**NOAA COMMISSIONED OFFICER BILLET DESCRIPTION**

**SECTION 1 - GENERAL INFORMATION**

<table>
<thead>
<tr>
<th>A. Billet Number</th>
<th>B. Billet Title</th>
<th>C. Grade Requested</th>
<th>D. Type of Submission</th>
<th>E. Minimum amount of overlap between incumbent officer/reporting officer for continuity of duties</th>
<th>F. Duty Type</th>
<th>G. Estimated Length of Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>7223</td>
<td>NOS Operations Director</td>
<td>06 - CAPT</td>
<td>PROPOSED NEW BILLET</td>
<td>2 weeks</td>
<td>FIXED SHORE</td>
<td>2 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>
<th>C. City</th>
<th>D. State</th>
<th>E. Country</th>
<th>F. Zip Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>1305 East-West Highway</td>
<td>SSME4, 13th Floor</td>
<td>Silver Spring</td>
<td>Maryland</td>
<td>United States</td>
<td>20910</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 (301) 713-3074</td>
<td></td>
<td>+1 (301) 713-4269</td>
</tr>
</tbody>
</table>

**SECTION 3 - OFFICER EVALUATION REPORTING**

<table>
<thead>
<tr>
<th>A. Supervisor</th>
<th>B. Reporting Officer (2nd Level Supervisor)</th>
<th>C. Reviewer (Normally the Reporting Officer's Supervisor)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Name Emily Menashes</td>
<td>1. Name Nicole R. LeBoeuf</td>
<td>1. Name Captain Liz Kretovic</td>
</tr>
<tr>
<td>2. Position NOS Chief of Staff</td>
<td>2. Position NOS Deputy Assistant Administrator</td>
<td>2. Position NOS Liaison Officer</td>
</tr>
<tr>
<td>3. Grade ZP V</td>
<td>3. Grade SES-All</td>
<td>3. Grade 06</td>
</tr>
<tr>
<td>4. Email <a href="mailto:Emily.Menashes@noaa.gov">Emily.Menashes@noaa.gov</a></td>
<td>4. Email <a href="mailto:Nicole.LeBoeuf@noaa.gov">Nicole.LeBoeuf@noaa.gov</a></td>
<td>4. Email <a href="mailto:Elizabeth.Kretovic@noaa.gov">Elizabeth.Kretovic@noaa.gov</a></td>
</tr>
<tr>
<td></td>
<td>5. Office +1 (301) 713-3074</td>
<td>5. Office +1 (301) 713-3074</td>
</tr>
<tr>
<td></td>
<td>x</td>
<td>x</td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>1. Staff or Line Office</th>
<th>2. Office, Center, or Lab</th>
<th>3. Division</th>
<th>4. Branch</th>
<th>5. Section or Team</th>
</tr>
</thead>
<tbody>
<tr>
<td>NOS</td>
<td>HQ</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

B. NOAA Goal/Subgoal

C. Program

D. NOAA Org Code

E. NFC Org Code

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

The National Ocean Service (NOS) is the nation’s most comprehensive coastal agency with world-class expertise in science, technology, and management. NOS has a longstanding mission to promote safe and efficient transportation and commerce, and is the nation’s leading authority on hydrography, shoreline mapping, and nautical charts; water levels, tides, and currents; and geodetic positioning. NOS maintains the National Spatial Reference System, National Water Level Observation Network, and National Current Observation Program. NOS also maintains partnership programs and provides services through the U.S. Integrated Ocean Observing System, the Physical Oceanographic Real-time System, and the Continuously Operating Reference Station network. NOS provides expert scientific support and services in response to oil and chemical spills and marine debris. NOS is also a leader in ecological forecasting, providing long-term monitoring, impact assessments, and risk analysis for marine toxins and threats such as harmful algal blooms and hypoxia. NOS manages ocean and Great Lakes waters, spanning coasts, special marine areas, and coral reefs through national marine sanctuaries, monuments, and marine protected areas. NOS also works in partnership with states to promote coastal research, outreach, and education and to address management needs through coastal programs and national estuarine research reserves. This billet is located in the Office of the Assistant Administrator (AA) and reports to the Chief of Staff. The Principle function of the billet is to manage and coordinate fleet-related policy and operational issues across the diverse set of NOS program offices for NOS leadership. This billet will ensure NOS programs are well coordinated in the planning and execution of fleet and aircraft resources and unmanned systems and that NOS coordinates effectively with OMAO and other line offices on associated issues to maximize mission success.

SECTION 6 - DUTIES AND RESPONSIBILITIES

6A. Description of Duties and Responsibilities

Serves as a strategic advisor to the Assistant Administrator (AA) and Deputy Administrator (DAA) on policy, program and operational planning and implementation and as a member of the NOS senior leadership team.

Responsible for effective coordination and facilitation of fleet and aircraft operations across all NOS Program Offices

- Provides leadership and oversight of the implementation of NOAA small boat policy, NOAA dive policy, and NOAA unmanned systems policy across all NOS program offices.
- Primary representative for NOS for all NOAA cross line office teams supporting the NOAA small boat program, dive program, and unmanned system program.
- Lead NOS Fleet and aircraft allocation working group overseeing the prioritization and coordinations of NOS operational requirements.

Serves as a backup to the DAA as NOS representative on the Fleet Council, understanding NOS operational needs for flight hours and ship time to support shoreline mapping, hydrographic surveying and ocean mapping, environmental monitoring and ocean research.

Serves as the primary or backup NOS Liaison to the NOAA Corps / member of the Officer Assignment Board and Command Advisory Board, facilitating the assignment of officer to NOS billets and throughout NOAA and ensuring effective and supportive use of the officer performance management process, both for the officer and supervisor.

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

<table>
<thead>
<tr>
<th>Technical</th>
<th>Operational</th>
<th>Leading and Managing</th>
<th>Executive Leadership</th>
</tr>
</thead>
<tbody>
<tr>
<td>20</td>
<td>0</td>
<td>60</td>
<td>20</td>
</tr>
</tbody>
</table>

= 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?  
☐ No  
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):

N/A

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 (01)</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 (02)</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 (03)</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 (04)</td>
<td>Leading Organizations</td>
<td>☒ Decisiveness ☒ Problem Solving ☒ Conflict Management</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☒ Customer Focus ☒ Entrepreneurship</td>
</tr>
<tr>
<td>CDR (05)</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 (06) and RADM (07/08)</td>
<td>Leading Organizations</td>
<td>☐ External Awareness ☐ Strategic Thinking ☐ Political Savvy</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☐ Vision ☐ Partnering</td>
</tr>
</tbody>
</table>

Leadership Prerequisite Comments (Optional)

Candidates for this assignment should have demonstrated in past assignments a strong foundation of leadership competencies for Leading Self, Leading Others, and Leading Performance and Change. Previous command of a NOAA operational asset (Ship or aircraft) is desired. Strong knowledge of the NOAA small boat and diving programs and experience managing personnel and assets internally regulated by these programs. Previous experience coordinating across organizational lines to achieve mission goals is desired.
SECTION 8 - OPERATIONAL PREREQUISITES

A. Marine Prerequisites
- Officer of the Deck
- Senior Watch Officer
- ECDIS
- Dynamic Positioning
- Boat Deployment
- MedPIC
- Coxswain/OIC
- HAZWOPER
- UAS Deployment
- 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)
Specific operational experience is not required for this assignment. However, it is assumed that an officer at this point in their career has successfully held command at sea or served as an aircraft commander. Operational experience as a NOAA diver and/or small boat operator or manager; with hydrographic or photogrammetric survey operations, NOS Navigations Services programs (OCS, NGS, COOPS and IOOS), or response and restoration is highly valued.

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).

Minimum:
- Successfully served in at least one (if not more) supervisory position
- Successfully planned and executed a unit or organizational budget

Enhancing:
- Prior experience working in NOAA or Line/Staff Office Headquarter positions (Budget, Legislative Affairs, Program Coordination Office, etc.)
- Prior experience with Intra-agency / Inter-agency/ International interactions (Oceanographer of the Navy, USCG, etc.)
- Prior experience with the Fleet and Aircraft Allocation process
### SECTION 10 - LEADERSHIP DEVELOPMENT

<table>
<thead>
<tr>
<th>GRADE</th>
<th>LEADERSHIP MATURITY LEVEL</th>
<th>LEADERSHIP COMPETENCIES DEVELOPED IN THIS BILLET</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENS (01)</td>
<td>Leading Self</td>
<td>Core Values &amp; Conduct, Health &amp; Well Being, Responsibility, Followership, Adaptability</td>
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<tr>
<td>LTJG (02)</td>
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<td>Interpersonal Skills, Continuous Learning, Technical Proficiency, Listening, Speaking</td>
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<td>Decisiveness, Problem Solving, Conflict Management, Customer Focus, Entrepreneurship</td>
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<td>LCDR (04)</td>
<td>Leading Organizations</td>
<td>Creativity &amp; Innovation, Human Capital Management, Financial Management, Technology Management</td>
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<tr>
<td>CDR (05)</td>
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<td>External Awareness, Strategic Thinking, Political Savvy, Vision, Partnering</td>
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<tr>
<td>CAPT (06)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RADM (07/08)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Leadership Development Comments (Optional)

While continuing to build upon the leadership competency foundation already established and demonstrated in an officer's career, the leadership competency development in this assignment focuses on Leading Organizations, particularly Strategic Thinking and Partnering. In addition to providing senior level staff support to the NOAA Councils, the incumbent will on occasion represent the agency at senior-Level NOAA meetings.

### 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)

N/A
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).

The incumbent will gain invaluable experience as a member of the senior leadership team in NOS, the nation's most comprehensive coastal agency with world-class expertise in science, technology, and management.

Interaction between the NOAA LOs is critical to the common mission of NOAA. Though participation in high level inter-LO meeting and working groups, the incumbent will learn the roles and responsibilities not only of NOS, but other LOs.

Development of applicable administrative and programmatic laws, regulations, policies, and procedures that provide the internal controls needed to safeguard resources, achieve organizational objectives, and protect the confidentiality of information provided to the agency, and respect of individual privacy.

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

Ensure NOS program offices are conducting operations in compliance with NOAA Policies and actively works to improve NOAA policies with other LO representatives to enhance NOS field operations safely and effectiveness.

Provide key assistance to AA and DAA in the administration of NOS:
- Support senior leadership as delegated, including special projects and representation on boards, workshops, and teams.
- Maintain overall awareness of current organizational and operational issues in order to represent leadership as required.
- Contribute in Senior Management meetings and Executive Leadership Team meetings.
- Serve as a communications multiplier by maintaining or strengthening opportunities for effective internal and external engagement.
# 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."

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
<th>Name</th>
<th>Title/Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>MENASHES. EMILY. HANSON</td>
<td>2019-06-10</td>
<td>Emily Menashes</td>
<td>NOS Chief of Staff</td>
</tr>
</tbody>
</table>

**B. Supervisor's Statement**

"I have reviewed this billet description and certify that it is a true and correct representation of this billet."

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
<th>Name</th>
<th>Title/Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>MENASHES. EMILY. HANSON</td>
<td>2019-06-11</td>
<td>Emily Menashes</td>
<td>NOS Chief of Staff</td>
</tr>
</tbody>
</table>

**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."

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
<th>Name</th>
<th>Title/Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>KRETOVIC. ELIZABETH</td>
<td>2019-06-11</td>
<td>Elizabeth Kretovic</td>
<td>NOS Line Office Liaison Officer</td>
</tr>
</tbody>
</table>

**D. Commissioned Personnel Center Endorsement**

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

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
<th>Name</th>
<th>Title/Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAPT Devin R. Brakob, NOAA</td>
<td>6/20/2019</td>
<td>CAPT Devin R. Brakob</td>
<td>Director, CPC</td>
</tr>
</tbody>
</table>

**E. Director, NOAA Corps Endorsement**

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

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
<th>Name</th>
<th>Title/Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>RADM Michael J. Silah, NOAA</td>
<td>2/21/2019</td>
<td>RADM Michael J. Silah</td>
<td>Director, NOAA Corps</td>
</tr>
</tbody>
</table>