NOAA Form 56-28A
(revised 9/25/2009)

U.S. Department of Commerce
National Oceanic and Atmospheric Administration

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION

A. Billet Number: 2471
B. Billet Title: JOIC R/V Gloria Michelle F7201
C. Grade Requested: O2 - LTJG
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: 1.5 years

SECTION 2 - DUTY STATION ADDRESS AND CONTACT INFORMATION

A. Street Address: 166 Water Street
B. Street Address:
C. City: Woods Hole
D. State: Massachusetts
E. Country: United States
F. Zip Code: 02543
G. Office: +1 (508) 495-2000 x 190
H. Mobile: +1 (774) 292-2746
I. Fax: +1 (508) 495-2258

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor

1. Name: Anna-Elizabeth Villard-Howe
2. Position: OIC R/V Gloria Michelle F7201
3. Grade: O3
4. Email: anna-elizabeth.villard-howe@noaa.go
5. Office: +1 (508) 495-2190 x 190
6. Mobile: +1 (774) 392-2746

B. Reporting Officer (2nd Level Supervisor)

1. Name: Jack Moakley
2. Position: Chief, Operations Management and Informat
3. Grade: ZA V
4. Email: jack.moakley@noaa.gov
5. Office: +1 (508) 495-2000 x 235
6. Mobile: +1 (774) 836-0583

C. Reviewer (Normally the Reporting Officer's Supervisor)

1. Name: Carl Newman
2. Position: Executive Officer, NMFS
3. Grade: O6
4. Email: carl.e.newman@noaa.gov
5. Office: +1 (301) 427-8060 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: NMFS
2. Office, Center, or Lab: NEFSC
3. Division: OMI
4. Branch:
5. Section or Team:

B. NOAA Goal/Subgoal:
C. Program:

D. NOAA Org Code: FM0000
E. NFC Org Code: 5430200000000000
F. Project Task:

SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

The Gloria Michelle is a 72 foot western rigged steel stern trawler built in 1974 by Diesel Shipbuilding. The vessel's home port is at the North East Fisheries Science Center in Woods Hole Massachusetts. The vessel's operational range is from Sandy Hook New Jersey north to the Hauge Line and up to 300 nautical miles from land. The vessel is is equipped mostly for bottom trawl surveys to collect biological data. However, the vessel is equipped with multi beam sonar and can easily accommodate coastal oceanographic, hydrographic, and benthic surveys with a variety of grabs, dredges, casts corers, and towed equipment. The vessel can also be called on to respond to marine environmental emergencies on short notice. The vessel can be deployed for diving missions in accordance with NOAA NDC diving regulations. The vessel may be able to provide one or more of its compliment for diving operations if they are active NOAA divers.

The Gloria Michelle is scheduled to complete three distinct surveys each year. Two ground fish bottom trawl surveys done in May and September of each year for the Massachusetts Department of Marine Fisheries. Each survey is conduced on a daily basis and the vessel normally ties up each night with the exception of one night where it anchors up off of Chatham Massachusetts. The survey includes over 100 trawls including all of Massachusetts state waters.

The 3-4 week Gulf of Maine Shrimp survey is conducted in at the end of July and beginning of August. Each leg consists of about five days at sea. The vessel ties up on the weekends in Portland, Maine or Gloucester, Massachusetts. This survey encompasses most of the Gulf of Maine.

Other surveys such as AUV and buoy deployments, or use as a training platform, are also scheduled.

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 Officer in Charge (OIC) billet of the R/V Gloria Michelle is an 18 month tour following the 18 month Junior Officer in Charge (JOIC) tour. The duties of the OIC are extensive and varied. He/she is responsible and accountable for the vessel, its crew, condition and its missions. While underway, the OIC is responsible for the safe navigation and the safety of all personnel and operations with due diligence and proper seamanship.

There are two NOAA Corps officers permanently assigned to the vessel. This crew is supplemented with augmenters and contractors as necessary for the mission. The staffing arrangement requires the OIC to serve as the vessel's Chief Engineer, Chief Boatswain, and Chief ET in addition to his/her normal duties. As the Engineer he/she is responsible for all maintenance of the vessel and its equipment and systems, including the ships main motor and two generators. The OIC must keep all these systems at a safe and efficient operational level for each field season. As the Boatswain he/she must ensure that all fishing/ scientific gear is loaded and fully prepared before each survey as well as making sure that all deck equipment is operated safely and that all safety gear is properly maintained and within expiration dates.

The OIC will also properly prepare for, schedule, and execute a small vessel fleet inspection each year before the beginning of each field season. He/she will also maintain the vessels operations manual and keep it up to date.

Administratively the OIC will develop a budget and spending plan for each year, hold a purchase card and reconcile all monthly purchases, become a COTR and write the yearly shipyard contract, and oversee all work done in the yard while the contract is active. Since trawling requires more than the two officers to complete safely, the OIC must prepare and execute a deckhand contract to provide for the remaining crew required for each survey. The OIC may also enlist the aid of augmenting NOAA Corps Officers to round out the vessels compliment.

6B. Division of Duties and Responsibilities, Total Must = 100%

Technical	20	+ Operational	50	+ Leading and Managing	20	+ Executive Leadership	10	= 100%

SECTION 6 - DUTIES AND RESPONSIBILITIES (continued)

6C. Resources Managed

1. Human

Does the Officer supervise personnel? ○ Yes ◉ No Number of personnel supervised 0

Grades of supervised personnel N/A

Will the Officer lead people, but has no supervisory responsibilities? ◉ Yes ○ No Number of personnel led 6-8

Grades of personnel led Civilian Contractors w/o grades, NOAA scientific Personnel, O1-O4 Augmenting officers

2. Fiscal

Will the Officer have budget responsibility? Yes - Budgeting and Execution Dollar Amount (K) 100K+

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):

The JOIC should start the transition to become the property manager for the vessel prior to becoming the OIC.

SECTION 7 - LEADERSHIP PREREQUISITES

GRADE	LEADERSHIP MATURITY LEVEL	LEADERSHIP COMPETENCIES NEEDED FOR THIS BILLET
ENS (O1)	Leading Self	☒ Core Values & Conduct ☒ Health & Well Being ☒ Responsibility ☒ Followership ☒ Adaptability
LTJG (O2)	Leading Others	☒ Interpersonal Skills ☒ Continuous Learning ☒ Technical Proficiency ☒ Listening ☒ Speaking
LT (O3)		☒ Writing ☒ Team Building ☐ Leveraging Diversity ☐ Influencing Others ☐ Developing Others ☐ Execution
LCDR (O4)	Leading Performance and Change	☐ Decisiveness ☐ Problem Solving ☐ Conflict Management ☐ Customer Focus ☐ Entrepreneurship
CDR (O5)		☐ Creativity & Innovation ☐ Human Capital Management ☐ Financial Management ☐ Technology Management
CAPT (O6) and RADM (O7/O8)	Leading Organizations	☐ External Awareness ☐ Strategic Thinking ☐ Political Savvy ☐ Vision ☐ Partnering

Leadership Prerequisite Comments (Optional)

The JOIC should have previously completed a sea assignment on a NOAA ship, preferably a fisheries ship, and gained leadership skills while supervising junior officers and possibly wage mariners.

SECTION 8 - OPERATIONAL PREREQUISITES

A. Marine Prerequisites

- [x] Officer of the Deck
- [ ] Senior Watch Officer
- [ ] ECDIS
- [ ] Dynamic Positioning
- [ ] Boat Deployment
- [ ] MedPIC
- [x] 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)

A USCG 100 ton Masters Licence is recommended but not required.
ABYC wiring small diesel motors, and marine systems courses are highly recommended.
Other vessel maintenance experience of any kind is also recommended.

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 Cateogry A, scientific papers/publications, GIS); engineering (marine survey, ABYC, ABS, FAA); regulatory (US Code, CFR); information technology (databases, networks, programming).

A COTR warrant of $100,000 or higher is required but normally earned as the JOIC.

SECTION 10 - LEADERSHIP DEVELOPMENT

GRADE	LEADERSHIP MATURITY LEVEL	LEADERSHIP COMPETENCIES DEVELOPED IN THIS BILLET
ENS (O1)	Leading Self	☒ Core Values & Conduct ☒ Health & Well Being ☒ Responsibility ☒ Followership ☒ Adaptability
LTJG (O2)	Leading Others	☒ Interpersonal Skills ☒ Continuous Learning ☒ Technical Proficiency ☒ Listening ☒ Speaking
LT (O3)		☒ Writing ☒ Team Building ☐ Leveraging Diversity ☒ Influencing Others ☒ Developing Others ☒ Execution
LCDR (O4)	Leading Performance and Change	☒ Decisiveness ☒ Problem Solving ☒ Conflict Management ☒ Customer Focus ☒ Entrepreneurship
CDR (O5)		☒ Creativity & Innovation ☒ Human Capital Management ☒ Financial Management ☒ Technology Management
CAPT (O6) and RADM (O7/O8)	Leading Organizations	☐ External Awareness ☒ Strategic Thinking ☐ Political Savvy ☐ Vision ☐ Partnering

Leadership Development Comments (Optional)

The officer that completes this assignment will have learned many of the decision making and operational skills normally acquired later in a career. These skills will be invaluable as the next OIC in decision making and planning.

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)

Experience with different types of fishing gear and vessel maintenance techniques will be gained during this assignment.

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 Cateogry A, scientific papers/publications, GIS); engineering (marine survey, ABYC, ABS, FAA); regulatory (US Code, CFR); information technology (databases, networks, programming).

Budgetary and contracting skills will be learned and developed. Experience assisting the OIC in writing and executing shipyard contracts will be obtained. A COTR warrant must be obtained by the JOIC prior to becoming the OIC.

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

The JOIC's primary goal is to learn as much as possible about the vessel, its operation, and how to effectively execute its missions. It will be up to the OIC to determine if the JOIC has been prepared properly and is ready to take command of the vessel. The OIC will be able to measure the JOIC's readiness by quizzing and observing the JOIC as they perform the essential operational tasks required as the OIC.

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 LTJG Carl Rhodes 2011.01.22 14:51:47 -05'00' 2. Date 22JAN2011

3. Name LTJG Carl Rhodes 4.Title/Position OIC R/V Gloria Michelle F7201

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 Jack Moakley Digitally signed by Jack Moakley DN: cn=Jack Moakley, o=Northeast Fisheries Science Center, ou=OMI Division, email=jack.moakley@noaa.gov, c=US Date: 2011.01.24 08:51:30 -05'00' 2. Date 2011-01-24

3. Name Jack Moakley 4.Title/Position OMI Division Chief

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 2. Date 15 Sep 2014

3. Name Paul E. Newman 4.Title/Position XO NMFS

D. Commissioned Personnel Center Endorsement

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

1.Signature 2. Date 2014-09-15

3. Name CDR KURT ZEGOWITZ 4.Title/Position CHIEF, OCMD

E. Director, NOAA Corps Endorsement

"I am the Director, NOAA Corps and I Approve this billet."

1.Signature RADM/NOAA 2. Date 2011-05-07

3. Name RADM DAVID A. SCORE, NOAA 4.Title/Position Director, NOAA CORPS

Print Form Submit to CPC (Reviewer Use Only)