

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

TO: DIRECTOR, COMMISSIONED PERSONNEL CENTER, CPC	FROM: CDR Michael D. Francisco ROUTING CODE: MOP 1 ADDRESS: 1801 Fairview Avenue E. Seattle, WA 98102-3767	
THRU (Liaison Officer): OMAO	PHONE NUMBER: (206) 553-8705	
BILLET TITLE: Chief Operations Division BILLET #: <u>0810</u>		
RANK REQUESTED: (0-2, 0-3, 0-4, etc.) <u>05/06</u> GS/GM EQUIVALENT: <u>GS 14/15</u>	(This block to be completed by liaison officer) IS THIS A NEW BILLET: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO BILLET PRIORITY: <input checked="" type="checkbox"/> A, <input type="checkbox"/> B, <input type="checkbox"/> C, <input type="checkbox"/> R	
IMMEDIATE SUPERVISOR: Executive Officer, MOC-P	TITLE: XO	PHONE NUMBER: (206) 553-7921

EDUCATIONAL REQUIREMENTS:

1. Command at sea and extensive operational experience required.
2. A thorough knowledge of the capabilities and characteristics of the NOAA fleet and of NOAA programs.
3. Education requirements as for entry in the NOAA Corps (BS/BA).

OTHER QUALIFICATIONS (INCLUDE PARTICULAR SECURITY CLEARANCES, SKILLS, ETC...)

1. Demonstrated leadership and management ability.
2. Strong communications skills- written and verbal.

1. GENERAL DESCRIPTION OF BILLET:

This position is located at Marine Operations Center Pacific in Seattle, WA. The mission of the Operations Division is to provide logistics, staffing, and other support to the ships of the NOAA Pacific Fleet. The Operations Division supervises, manages, and dispatches the MOC Relief Pool, supervises MOCP Facilities, and coordinates facility operations including pier utilities and longshore services. The Operations Division acts as a liaison between OMAO and NOAA programs for ship scheduling, reviewing and finalizing project instructions, and other operational matters. The Chief, Operations Division supervises port office personnel and oversees facilities in Kodiak, Ketchikan, Honolulu and San Diego.

2. DUTIES AND RESPONSIBILITIES:

a. Is this a supervisory billet? YES NO
 b. If so, state number and grade of personnel supervised. Number: 11+ Grade(s): WG 4 - GS 13; 02 -04

1. Provides advice and assistance to the Commanding Officer, MOCP on the establishment, revision, and implementation of policies related to NOAA fleet operations.
2. Coordinates logistics support and berthing for MOC based vessels.
3. Provides personnel support for Marine Center vessels including recruiting and retention, personnel actions, and advising commands and Marine Center management on labor relations.
4. Provides technical expertise in reviewing project instructions and coordinating fleet resources.
5. Review activity reports and sailing schedules to monitor project and sea day accomplishment by the Pacific fleet.
6. In the absence of the Commanding Officer and Executive Officer, serves as the acting Commanding Officer of the Marine Center.
7. Serves as the Weapons Control Officer for the Pacific fleet; ensures compliance with DOC and OMAO policies.

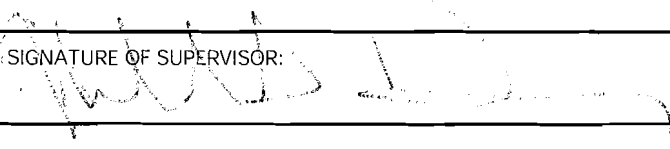
3. CAREER DEVELOPMENT OPPORTUNITIES:

This billet provides the incumbent the opportunity to work directly with NOAA Workforce Management, Finance, program managers within the hydrographic and scientific communities, NOAA Corps officers of all grades, and civilians of all grades. The assignment is a demanding one which combines long range planning requirements with day-to-day emergencies and routine tasks.

The Chief, Operations billet provides a challenging experience leading and managing a group of dedicated personnel and a budget of approximately \$2 million/year in order to meet the operational needs of the NOAA Pacific fleet.

4. ADDITIONAL COMMENTS:

SIGNATURE OF SUPERVISOR:



DATE:

12-16-03