

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION *REPURPOSE FROM #7262*

Billet to CB# 8997

A. Billet Number	7721	B. Billet Title	Pacific Field Operations - Tides & Currents Support Officer		
C. Grade Requested	O2 - LTJG	D. Type of Submission	PROPOSED NEW BILLET		
E. Minimum amount of overlap between incumbent officer/reporting officer for continuity of duties	1 Month				
F. Duty Type	MOBILE	G. Estimated Length of Assignment	3 years		

SECTION 2 - DUTY STATION ADDRESS AND CONTACT INFORMATION

A. Street Address	7600 Sand Point Way	B. Street Address	Building 8				
C. City	Seattle	D. State	Washington	E. Country	United States	F. Zip Code	98115
G. Office	+1 (206) 526-6360	x		H. Mobile		I. Fax	+1 (206) 526-6865

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor							
1. Name	Rolin Meyer	2. Position	Chief, Pacific Operations Branch	3. Grade	ZP IV		
4. Email	rolin.meyer@noaa.gov	5. Office	+1 (206) 526-6367	x		6. Mobile	+1 (206) 979-1602
B. Reporting Officer (2nd Level Supervisor)							
1. Name	Kathryn Bosley	2. Position	Chief Field Operations Division	3. Grade	ZP V		
4. Email	kate.bosley@noaa.gov	5. Office	+1 (757) 842-4406	x		6. Mobile	+1 (757) 617-6520
C. Reviewer (Normally the Reporting Officer's Supervisor)							
1. Name	CAPT Elizabeth Kretovic	2. Position	Deputy Hydrographer, OCS	3. Grade	O6		
4. Email	elizabeth.kretovic@noaa.gov	5. Office	+1 (240) 847-8215	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	National Ocean Service	2. Office, Center, or Lab	CO-OPS		
3. Division	Field Operations Div.	4. Branch	Pacific Operations Branch	5. Section or Team	
B. NOAA Goal/Subgoal	Support all goals	C. Program			
D. NOAA Org Code		E. NFC Org Code	541016000201000000	F. Project-Task	T8KNXTC-PWC

SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

The National Ocean Service (NOS) is a scientific and technical organization whose mission is to preserve and enhance the nation's coastal resources and ecosystems, and advocate coastal and ocean stewardship. The Center for Operational Oceanographic Products and Services (CO-OPS) and its predecessors have gathered oceanographic data along our nation's coasts for over 200 years to protect life, property, and the environment. Serving both the public and other government agencies, CO-OPS is the authoritative source for accurate, reliable, and timely water level and current measurements that support safe and efficient maritime commerce, sound coastal management, and recreation. The combined efforts, knowledge, and experience of CO-OPS's technicians, scientists, and engineers working to carry out a central mission has led to the development of a reliable center of expertise for coastal physical oceanography.

The Field Operations Division (FOD) operates and maintains all of CO-OPS oceanographic and Great Lakes observing systems required to meet our numerous mission objectives. Data from these systems are used for daily decision making, as well as setting policy in multiple areas including: maritime and navigation safety, sea level rise, port development, and coastal management. Maintaining the continuous operation of more than 400 water level and meteorological stations along the U.S. coastline requires extensive travel, and a variety of technical skill-sets such as: geodetic surveying, scuba diving, marine construction, electronics and instrumentation troubleshooting & repair.

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

Working alongside experienced lab and field personnel, the officer will support CO-OPS remote observing systems, perform system design, environmental data analysis, and system and sensor performance review. The officer will leverage knowledge of the principles, theories and practices of physical science related to meteorological and oceanographic data and gain working knowledge of tides and currents. The officer will diagnose, disassemble and reassemble sensors and related hardware to inspect, repair, and replace worn or expendable components, and solve problems and make improvements. In addition, the officer will assist in monitoring and maintaining various storage and staging spaces, vessels, vehicles, tools, and maintaining critical parts inventories. They will also gain knowledge of data communication systems including telephony, radios, satellite, and other wireless systems.

The officer will help lead CO-OPS' field implementation of GNSS technology to determine water level sensor stability. The officer will work across CO-OPS Divisions, as well as with colleagues in NGS and OCS, to refine field procedures for vertical control of sensor data. They will also gain significant experience in geodetic leveling, geodetic theory, and understanding of datum and vertical control.

Travel approximately 30% of the year is likely, including working aboard NOAA ships. The officer may act as COTR or technical representative to monitor the work of contractors and ensure compliance, schedule adherence and overall technical performance. The officer will prepare statements of work and cost estimates, review and accept deliverables for CO-OPS contracts, and participate in cross-divisional CO-OPS teams.

The officer should be able to communicate effectively both orally and written to technical and non-technical audiences, and analyze scientific data to identify trends or anomalies. They should be able to adapt to changing environmental conditions and operational requirements, and be technically competent and able to learn new skills and new technologies quickly.

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):

Although the officer will not manage Government assets, the officer will routinely use government vehicles, small boats, and survey equipment:

Government vehicles - Large work trucks containing field equipment, tools and repair parts ~\$150,000

Small boats ~\$50,000-\$100,000

Survey equipment: ~\$50,000

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)	Leading Others	<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)		<input checked="" type="checkbox"/> Writing <input checked="" type="checkbox"/> Team Building <input type="checkbox"/> Leveraging Diversity <input type="checkbox"/> Influencing Others <input type="checkbox"/> Developing Others <input checked="" type="checkbox"/> Execution
LCDR (O4)	Leading Performance and Change	<input type="checkbox"/> Decisiveness <input type="checkbox"/> Problem Solving <input type="checkbox"/> Conflict Management <input type="checkbox"/> Customer Focus <input type="checkbox"/> Entrepreneurship
CDR (O5)		<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)	Leading Organizations	<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 officer must be able to adapt to changing operational requirements and working environments. They must be technically competent, and able to learn new skills and new technologies quickly.

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)

NOAA dive certification is not an absolute prerequisite, but is desirable in order to conduct tide station maintenance. Small boat handling may be required to reach some remote sites.

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).

It is desirable that the officer have experience with repair and maintenance of electronic equipment and systems. Experience with basic hand and power tools, and some training in geodetic leveling, GNSS applications, and some GIS experience is important.

Small boat handling may be required to reach some remote sites. Experience aboard a hydrographic survey vessel, as well as experience with tide station installation helps with understanding the overall aspect of the program office's work.

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 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 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 Development Comments (Optional)

The officer will lead small field parties for up to a month at a time, and potentially in disaster stricken areas after hurricanes or other natural disasters. When planning and in the field, the officer will often have to make quick decisions that will have large effects on the cost and efficiency of the operations. Interaction with the public happens on a regular basis while in the field. There will be many opportunities to speak about CO-OPS and NOAA in both formal and informal settings.

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)

Ample opportunities for diving in support of tide gauge installation will be provided. There is some opportunity for small boat handling experience. The officer will also have the opportunities to develop field operations and operational management.

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 officer will be responsible for planning and leading assigned field activities supporting CO-OPS' remote observing systems. They will develop skills in observing system design, installation, environmental data analysis, and system & sensor performance and diagnoses. In addition, they will develop maintenance plans, prepare statements of work and cost estimates, review and accept deliverables for CO-OPS contracts, participate in cross-divisional teams, and serve as CO-OPS' liaison to external partners, stakeholders, and the public.

The officer will also gain a deeper knowledge of the principles, theories and practices of physical science related to oceanographic data, and the products that the program creates, including the National Water Level Observation Network and Physical Oceanographic Real Time Systems. Knowledge of these observing networks will provide an excellent foundation, as they support many of NOAA's Mission Goals.

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

Learning new skills quickly is essential for this billet. The officer must become familiar with field maintenance tools, procedures, and equipment such as an electronic leveling instruments, gauge electronics and various sensors as well as the intricacies of software used to maintain electronic documentation for benchmarks and water level stations. The officer should have these skills mastered and be able to operate independently as a crew chief within 1 year (satisfactory), hopefully within 6 months (excellent).

The officer must become familiar with the program's specific field maintenance tools, procedures, and equipment such as electronic geodetic surveying instruments, gauge electronics, and various sensors, as well as software used to maintain electronic documentation for benchmarks and water level stations.

The officer is eligible for the NOAA Corps Mobile Duty Ribbon following six months in the assignment, and Chief of Party designation and insignia upon recommendation of Chief, POB and Chief, FOD.

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 BOSLEY.KATHRYN.THOMPS Digitally signed by BOSLEY.KATHRYN.THOMPSON.DR.1365827539 Date: 2019.07.24 12:47:30 -04'00' 2. Date 7/24/2019
3. Name Kathryn T. Bosley 4. Title/Position Chief, Field Operations Division

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 BOSLEY.KATHRYN.THOMPS Digitally signed by BOSLEY.KATHRYN.THOMPSON.DR.1365827539 Date: 2019.07.24 12:54:06 -04'00' 2. Date 7/24/2019
3. Name Kathryn T. Bosley 4. Title/Position Chief, Field Operations Division

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 KRETOVIC.ELIZABETH.I.10 Digitally signed by KRETOVIC.ELIZABETH.I.1008453450 Date: 2019.07.30 16:30:42 -04'00' 2. Date 2019-07-30
3. Name CAPT Elizabeth I. Kretovic, NOAA 4. Title/Position Deputy Hydrographer, Office of Coast Survey

D. Commissioned Personnel Center Endorsement

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

1. Signature *Jeffrey C. Taylor* CDR/NOAA 2. Date 1 August 2019
3. Name CDR Jeffrey C. Taylor, 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 *Michael J. Silah* 2. Date 09/09/2019
3. Name RADM Michael J. Silah, NOAA 4. Title/Position

Print Form

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