

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

TO: DIRECTOR, COMMISSIONED PERSONNEL CENTER, CPC		FROM: Commissioned Personnel Center
THRU (Liaison Officer): OMAO Liaison Officer		ROUTING CODE: CPC2
BILLET TITLE: Marine Science Officer, USCGC HEALY		ADDRESS: 8403 Colesville Road, Suite 500 Silver Spring, MD 20910-3282
BILLET #: 0330	PHONE NUMBER: (301) 713-3444	
RANK REQUESTED: (0-2, 0-3, 0-4, etc.) O-3	(This block to be completed by liaison officer)	
GS/GM EQUIVALENT:	IS THIS A NEW BILLET: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
IMMEDIATE SUPERVISOR: LCDR Jeff Stewart		BILLET PRIORITY: <input checked="" type="checkbox"/> A, <input type="checkbox"/> B, <input type="checkbox"/> C, <input type="checkbox"/> R
TITLE: Operations Officer		PHONE NUMBER: (206) 217-6300

EDUCATIONAL REQUIREMENTS:
In accordance with NOAA Corps entry standards.

- OTHER QUALIFICATIONS (INCLUDE PARTICULAR SECURITY CLEARANCES, SKILLS, ETC...)
- Underway Officer of the Deck qualification on a NOAA vessel.
 - Demonstrated potential for leadership, supervision, communication, and project management ability.
 - Excellent organizational and written communication skills.

1. GENERAL DESCRIPTION OF BILLET:

The USCGC HEALY is the largest ship in the U.S. Coast Guard fleet and is the Nation's premier Arctic icebreaker/research vessel. A NOAA Corps Officer assigned to the HEALY as the Marine Science Officer (MSO) will be both a representative of the NOAA Corps and a fully integrated member of the HEALY's wardroom.

The MSO reports directly to the Operations Officer (typically a USCG LCDR/O-4). The MSO role is comparable to the role of an assistant operations officer and will be Acting Operations Officer in the absence of the Operations Officer.

The MSO is the representative supervisor of up to 50 embarked science personnel.

The MSO manages the HEALY's Science Division, which is composed of a small group of USCG enlisted personnel who hold Marine Science Technician (MST) ratings. The division, though small, has a large area of responsibility and is the functional heart of HEALY's science capabilities.

The MSO coordinates small boat, deck and flight operations with the Operations Officer and other divisions aboard HEALY.

2. DUTIES AND RESPONSIBILITIES:
- a. Is this a supervisory billet? YES NO
- b. If so, state number and grade of personnel supervised. Number: 5 to 6 Grade(s): E-4 to E-7
- Division head for Marine Science Technicians (USCG enlisted personnel)
- Manage one chief petty officer (MSTC) and up to five petty officers (MSTs).
 - Semi-annual evaluations and counseling, daily workload, budgeting/procuring, and training.
 - Supervise deck and over-the-side evolutions in support of research; these include Conductivity-Temperature-Depth (CTD) casts, various plankton nets, multi-cores, jumbo piston cores, box cores, photo platforms, remotely operated vehicles, seismic streamers, and acoustic profilers. The MSTs routinely utilize shipboard cranes, a-frames and overhead hoists to accomplish tasks.
 - Coordinate with other divisions to meet small boat and aviation needs of science missions.
 - Liaison with Engineering and science support to ensure needed repairs and upgrades are accomplished.

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3. CAREER DEVELOPMENT OPPORTUNITIES:

This billet will require the incumbent officer to become proficient in logistics planning and coordination of science support. As this requires a considerable amount of forethought and follow-up with science party leaders and members, the incumbent officer will gain practical and valuable experience managing and supervising science operations, easily applicable to future management and supervisory roles ashore and afloat, including a subsequent sea tour as Executive Officer.

4. ADDITIONAL COMMENTS:

Liaison with Civilian Science Personnel

1. Oversee and facilitate load-outs of equipment and arrivals/departures of personnel.
2. Coordinate navigational and operational needs of the research between scientists and crew.
3. Ensure science personnel are in compliance with shipboard policies.
4. Participation in strategic coordination between science missions, including scheduling and de-confliction between different cruise phases and science parties.
5. Tactical planning and fine tuning for upcoming year's deployment during the intermediate inport maintenance period; includes coordination of ship-checks with incoming scientists and prepping of shipboard capabilities to meet science requirements.

Other Duties & Responsibilities

1. Write the cruise report for each science mission.
2. Work with the USCG Electronic Systems Support Unit, Lamont-Doherty Earth Observatory personnel, and other system support personnel to maintain high levels of science system operations.
3. Learn capabilities and uses of onboard science equipment.
4. Participate in various meetings regarding science operations, ship's capabilities, needed or desired upgrades or changes.
5. Complete a HEALY Deck Watch Officer qualification package within a few months of reporting, which will include demonstrating knowledge of and proficiency in icebreaking operations.

SIGNATURE OF SUPERVISOR:

DATE:

10/31/2006