

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION

| | | | | | |
|---|-----------|-----------------------------------|--|--|--|
| A. Billet Number | 0951 | B. Billet Title | Executive Officer, NOAA Ship Oscar Elton Sette (SE) (R334) | | |
| C. Grade Requested | O4 - LCDR | 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 | 2.5 years | | |

SECTION 2 - DUTY STATION ADDRESS AND CONTACT INFORMATION

| | | | | | | | |
|-------------------|---------------------------------------|-------------------|--|------------|---------------|-------------|-------|
| A. Street Address | NOAA Daniel K. Inouye Regional Center | B. Street Address | 1897 Ranger Loop, Ford Island Bldg 184 | | | | |
| C. City | Honolulu | D. State | Hawaii | E. Country | United States | F. Zip Code | 96818 |
| G. Office | +1 (808) 832-3255 | x | | H. Mobile | | I. Fax | |

SECTION 3 - OFFICER EVALUATION REPORTING

| | | | | | | | |
|---|----------------------------|-------------|----------------------------|----------|----|-----------|-------------------|
| A. Supervisor | | | | | | | |
| 1. Name | CO, Oscar Elton Sette | 2. Position | CO, Oscar Elton Sette | 3. Grade | O5 | | |
| 4. Email | co.sette@noaa.gov | 5. Office | +1 (808) 725-5790 | x | | 6. Mobile | +1 (808) 306-8550 |
| B. Reporting Officer (2nd Level Supervisor) | | | | | | | |
| 1. Name | CO, Oscar Elton Sette | 2. Position | CO, Oscar Elton Sette | 3. Grade | O5 | | |
| 4. Email | co.sette@noaa.gov | 5. Office | +1 (808) 725-5790 | x | | 6. Mobile | +1 (808) 306-8550 |
| C. Reviewer (Normally the Reporting Officer's Supervisor) | | | | | | | |
| 1. Name | Commanding Officer, MOC-PI | 2. Position | Commanding Officer, MOC-PI | 3. Grade | O5 | | |
| 4. Email | co.moc.piac@noaa.gov | 5. Office | +1 (808) 725-5761 | x | | 6. Mobile | +1 (808) 265-0997 |

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 | MOP-SE | | |
| 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

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

Ship Specific Overview: Provide acoustically silent data gathering platform for a variety of scientific missions including Oceanography, Fisheries, buoy deployment/recoveries, and marine mammal observations/studies. Operating area covers the main Hawaiian Islands, Samoa and Marianas archipelagos.

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

Executive Officer (XO) - As second in command, the XO serves as the direct representative of the Commanding Officer, in this capacity the XO is accountable to the CO for all matters pertaining to management, safety, operations, and physical condition of the ship. Duties include:

SAFETY and OPERATIONS:

- Operate the ship in accordance with standard marine practices, i.e. USCG regulations/ ABS, as well as OMAO, MO and shipboard policies, procedures, and instructions. Support, implement, and enforce the Fleet Safety Management System (SMS), especially the safety and environmental management policies. Motivate crew in SMS policies.
- Ensure all equipment, practices, and procedures aboard ship are within standards and in accordance with regulations and provide complete safety of the ship, her crew and scientific personnel, and cargo, especially to be followed in emergency situations.
- Train junior officers/mates on the safe navigation and operation of the vessel, including emergency procedures. Train new officers/mates to become qualified OODs. Train second sea tour officers to become Senior Watch Officers (SWO).

LEADERSHIP and SUPERVISION:

- Supervise the Wardroom (officer and mates), Deck, Steward, and assist supervising Survey department.
 - Management of plans and resources to accomplish the Agency's strategic goals of organizational objectives.
 - Effective communications of priorities, organizational goals, and strategic goals to staff.
 - Motivate, coach, and develop employees to realize their full potential. Help employees to achieve high performance through a positive workplace that fosters initiative and teamwork.
 - Effective management of employee performance and recognition including continuous feedback for performance, timely performance appraisals and awards, and resolution of performance deficiencies.
- Active and visible support of equal opportunity and diversity principles in all aspects of program and human resources decisions and in compliance with merit system principles.

RESOURCE MANAGEMENT:

- Manage ship's personnel, materials, and budget according to established guidelines to meet the ship's mission without exceeding authorization.
- Submit purchase orders for most procurements. Act as approving official of government purchase cards, ensuring compliance with Federal regulations and established purchasing procedures.
- Routinely review, approve, prepare all administrative and operational reports required by CO or MOC.

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):

In the role of Senior Watch Officer, the XO serves as the direct representative of the Commanding Officer in managing the ship and all small boats assigned to the ship. In the absence of the CO, the XO is delegated responsibility for the safety of all personnel, the ship, and the conduct of the 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 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 checked="" 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 Leading Others. Through successful past performance, showed potential for assuming greater leadership responsibility. In particular, demonstrated the ability or potential to manage people and resources.

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 of REFTRA or equivalents within 12 months of reporting

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.
- Completion of training requirements for promotion to LCDR.

An XO should be very familiar with the following to serve as mentor and manage the activity for others:

- NOAA Corps personnel systems: OERs, 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

An XO should be somewhat familiar (have some experience) with the following:

- Procurement authorization and tracking with respect to purchase cards and purchase orders
- Wage mariner personnel system including performance plans, evaluations, awards, hiring, discipline, union contracts

Previous supervisory and financial management experience are desirable in a prospective XO.

An XO should be conversant with SMS, especially familiar with the safety and environmental management policies.

It is desired to have experience with fishing operations, especially surface and mid-water trawling.

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 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 checked="" type="checkbox"/> Creativity & Innovation <input checked="" type="checkbox"/> Human Capital Management <input checked="" type="checkbox"/> Financial Management <input checked="" 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)

XO role is a very challenging sea assignment in which an officer develops a range of competencies. The foundation of competencies for Leading Self will be tested. This is often the first officer assignment with significant supervisory responsibilities, some mastery of Leading Others can be attained. Resource management requires Executing and Decisiveness, and an introduction to Financial Management will be a part of this assignment.

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 UW 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)

Desirable Qualifications:

Recommendation of an XO tour on an Officer Evaluation Report (OER) or other document in their Service Record. Qualification as a SWO. Acquainted with general personnel practices and labor management procedures.

Tour of duty at a shore facility or laboratory under cognizance of a major line to which the majority of the ship's sea day allocation is dedicated. Tour of duty as CO or XO on any NOAA ship.

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).

An XO will gain significant experience in the following administrative areas:

- Personnel plans and evaluations (WM and Officers), awards, discipline, hiring, etc.
- Travel regulations and the procedures associated with authorizations and vouchers.
- Procurement authorizations, mechanisms and requirements with regard to purchase cards and purchase orders.
- Budget tracking and reporting

An XO will gain operational experience in:

- Open ocean small boat operations - recovery and deployment from davits
- Equipment and buoy recovery and deployment operations
- Variety of trawling operations with a variety of nets

Through service as acting CO, an XO can gain confidence in their capabilities to serve as CO full-time in future sea assignments. The XO will also be able to spend time learning from the CO about stability, understanding casualty and incident reporting, etc.

An XO should be conversant with SMS, especially familiar with the safety and environmental management policies.

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

-Serve as acting CO several times in port

-Serve at least 2 weeks (preferably more) underway as acting CO

Performance of XO duties indicated potential for assuming greater leadership responsibilities

-Demonstrated competence in these administrative areas:

-Performance Plans and evaluations, awards, discipline, hiring, etc.

-Procurement techniques and requirements for purchase orders and purchase cards

-Managing and tracking ship's budget


-Fostering a positive ship board culture and productive work environment.

-Motivating others of varying abilities and cultural differences to work together as a team for the accomplishment of mission and organizational goals

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 CARRIER.JOSEPH.KELSO.III.1155373152 Date: 2019.08.20 22:14:36 -10'00' 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  Digitally signed by CASANOVA.HECTOR.L.1253816461 Date: 2019.08.21 09:33:55 -11'00' 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 SHOUP.JEFFREY.D.1236791366 Digitally signed by SHOUP.JEFFREY.D.1236791366 Date: 2019.09.04 14:18:27 -10'00' 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  Digitally signed by TAYLOR.JEFFREY.C.1186767825 Date: 2019.09.05 09:42:44 -04'00' 2. Date

3. Name 4. Title/Position

E. Director, NOAA Corps Endorsement

"I am the and I this billet."

1. Signature  2. Date

3. Name 4. Title/Position