

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION

A. Billet Number	0782	B. Billet Title	Operations Officer, NOAA Ship Nancy Foster (NF)		
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	2 weeks				
F. Duty Type	SEA	G. Estimated Length of Assignment	2 years		

SECTION 2 - DUTY STATION ADDRESS AND CONTACT INFORMATION

A. Street Address	Federal Law Enforcement Trng Ctr	B. Street Address	1050 Register Street				
C. City	North Charleston	D. State	South Carolina	E. Country	United States	F. Zip Code	29405
G. Office		x		H. Mobile		I. Fax	

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor							
1. Name	XO, NOAA Ship Nancy Foster	2. Position	Executive Officer, Nancy Foster	3. Grade	O4		
4. Email	xo.nancy.foster@noaa.gov	5. Office	8439916326	x		6. Mobile	
B. Reporting Officer (2nd Level Supervisor)							
1. Name	CO, NOAA Ship Nancy Foster	2. Position	Commanding Officer, Nancy Foster	3. Grade	O5		
4. Email	co.moc.atlantic@noaa.gov	5. Office	7574416842	x		6. Mobile	
C. Reviewer (Normally the Reporting Officer's Supervisor)							
1. Name	Commanding Officer, MOC-A	2. Position	Commanding Officer, MOC-A	3. Grade	O6		
4. Email	co.moc.atlantic@noaa.gov	5. Office	7574416842	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	MOA-NF		
3. Division		4. Branch		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

NOAA Ship Nancy Foster is a capable research platform with a primary mission to conduct coastal oceanographic and ecosystem research in support of NOS and NMFS. Operations include deployment of uncrewed vehicles (ROVs/AUVs), small boat dive operations, CTDs, telepresence, and camera deployments. Hydrographic surveys, habitat mapping, and acoustic surveys are routine supplemental operations on most projects. Survey capabilities also allow for a rapid response to natural disasters in support of commerce and transportation. Nancy Foster also serves as a dive platform for the Monitor, Florida Keys, and Gray's Reef National Marine Sanctuaries.

The operations officer's primary responsibility is the successful execution and planning of the scientific research projects conducted aboard. They serve as a liaison between the ship and the science project, coordinating ~10 projects annually. Specifically, they arrange scientific equipment needs, pier logistics, daily operational meetings and plans, input and manage daily ship operational metrics, and stand bridge watch.

Other duties include dive operations, small boat management, outreach planning, public affairs/ship tours and open houses, and junior officer mentoring.

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

OOD in port and underway - Direct representative of the CO and responsible for the safe, efficient and effective operations of the vessel both underway and in port. Underway, responsible for safe navigation of the vessel, mission accomplishment, security and integrity of the ship, adherence to the Navigation Rules, conformance to CO's standing orders, maintenance of routine bridge records and ship's log, and management of the bridge team. Train JOODs towards qualification of OOD in port and underway.

Operations Officer (OPS) - Serves as the vessel's principle project officer for scientific operations. This function will be conducted in accordance with NOAA Project Management guidelines and MOC Procedures and includes planning, executing, and recording projects of the operational field season. More specifically the officer:

- Drafts, routes, and updates ship's annual operating schedule in coordination with the program and MOC. Assists in the development of the FY Project Plan in accordance with program needs, MOC-A, and command requirements.
- Ensures that the most up-to-date schedule is posted on SDAT and in designated ship boards and ensures crew is apprised of any schedule changes.
- Manages and coordinates research projects directly with the chief scientist, command, department heads, and MOC-A.
- Coordinates vetting and routing of project instructions in accordance with MOC timelines and guidance.
- Coordinates in-port logistics and ensures operational readiness of vessel and crew. Manages crew and scientist transfers.
- Plans and coordinates pre- and post-project meetings.
- Principle liaison between ship's complement and scientific complement during all phases of project.
- In coordination with electronic technicians and survey technicians, manages shipboard operational equipment ensuring SCS, TSG, weather observation tools, CTD, and hydrographic equipment used by the program is maintained and fully operational.
- Conducts welcome aboard and ship familiarization brief to all scientists and augmenting personnel.
- In conjunction with the Chief Scientist, department heads, and the command, creates operational plan of the day.
- Conducts daily operational safety brief. Coordinates and ensures completion of operational risk assessment briefs.
- Manages ship metrics planning and execution. Records metrics in SDAT in accordance with MOC guidelines.
- Stands underway bridge watch and in-port watch, as required.
- Serves as the first level back-up to the ship's XO for submitting Time and Attendance and maintaining the ship's budget tracking systems. Able to fill in as XO, as needed.
- Performs other duties as may be assigned (deck ops, ship diver, dive master, small boat coxn, dive tenders, small boat officer).
- Manages public affairs events and needs.

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):

Officer is directly responsible for managing small boats (4) on board NOAA Ship Nancy Foster. 50k-150k per boat.

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 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 Prerequisite Comments (Optional)

During prior assignments (sea and shore), demonstrated solid foundation in the competencies for leading self and the communication competencies for leading others. Through successful past performance, showed potential for assuming greater leadership responsibility.

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)

Successful completion of Junior Officer tour aboard a NOAA vessel and 24 months sea duty. Successful completion of REFTRA modules within 12 months of reporting date, or having met recency requirements as set forth in "Refresher Training" found in Ch. 4 of NOAA Corps regulations. An officer who holds a valid USCG license may be required to complete some training prior to reporting. This will be addressed on a case-by-case basis. Completion of GMDSS and all other STCW95 requirements as required by a vessel of this particular tonnage is required. Experience as a qualified OOD of a ship with azimuth steering control ("Z-Drives") is preferred but not required. Prior small boat and/or dive experience is preferred 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).

Per NOAA Corps entry standards.

- Educational requirements for entry into the NOAA Corps
- Completion of training requirements for promotion to LT (4.8 CEU of federal budgeting and supervisory training)
- Familiar with the practical aspects of the officer personnel system: OERs, records (OPF Online), payroll (leave), awards, training, promotion process, etc.
- Familiar with travel regulations and the procedures associated with authorizations and vouchers.
- Exposure to federal procurement and requirements for use of a purchase card, purchase order, and larger contract mechanisms (shipyards).
- Operational Risk Assessment and Project Management training are desirable in prospective OPS.
- An OPS should be familiar with the Safety Management System, especially the safety and environmental management policies.

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)

The officer will serve as a peer/mentor for first tour Junior Officers. Evaluation experience will be gained through input for JO OERs, drafting awards, purchase orders, and statements of work. This officer will also lead performance and change to accomplish the mission (Execution) through interactions with ship's crew and program personnel (Team Building & Influencing Others).

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)

OPS officers reporting with previous cox'n or dive qualifications will have opportunities to maintain those qualifications, but should not set an expectation of initial qualification or further qualification unless time, funding, and opportunity supports. Officers are strongly encouraged to pursue other developmental opportunities in seamanship and ship operations, some of which may be prerequisites for future XO and CO assignments, ship dependent.

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 billet provides the incumbent with valuable logistic oversight and coordination responsibilities which prepare the officer for a wide variety of positions throughout NOS, NMFS, OAR, and OE offices. In addition, the billet provides experience for future sea tours as an Executive Officer.

OPS should become familiar enough with the following to serve as a mentor or manage the activity for others:

- NOAA Corps officer personnel system: OERs, records (OPF Online), payroll (leave), awards, training, promotion process, etc.
- Travel regulations and the procedures associated with authorizations and vouchers.
- Time and attendance for wage mariners; including a more in-depth exposure to the various Union contracts aboard ship

OPS will gain experience in performance evaluations, both wage mariner and JO OERs. This includes an introduction to awards, discipline, etc.

Logistic oversight and coordination responsibilities will prepare the incumbent for a wide variety of positions throughout NOAA programs. In particular, experience will be gained in Project Management, Performance Based Management with associated metric reporting and definition, and Operational Risk Management and Assessment.

An OPS will become more conversant with the Safety Management System, especially the safety and environmental management policies.

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

Qualification as OOD Underway

Completion of Senior Watch Officer qualification.

Successful project completion and customer satisfaction amongst science party. High marks and verbal recognition of ship operations.

Successful project and port logistics coordination amongst scientists, department heads, and command to complete project needs. Complete coordination of all science projects and port management.

Complete, accurate, and punctual input of ship metrics.

Successful management of public affairs events.

Maintaining a safe watch and mentoring Junior Officers as OODs.

Assume Acting Executive Officer. Complete Time and Attendance on multiple occasions. Gain experience tracking and reporting ship's procurements and budget.

Serve as OIC in port.

Performance of OPS duties indicates potential for assuming greater leadership responsibilities. Recommendation for assignment as XO during next sea tour.

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 GUMP.DALE.JOSEPH.1280509767 Digitally signed by GUMP.DALE.JOSEPH.1280509767
Date: 2023.11.17 11:16:48 -05'00'

2. Date 11/17/2023

3. Name LT Dale Gump, NOAA

4. Title/Position Operations Officer, NOAA Ship Nancy Foster

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 BALL.MICHAEL.JAMES.1388082204 Digitally signed by BALL.MICHAEL.JAMES.1388082204
Date: 2023.11.17 14:23:17 -05'00'

2. Date 11/17/2023

3. Name LCDR Michael Ball, NOAA

4. Title/Position Executive Officer, NOAA Ship Nancy Foster

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 MURPHY.PATRICK.LIAM.1015161848
Date: 2023.11.20 16:56:54 -05'00'

2. Date 11/20/23

3. Name CAPT Patrick Murphy, NOAA

4. Title/Position Executive Officer, MOC-Atlantic

D. Commissioned Personnel Center Endorsement

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

1. Signature COLEGROVE.ANDREW.RAYMOND.1292287646 Digitally signed by COLEGROVE.ANDREW.RAYMOND.1292287646
Date: 2023.12.07 09:38:52 -05'00'

2. Date 07 December 2023

3. Name CDR Andrew R. Colegrove

4. Title/Position Chief, Officer Career Management Division

E. Director, NOAA Corps Endorsement

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

1. Signature  Digitally signed by VAN WESTENDORP.CHRISTIAAN.HENRY.1012828175
Date: 2024.01.08 17:46:50 -05'00'

2. Date 1/8/2024

3. Name CAPT C. van Westendorp

4. Title/Position Director, Commissioned Personnel Center

Print Form

Submit to CPC (Reviewer Use Only)