

## NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

### SECTION 1 - GENERAL INFORMATION

A. Billet Number	<input type="text" value="0921-0928"/>	B. Billet Title	<input type="text" value="Junior Officer, NOAA Ship Fairweather"/>
C. Grade Requested	<input type="text" value="O1 - ENS"/>	D. Type of Submission	<input type="text" value="ANNUAL RECERTIFICATION"/>
E. Minimum amount of overlap between incumbent officer/reporting officer for continuity of duties	<input type="text" value="No Overlap Required"/>		
F. Duty Type	<input type="text" value="SEA"/>	G. Estimated Length of Assignment	<input type="text" value="2 years"/>

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

A. Street Address	<input type="text" value="1010 Stedman St"/>	B. Street Address	<input type="text"/>				
C. City	<input type="text" value="Ketchikan"/>	D. State	<input type="text" value="Alaska"/>	E. Country	<input type="text" value="United States"/>	F. Zip Code	<input type="text" value="99901"/>
G. Office	<input type="text" value="+1 (541) 867-8919"/>	x	<input type="text"/>	H. Mobile	<input type="text" value="+1 (907) 254-2842"/>	I. Fax	<input type="text"/>

### SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor							
1. Name	<input type="text" value="LCDR Carl G. Rhodes"/>	2. Position	<input type="text" value="XO, NOAA Ship Fairweather"/>	3. Grade	<input type="text" value="O4"/>		
4. Email	<input type="text" value="xo.fairweather@noaa.gov"/>	5. Office	<input type="text" value="+1 (541) 867-8919"/>	x	<input type="text"/>	6. Mobile	<input type="text" value="+1 (907) 254-2837"/>
B. Reporting Officer (2nd Level Supervisor)							
1. Name	<input type="text" value="CAPT Marc S. Moser"/>	2. Position	<input type="text" value="CO, NOAA Ship Fairweather"/>	3. Grade	<input type="text" value="O6"/>		
4. Email	<input type="text" value="co.fairweather@noaa.gov"/>	5. Office	<input type="text" value="+1 (541) 867-8919"/>	x	<input type="text"/>	6. Mobile	<input type="text" value="+1 (907) 254-2836"/>
C. Reviewer (Normally the Reporting Officer's Supervisor)							
1. Name	<input type="text" value="LCDR Tim Sinuefield"/>	2. Position	<input type="text" value="XO, Marine Operations Center Pacific"/>	3. Grade	<input type="text" value="O4"/>		
4. Email	<input type="text" value="xo.moc.pacific@noaa.gov"/>	5. Office	<input type="text" value="+1 (541) 867-8702"/>	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="MO"/>		
3. Division	<input type="text" value="MOC-P"/>	4. Branch	<input type="text" value="Fairweather"/>	5. Section or Team	<input type="text" value="Wardroom"/>
B. NOAA Goal/Subgoal	<input type="text" value="Science and Technology Enterprise"/>	C. Program	<input type="text" value="Marine Operations and Maintenance"/>		
D. NOAA Org Code	<input type="text" value="14"/>	E. NFC Org Code	<input type="text" value="08-02-0001-09-16-00-00"/>	F. Project-Task	<input type="text" value="U8P2AFA-PFA"/>

## 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

Safely navigate NOAA vessels and accomplish mission objectives.

## 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 junior officer must earn the OOD underway qualification to stand a navigation watch without direct supervision. This qualification puts to use the knowledge gained during BOTC to ensure the safe operation of the vessel. Furthermore, the OOD is responsible for mission accomplishment, security and integrity of the ship, while maintaining proper observance of Navigation Rules and Standing Orders. The OOD must also maintain bridge records and ship's log. In addition, the junior officer may perform any of the following collateral duties depending of the needs of the ship.

Collateral Duties include, but not limited to:

- Navigation officer: Corrects, reviews, and updates navigation charts and publications; ensures planned voyages and bridge navigation equipment are consistent with prudent seamanship.
- Damage control officer: Responsible for inspections and maintenance of all shipboard safety equipment. Plans and implements safety training and drills; coordinates preparations for fleet inspection.
- Property assistance: Maintains the ship's property inventory; arranges for the transfer and disposal of accountable property; maintains the on-line property database.
- Small boat manager: Ensures small boats follow OMAO Small Boat Program requirements; coordinate the safe use of small boats; ensures scheduled maintenance occurs and is recorded.
- Mess treasurer: Manages mess bills following NOAA requirements.
- Imprest officer: Manages ship's Imprest Fund following required protocols; handles reimbursements and payment of COMSUBS
- Vehicle officer: Maintains vehicle logs and arranges vehicle maintenance.
- Environmental compliance officer: Ensures shipboard compliance with environmental regulations and proper disposal of hazardous materials; trains ship personnel in spill response; prepares shipboard oil pollution emergency plan (SOPEP).
- Medical officer: Responds to shipboard medical emergencies and coordinates response from shore side medical personnel; Conducts sanitary and health inspections; Maintains medical records for all ship personnel.

Additional responsibilities:

- Provides the XO with performance comments for JO OERs.
- Is familiar with all aspects of vessel operations. By understanding the operations, the junior officer can identify and rectify unsafe practices.
- Hydrographer in-charge of a survey launch: Responsible to acquire quality data on all systems aboard the survey launch.
- Hydrographic data processor: Responsible to process Side Scan Sonar and Multi-beam data using established procedures.
- Survey sheet manager: Responsible to create line plans for all systems using accepted methodology, develop plan-of-the -day for the survey sheet and write the Descriptive Report for the survey.
- Survey launch coxswain: Earns coxswain qualification; Supplements deck department in safely leading launch survey operations Gain familiarity with mission profiles, activities, and technologies.

### 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):

As an OOD, the JO serves as a direct representative of the CO and will be responsible for assisting in managing the ship, small boats, computers, shipboard cash fund, government vehicles, shipboard property, shoreside facilities, and other items related to the ship and its mission.

## 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 type="checkbox"/> Writing <input 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 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)

During completion of Basic Officer Training Class (BOTC), demonstrated solid foundation in the competencies for Leading Self and 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)

- Meet physical standards for officers on sea duty as required by OMAO Medical Services Division
- Secret security clearance
- Current Official US Passport
- Successful completion Basic Officer Training Class (BOTC)

## 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.
- 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.
- Familiar with NOAA Corps Directives, structure/chain of command for uniformed service.

## 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)

This officer will have increasing responsibilities that will prepare him/her for future assignments. The officer will be given numerous opportunities to lead self and others. Adaptability and Interpersonal skills learned during the first sea tour will be essential for a successful career in NOAA Corps. Officer should ensure they receive competencies that will prepare them to be competitive for a Operations Officer tour.

## 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)

Officer will become proficient in all shipboard small boat operations, conning the vessel in and out of port, conning the vessel to/from the pier.

## **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).

- Learn specifics of NOAA vessel and program's mission.
- 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.
- Procurement authorization and tracking with respect to purchase cards and purchase orders.

## **SECTION 13 - CRITICAL SUCCESS CRITERIA**

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

- Qualification as OOD In-port, At Anchor, and Underway.
- Successful performance of JO duties indicates potential for assuming greater leadership responsibilities.
- Qualification at Hydrographer in-charge of survey launch (1) or
- Qualification as survey launch coxswain (2).
- Recommendation by supervisor for a future sea assignment as Operations Officer.
- Recommendation by Command for promotion.

## 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

Digitally signed by  
TENNYSON.KEVIN.ALEXANDER.1539170682  
Date: 2020.04.23 12:29:19 -07'00'

2. Date 23APR2020

3. Name LTJG Kevin A. Tennyson, NOAA

4. Title/Position Junior Officer, NOAA Ship Fairweather

### 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 RHODES.CARL.GEORGE.128  
8395868

Digitally signed by  
RHODES.CARL.GEORGE.1288395868  
Date: 2020.04.23 12:50:16 -07'00'

2. Date 2020-04-23

3. Name LCDR Carl G. Rhodes, NOAA

4. Title/Position XO, NOAA Ship Fairweather

### 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 SINQUEFIELD.TIMOTHY.CUR  
TIS.1113651543

Digitally signed by  
SINQUEFIELD.TIMOTHY.CURTIS.1113651543  
Date: 2020.04.23 13:06:41 -07'00'

2. Date 2020-04-23

3. Name LCDR Timothy C. Siquefield, NOAA

4. Title/Position XO, Marine Operations Center Pacific

### D. Commissioned Personnel Center Endorsement

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

1. Signature WATTAM.RYAN.CAULFIELD.1  
107213097

Digitally signed by  
WATTAM.RYAN.CAULFIELD.1107213097  
Date: 2020.04.24 14:40:15 -04'00'

2. Date 2020-04-24

3. Name CDR Ryan C. Wattam, NOAA

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 BRAKOB.DEVIN.ROY.104550  
7200

Digitally signed by  
BRAKOB.DEVIN.ROY.1045507200  
Date: 2020.05.15 11:29:17 -04'00'

2. Date 2020-05-15

3. Name CAPT Devin R. Brakob, NOAA

4. Title/Position Director, Commissioned Personnel Center

Print Form

Submit to CPC (Reviewer Use Only)