# NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

## SECTION 1 - GENERAL INFORMATION

<table>
<thead>
<tr>
<th>A. Billet Number</th>
<th>3358</th>
</tr>
</thead>
<tbody>
<tr>
<td>B. Billet Title</td>
<td>Research Operations Manager</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>C. Grade Requested</th>
<th>D. Type of Submission</th>
</tr>
</thead>
<tbody>
<tr>
<td>O4 - LCDR</td>
<td>REALIGNMENT OF DUTIES</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>E. Minimum amount of overlap between incumbent officer/reporting officer for continuity of duties</th>
<th>No Overlap Required</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>F. Duty Type</th>
<th>G. Estimated Length of Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIXED SHORE</td>
<td>3 years</td>
</tr>
</tbody>
</table>

## SECTION 2 - DUTY STATION ADDRESS AND CONTACT INFORMATION

<table>
<thead>
<tr>
<th>A. Street Address</th>
<th>B. Street Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>NOAA/OAR/PMEL</td>
<td>7600 Sand Point Way NE</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>C. City</th>
<th>D. State</th>
<th>E. Country</th>
<th>F. Zip Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seattle</td>
<td>Washington</td>
<td>United States</td>
<td>98115</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>G. Office</th>
<th>H. Mobile</th>
<th>I. Fax</th>
</tr>
</thead>
<tbody>
<tr>
<td>+1 (206) 526-6214</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## SECTION 3 - OFFICER EVALUATION REPORTING

**A. Supervisor**

1. Name: Richard Feely
2. Position: PMEL Carbon Program Lead
3. Grade: SES-All

4. Email: richard.a.feely@noaa.gov

**B. Reporting Officer (2nd Level Supervisor)**

1. Name: Dennis Moore
2. Position: Division Leader of OCRD
3. Grade: GS 15

4. Email: dennis.w.moore@noaa.gov

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

1. Name: CAPT Wade J. Blake
2. Position: OAR Liaison & Deputy Director, ESRL
3. Grade: O6

4. Email: wade.blake@noaa.gov

## 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: OAR
2. Office, Center, or Lab: PMEL
3. Division: OCRD
4. Branch: Seattle
5. Section or Team: Carbon Program

**B. NOAA Goal/Subgoal**

Healthy Oceans

**C. Program**

Ocean Acidification

**D. NOAA Org Code**

MAH000

**E. NFC Org Code**

545027000000000000

**F. Project-Task**
SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

PMEL's Ocean Carbon Program works to advance our scientific understanding of the ocean carbon cycle and how it is changing over time in support of NOAA's commitment to improve the Nation's ability to anticipate and respond to climate impacts and to conserve and manage healthy oceans, coastal ecosystems, and marine resources. Ocean Carbon Program research includes documenting the evolving state of the ocean carbon chemistry with high quality measurements on ships and autonomous platforms, studying the processes controlling the role of the ocean in the global carbon cycle, and investigating how rising atmospheric CO2 and climate change affect the chemistry of the oceans and its marine ecosystems.

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 Research Operations Manager billet at the Pacific Marine Environmental Laboratory is a management position that focuses on the effective utilization of resources within PMEL's Ocean Carbon Program. The officer:

1) Coordinates the scheduling and progress of current projects with the Associate Director of Operations at the Pacific Marine Environmental Laboratory (PMEL), Marine Operations Center, UNOLS representatives, contractors and/or shipboard personnel as required. Aids in the development of ship time requests.

2) Works closely with research scientists in the development of cruise instructions and the distribution of cruise reports.

3) Manages and plans shipments of equipment to research platforms.

4) Manages program budgets ($3M annually).

5) Manages soft funding - track, manage, obligate and coordinate the soft funding received by the program annually to supplement its budget (approximately $2.5M annually from as many as 5 sources).

6) Tracks scientific equipment, works with technicians to schedule equipment calibration and maintenance, and ensures that scheduled projects have sufficient mission ready equipment available.

7) Coordinates and execute procurements for the program.

8) Assists in property management, inventory and disposal.

9) Operation of wave gliders and other AUV equipment as needed for data acquisition.

The officer is expected to assume additional duties as determined by the program manager of PMEL's Ocean Carbon Program.

5B. Division of Duties and Responsibilities, Total Must = 100%

| Technical | 10 | Operational | 15 | Leading and Managing | 65 | 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

Grades of supervised personnel

Will the Officer lead people, but has no supervisory responsibilities?  
☑ Yes  ☑ No  
Number of personnel led

Grades of personnel led  GS-7 to GS-13 and equivalent contractors

2. Fiscal

Will the Officer have budget responsibility?  Yes - Planning and Budgeting  
Dollar Amount (K)  $3000K

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

<table>
<thead>
<tr>
<th>GRADE</th>
<th>LEADERSHIP MATURITY LEVEL</th>
<th>LEADERSHIP COMPETENCIES NEEDED FOR THIS BILLET</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENS (O1)</td>
<td>Leading Self</td>
<td>☑ Core Values &amp; Conduct ☑ Health &amp; Well Being ☑ Responsibility</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☑ Followership ☑ Adaptability</td>
</tr>
<tr>
<td>LTJG (O2)</td>
<td>Leading Others</td>
<td>☑ Interpersonal Skills ☑ Continuous Learning ☑ Technical Proficiency</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☑ Listening ☑ Speaking</td>
</tr>
<tr>
<td>LT (O3)</td>
<td>Leading Performance and Change</td>
<td>☑ Writing ☑ Team Building ☑ Leveraging Diversity</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☑ Influencing Others ☐ Developing Others ☑ Execution</td>
</tr>
<tr>
<td>LCDR (O4)</td>
<td>Leading Performance and Change</td>
<td>☑ Decisiveness ☑ Problem Solving ☑ Conflict Management</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☑ Customer Focus ☐ Entrepreneurship</td>
</tr>
<tr>
<td>CDR (O5)</td>
<td>Leading Organizations</td>
<td>☐ Creativity &amp; Innovation ☐ Human Capital Management</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☐ Financial Management ☐ Technology Management</td>
</tr>
<tr>
<td>CAPT (O6)</td>
<td>Leading Organizations</td>
<td>☐ External Awareness ☐ Strategic Thinking ☐ Political Savvy</td>
</tr>
<tr>
<td>RADM (O7/08)</td>
<td></td>
<td>☐ Vision ☐ Partnering</td>
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Leadership Prerequisite Comments (Optional)

The ideal candidate will have developed management, logistics and budgeting experience commensurate with a ship's XO.
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)

While hands-on operations are limited, familiarity with various ship systems is necessary in determining vessel capabilities for PMEL projects.

Additionally, an understanding of the logistics of shipping, cranes and port requirements would be useful background knowledge.

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).

Senior managerial experience involving NOAA vessels at the level of Commanding or Executive Officer, or Marine Center Operations is desirable.

Experience with procurement--micro purchases, purchase orders, and developing contracts--is desired.
### SECTION 10 - LEADERSHIP DEVELOPMENT

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Leadership Development Comments (Optional)

### 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)

An understanding of wave glider operations and operations of other AUVs used in data acquisition.
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).

This billet provides the incumbent with the opportunity to work as a member of a publicly visible program involved in critical research on ocean acidification. The officer will be responsible for managing the programs budget, logistics, procurement, and ship time requests. The incumbent officer will have opportunities to apply and enhance skills important to senior management, including communication, planning and organization, decision making, and budgetary oversight.

The officer will develop a familiarity with PMEL research programs and an understanding of the Office of Oceanic and Atmospheric Research and National Marine Fisheries Service.

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

Successful performance will be judged by the officer's ability to make positive contributions to the scientific goals of PMEL's Ocean Carbon Program through efficient use of funds for logistics, procurement, and research platform time. Success of the program is due in large part to the data acquired during projects at sea. Criteria for this performance will include positive feedback from principal investigators of the Ocean Carbon Program. Budget execution and efficient resource management will be of paramount importance in this assignment and will make up much of the success criteria for this billet.

Successful performance will also be judged by the ability of effectively take on responsibilities as dictated by the PMEL Carbon Program Lead, including wave glider operations and special projects.
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: WETZLER.MARK.A.10064003
   2. Date: 06/03/2014
25

3. Name: CDR Mark Wetzler, NOAA
4. Title/Position: Deputy Division Leader, OERD

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: KOEHN.MARK.P.1098906890
2. Date: 02/03/2015

3. Name: Mark P. Koehn
4. Title/Position: Deputy Director, PMEL

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: [Signature]
2. Date: 2015-02-04

3. Name: CAPT Wade J. Blake, NOAA
4. Title/Position: OAR Liaison & Deputy Director ESRL

D. Commissioned Personnel Center Endorsement

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

1. Signature: [Signature]
2. Date: 2015-04-29

3. Name: CDR Kurt Zegowitz, NOAA
4. Title/Position: Chief, Officer Career Management Division

E. Director, NOAA Corps Endorsement

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

1. Signature: [Signature]
2. Date: 2015-05-07

3. Name: RADM David A. Score, NOAA
4. Title/Position: Director, NOAA Corps