LT	D. Type of Submission	REALIGNMENT OF DUTIES
E. Minimum amount of overlap between incumbent officer/reporting officer for continuity of duties	2 weeks		
F. Duty Type	SEA	G. Estimated Length of Assignment	2 years

SECTION 2 - DUTY STATION ADDRESS AND CONTACT INFORMATION

A. Street Address	151 Watts Ave	B. Street Address					
C. City	Pascagoula	D. State	Mississippi	E. Country	United States	F. Zip Code	39567
G. Office	+1 (541) 867-8917	x		H. Mobile		I. Fax	

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor							
1. Name	LCDR Ben LaCour	2. Position	Executive Officer	3. Grade	O4		
4. Email	xo.pisces@noaa.gov	5. Office	+1 (541) 867-8917	x		6. Mobile	
B. Reporting Officer (2nd Level Supervisor)							
1. Name	CDR Nick Chrobak	2. Position	Commanding Officer	3. Grade	O5		
4. Email	co.pisces@noaa.gov	5. Office	+1 (541) 867-8917	x		6. Mobile	
C. Reviewer (Normally the Reporting Officer's Supervisor)							
1. Name	CAPT Scott Sirois	2. Position	Commanding Officer	3. Grade	O6		
4. Email	co.moc.atlantic@noaa.gov	5. Office	+1 (757) 441-6778	x		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	NOAA Ship Pisces		
3. Division	MO	4. Branch	MOC-A	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

DOC Strategic Goal: Promote environmental stewardship; NOAA Mission: Science, Service, and Stewardship; NOAA Science and Technology Enterprise Objective: Accurate and reliable data from sustained and integrated Earth observing systems; OMAO Mission: To safely and efficiently operate NOAA ships and aircraft, incorporate emerging data acquisition technologies, and provide a specialized professional team responsive to NOAA programs.

NOAA Ship Pisces supports NOAA's mission to protect, restore, and manage the use of living marine, coastal, and ocean resources through ecosystem-based management. Its primary objective is to study, monitor, and collect data on a wide range of sea life and ocean conditions, primarily in U.S. waters from the Gulf of Mexico, Caribbean, and along the Southeast Atlantic coastline. The ship also conducts habitat assessments and observes weather, sea state, and other environmental conditions.

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

The Operations Officer is responsible for coordinating scientific activities and logistical support for various projects supported by the vessel. In addition to providing operational support, the Operations Officer will be assigned watch-standing duties and collateral duties. He/she may also be required to assist with the supervision of junior OOD's.

Officer of the Deck (OOD) underway: Responsible for following the Commanding Officers standing orders in regard to the safe navigation of the vessel, mission accomplishment, security and integrity of the ship as well as the proper observance of the Navigation Rules. Additionally the maintenance of routine bridge records and ship's log is required.

OOD In port: Responsible to the Commanding Officer for the safety of the ship and equipment, ensures that all standing orders and other special instructions are carried out, assist the Executive Officer in supervision of the work of the various departments.

Additional duties include:

- Act as the liaison to the scientific party in regard to staging and completion of cruises.
- Conduct project coordination meetings
- Maintain the Shipboard Daily Activity Tracker (SDAT)
- Preparation, review, safeguarding, and forwarding of all complement lists, berthing plans, emergency billets, field records, reports and logs.
- The coordination of activities with the chief scientist, XO, and CO prior to preparation of the "Plan of the Day." While operations are in progress, he/she shall consult with these individuals regarding project or cruise developments.

Collateral duties may include but are not limited to:

- Vessel Training Officer
- Environmental Compliance Officer
- Small Boat Officer
- Procurement Officer
- Public Relations Officer

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):

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 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 type="checkbox"/> Decisiveness <input 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)

The Operations Officer acts as the bridge between the desire of the science party and the ability and needs of the ship and her crew. Interpersonal skills, team building, and adaptability are critical to success.

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)

- Meet physical standards for officers on sea duty as required by OMAO Medical Services Division
- Secret security clearance
- Current US Official Passport
- Successful completion of REFTRA or equivalents (evaluated on a case by case basis) within 12 months of reporting
- Successful completion of JO assignment.
- Additional training, such as dive, MedPIC, or ECO is desirable 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).

- Educational requirements for entry into NOAA Corps
- Completion of training requirements for LT
- General understanding and experience with fisheries research operations.
- OOD U/W Qualification.
- Basic familiarity with OMAO, NOAA, and DOC policy pertaining to ship operations.
- Basic familiarity with the Document Management System (DMS)

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 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)

- Preparedness to take on a leadership/mentor role with junior officers.
- Preparedness to facilitate good relations between the science party and ship.
- Preparedness to step into Executive Officer role

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).

The Operations Officer will gain significant development in the following:

- Logistics planning
- Introduction to budget planning
- Introduction to contracting
- Introduction to management of teams and supervising
- Engineering SAMMS system operations

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

- Successful project coordination and a high percentage of project goals accomplished (barring unforeseen circumstances).
- Some successful time spent as acting Executive Officer
- Obtainment of SWO qualification (Senior Watch Officer)
- Recommendation of advancement by command

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 **Kyle Byers** Digitally signed by Kyle Byers Date: 2017.05.25 15:56:29 -07'00' 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 **FROST.TROY.ALLEN.1101942** Digitally signed by FROST.TROY.ALLEN.1101942569 Date: 2017.05.25 16:14:52 -07'00' 2. Date

3. Name 4. Title/Position

C. Reviewing Officer's Statement

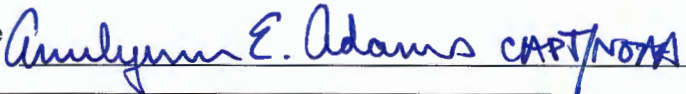
"I have reviewed this billet description and certify that this billet is a priority for my Line, Staff, or Headquarters Office."

1. Signature  Digitally signed by BRIDGEMAN.TODD.A.1011396328 Date: 2017.05.25 16:51:21 -07'00' 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  2. Date

3. Name 4. Title/Position

E. Director, NOAA Corps Endorsement

"I am the and I approve this billet."

1. Signature  2. Date

3. Name 4. Title/Position

Print Form

Submit to CPC (Reviewer Use Only)