

# NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

## SECTION 1 - GENERAL INFORMATION

CD Billet #: 9017 - Taken from NMFS billet 2450

A. Billet Number  B. Billet Title

C. Grade Requested  D. Type of Submission

E. Minimum amount of overlap between incumbent officer/reporting officer for continuity of duties

F. Duty Type  G. Estimated Length of Assignment

## SECTION 2 - DUTY STATION ADDRESS AND CONTACT INFORMATION

A. Street Address  B. Street Address

C. City  D. State  E. Country  F. Zip Code

G. Office  x  H. Mobile  I. Fax

## SECTION 3 - OFFICER EVALUATION REPORTING

### A. Supervisor

1. Name  2. Position  3. Grade

4. Email  5. Office  x  6. Mobile

### B. Reporting Officer (2nd Level Supervisor)

1. Name

2. Position

3. Grade

4. Email

5. Office  x

6. Mobile

### C. Reviewer (Normally the Reporting Officer's Supervisor)

1. Name  2. Position  3. Grade

4. Email  5. Office  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  2. Office, Center, or Lab

3. Division  4. Branch

5. Section or Team

B. NOAA Goal/Subgoal  C. Program

D. NOAA Org Code  E. NFC Org Code  F. Project-Task

Routing Code: R/OE

## SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

NOAA's Office of Ocean Exploration and Research (OER) prepares for and executes multidisciplinary exploration expeditions that integrate science, education, and outreach objectives. In 2004, Congress transferred USNS Capable to NOAA to become the NOAA Ship Okeanos Explorer (EX), America's only dedicated ship for ocean exploration. Operated jointly by OMAO and OER, the EX conducts systematic exploration in unknown or poorly known regions of the world ocean through collaborations with the scientific community inside and outside of NOAA and the nation. The ship is also an ambassador for NOAA and the nation through its voyages of discovery and transmission of live explorations in high definition to shore. The EX Program is the name given to this cross-NOAA endeavor and includes team members from OER, OMAO and the EX crew and command. To build a sustainable career path and enhance the operations and management of the EX, OER hosts a NOAA Corps billet at OER's partner facility at the University of Rhode Island. The officer then rotates to the EX as Operations Officer. This billet follows the URI and Operations Officer billets to allow continued officer progression to EX XO and subsequently CO. OER requires an Officer to work with the OER EX program manager in Seattle, WA to: (1) manage Okeanos Explorer program operations teams, including ship and shore-based personnel, and supervision of select personnel; (2) develop and monitor mission acquisitions and services; (3) lead development of program multi-year budgets and spend plans; and (4) assist with coordinating multi-year expedition plans by working with the science and exploration communities internal and external to NOAA.

## SECTION 6 - DUTIES AND RESPONSIBILITIES

### 6A. Description of Duties and Responsibilities

#### Staffing Planning and Coordination:

Coordinate OER-funded mapping, ROV, telepresence and scientist mission teams staffing EX expeditions; Manage expedition staffing planning and execution by coordinating with all OER mission teams and EX operations officer to ensure efficient and effective mission execution; Develop and coordinate agreements and contracts to support EX program mission staffing (includes internal and external funding transfers); Facilitate ongoing development and refinement of the EX mission staffing model and shore-side telepresence enabled Exploration Command Centers ashore

#### Supervision and Personnel Management:

Manage EX program Physical Scientists located in multiple locations (Seattle, New Hampshire, Maryland, and others); Task and monitor day to day activities to accomplish Program short-term and long-term objectives; Conducting semi-annual and annual reviews and provide feedback to staffing vendors as appropriate; initiate employee and team member awards, provide and encourage staff development, develop position descriptions, conduct interviews for hiring new personnel; Build and maintain strong linkages and communications between shore-based Physical Scientists and EX Senior Survey Technicians; Build and maintain strong partnerships with other NOAA programs with complimentary staffing capabilities (e.g., OCS, NMS, NMFS, OMAO Augmentation Pool, etc); Impart knowledge and assist training Junior Officer in URI billet for EX Ops position.

#### Budget and Financial Management:

Develop and manage multi-year budget and spend plans for the EX Program; Lead development of \$5M/year 5-year budgets (Budget - \$ 5million) and spend plans including Mapping, ROV, telepresence and science administrative budgets for program and mission staffing and partnerships; Track and manage all EX program acquisitions; Assist with life-cycle planning of existing and new mission systems (EM302 multibeam, ROV, Telepresence); Develop contingency budget and spend plans reflecting alternate funding scenarios

#### Administration:

Work with program managers to monitor and report on performance of mission staffing, material and services contracts (UCAR, ERT, MTN, LC3, Sprint, Kongsberg, LHM, etc.), and facilitate weekly staff meetings and annual team workshops when the program manager is unable.

#### Expedition Planning:

Assist with developing long-term 5-year mission schedules, coordinating input from NOAA programs, academic institutions and partners. Coordinate development of annual cruise plans with interdisciplinary team of operations, science and program personnel.

### 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 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 type="checkbox"/> Customer Focus <input type="checkbox"/> Entrepreneurship
CDR (O5)	Leading Performance and Change	<input checked="" type="checkbox"/> Creativity & Innovation <input checked="" type="checkbox"/> Human Capital Management <input checked="" type="checkbox"/> Financial Management <input checked="" 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)

## 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)

Must have excellent communication skills, be capable of clear self expression, both written and spoken; strong maritime/operational experience and credibility; strong interpersonal skills. Should have familiarity with the structure and missions of OER and OMAO. Prior assignment with OER or NOAA Ship Okeanos Explorer is preferred.  
Operation for exploration such as mapping, ROV and telepresence.

## 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).

Knowledge of exploration mission, mission systems and staffing associated with EX Program; familiarity with mission partnerships and key players; experience using EM302, DP1, and navigating ROVs, telepresence systems; experience developing contract technical requirements/justification documentation; experience supervising employees and assisting with career development planning.

## 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 type="checkbox"/> Customer Focus <input type="checkbox"/> Entrepreneurship
CDR (O5)	Leading Performance and Change	<input checked="" type="checkbox"/> Creativity & Innovation <input checked="" type="checkbox"/> Human Capital Management <input checked="" type="checkbox"/> Financial Management <input checked="" 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)		

Officer will be encouraged and supported to obtain COTR certification, attend relevant leadership and management training and obtain budget management training.

## 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)

## 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).

Position provides opportunity for the Officer to gain experience planning and executing a \$5M/year program of exploration; work extensively and independently with Federal, state, local, and international partners; gain experience developing, managing and ensuring compliance of a program budget; gain familiarity with NOAA planning processes; represent EX Program at several levels of importance; and develop contract development and management experience including COTR certification and purchase card holder.

## SECTION 13 - CRITICAL SUCCESS CRITERIA

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

- Full and on-time compliance with Fleet Planning process for EX program, including on-time submission of 77-65s and revisions of ship schedules for FAC discussions and development of a 5-year operations schedule
- Increase efficiency of mission execution both on shore and at-sea (reduced lost days, increased team and systems performance)
- Early or On-time submission of accurate quarterly and annual budget and spend plans to OER and OAR leadership.
- Successfully develops, implements and stabilizes mission and exploration team staffing model for EX program operations.

# 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 \_\_\_\_\_

2. Date

3. Name

4. Title/Position

## 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 \_\_\_\_\_

2. Date

3. Name

4. Title/Position

## 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 \_\_\_\_\_

2. Date

3. Name

4. Title/Position

## D. Commissioned Personnel Center Endorsement

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

1. Signature **Nathan H. Hancock**

Digitally signed by Nathan H. Hancock  
DN: cn=Nathan H. Hancock, o=CPC, ou=Assignments  
Branch, email=nathan.hancock@noaa.gov, c=US  
Date: 2011.03.29 08:44:16 -0400

2. Date

3. Name

4. Title/Position

## D. Director, NOAA Corps Endorsement

"I am the  and I  this billet."

1. Signature 

2. Date

3. Name

4. Title/Position