

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION

A. Billet Number	3358	B. Billet Title	Research Operations Manager
C. Grade Requested	O4 - LCDR	D. Type of Submission	REALIGNMENT OF DUTIES
E. Minimum amount of overlap between incumbent officer/reporting officer for continuity of duties	No Overlap Required		
F. Duty Type	FIXED SHORE	G. Estimated Length of Assignment	3 years

SECTION 2 - DUTY STATION ADDRESS AND CONTACT INFORMATION

A. Street Address	NOAA/OAR/PMEL	B. Street Address	7600 Sand Point Way NE				
C. City	Seattle	D. State	Washington	E. Country	United States	F. Zip Code	98115
G. Office	+1 (206) 526-6214	x		H. Mobile		I. Fax	

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	5. Office	+1 (206) 526-6214	x		6. Mobile	
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	5. Office	+1 (206) 526-4146	x		6. Mobile	
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	5. Office	+1 (303) 497-6088	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	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.

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):

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 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 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

GRADE	LEADERSHIP MATURITY LEVEL	LEADERSHIP COMPETENCIES DEVELOPED IN THIS BILLET
ENS (O1)	Leading Self	<input type="checkbox"/> Core Values & Conduct <input type="checkbox"/> Health & Well Being <input type="checkbox"/> Responsibility <input type="checkbox"/> Followership <input type="checkbox"/> Adaptability
LTJG (O2)		<input type="checkbox"/> Interpersonal Skills <input type="checkbox"/> Continuous Learning <input type="checkbox"/> Technical Proficiency <input type="checkbox"/> Listening <input 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 checked="" type="checkbox"/> Decisiveness <input checked="" type="checkbox"/> Problem Solving <input checked="" type="checkbox"/> Conflict Management <input checked="" type="checkbox"/> Customer Focus <input checked="" type="checkbox"/> Entrepreneurship
CDR (O5)	Leading Performance and Change	<input checked="" type="checkbox"/> Creativity & Innovation <input type="checkbox"/> Human Capital Management <input checked="" type="checkbox"/> Financial Management <input checked="" type="checkbox"/> Technology Management
CAPT (O6) and RADM (O7/O8)		<input checked="" type="checkbox"/> External Awareness <input checked="" type="checkbox"/> Strategic Thinking <input checked="" type="checkbox"/> Political Savvy <input type="checkbox"/> Vision <input checked="" type="checkbox"/> Partnering
Leadership Development Comments (Optional)		

SECTION 11 - OPERATIONAL DEVELOPMENT

A. Marine Development <input type="checkbox"/> Officer of the Deck <input type="checkbox"/> Senior Watch Officer <input type="checkbox"/> ECDIS <input type="checkbox"/> Dynamic Positioning <input type="checkbox"/> Boat Deployment <input type="checkbox"/> MedPIC <input type="checkbox"/> Coxswain/OIC <input type="checkbox"/> HAZWOPER <input type="checkbox"/> AUV Deployment <input type="checkbox"/> U/W UAS Deployment <input checked="" type="checkbox"/> Buoy/Mooring Qualified <input type="checkbox"/> Trawl Qualified <input type="checkbox"/> Longline Qualified <input type="checkbox"/> Hydro Launch PIC <input checked="" type="checkbox"/> Foreign Port Calls
B. Aviation Development <input type="checkbox"/> Co-Pilot <input type="checkbox"/> Pilot <input type="checkbox"/> Aircraft Commander <input type="checkbox"/> Mission Commander <input type="checkbox"/> Instructor Pilot <input type="checkbox"/> Hurricane Qualified <input type="checkbox"/> Alaska/Wilderness Qualified <input type="checkbox"/> Flight Meteorologist <input type="checkbox"/> International Flights <input type="checkbox"/> UAS Pilot
C. Dive Development <input type="checkbox"/> Scientific Diver <input type="checkbox"/> Working Diver <input type="checkbox"/> Advanced Working Diver <input type="checkbox"/> Master Diver <input type="checkbox"/> Dive Master <input type="checkbox"/> Dive Medic <input type="checkbox"/> 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.1006400325
25
Digitally signed by WETZLER.MARK.A.1006400325
DN: c=US, o=U.S. Government, ou=DoD, ou=PKI,
ou=NOAA, cn=WETZLER.MARK.A.1006400325
Date: 2014.06.03 09:37:41 -0700

2. Date 06/03/2014

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
Digitally signed by KOEHN.MARK.P.1098906890
DN: c=US, o=U.S. Government, ou=DoD, ou=PKI,
ou=OTHER, cn=KOEHN.MARK.P.1098906890
Date: 2015.02.03 14:45:28 -0800

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 Wade J. Blake
Digitally signed by BLAKE.WADE.JAMES.1025936538
DN: c=US, o=U.S. Government, ou=DoD, ou=PKI,
ou=NOAA, cn=BLAKE.WADE.JAMES.1025936538
Date: 2015.02.04 11:09:45 -0700

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 Kurt Zegowitz

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 David A. Score
David A. Score/NOAA

2. Date 2015-05-07

3. Name RADM David A. Score, NOAA

4. Title/Position Director, NOAA Corps

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