

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

TO: DIRECTOR, COMMISSIONED PERSONNEL CENTER, CPC		FROM: Marine Operations Center, Atlantic
THRU (Liaison Officer): <i>Zig Breen Christman</i> CO, Marine Operations Center, Atlantic		ROUTING CODE: MOA
BILLET TITLE: Port Captain Southeast Marine Support Fac.		ADDRESS: 439 West York Street Norfolk, VA 23510
BILLET #: 0623		PHONE NUMBER:
RANK REQUESTED: (0-2, 0-3, 0-4, etc.) O-2	(This block to be completed by liaison officer)	
GS/GM EQUIVALENT: Demo ZA2 (GS9/10)	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: CDR Philip A. Gruccio	TITLE: Chief, East/Gulf Coast Operations	PHONE NUMBER: (757) 441-6842

EDUCATIONAL REQUIREMENTS:
Education requirements as upon entry into Corps.
Strong organizational and communicative skills are desirable.

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

1. GENERAL DESCRIPTION OF BILLET:
The Port Captain is a representative of the Commanding Officer, MOC-A. Under the guidance and supervision of the Operations Branch, the incumbent manages the support facility and provides direct logistical and administrative support to the NOAA Ships RONALD H. BROWN, NANCY FOSTER, and other NOAA vessels in the area. The incumbent works closely with MOC-A, Southeast Fisheries, AOML, NOS Coastal Services Center, Federal Law Enforcement Training Center (FLETC), U.S. Coast Guard, local vendors, and the vessels' commands to assure timely and efficient operations. Incumbent also works with the scientific vessel coordinator assisting with the preparation of future cruises. He/She acts as a dissemination point for information to and from the ships and to the general public or appropriate government offices.

2. DUTIES AND RESPONSIBILITIES:
a. Is this a supervisory billet? YES NO
b. If so, state number and grade of personnel supervised. Number: _____ Grade(s): _____

1. Representative of, and is responsible to, the Commanding Officer, MOC-A.
2. Provide administrative/logistical support for NOAA ships.
 - a) Recruit, screen, and interview for job vacancies. In-process new vessel personnel.
 - b) Procurement of supplies/services under the FAR and agency directives. Complete procurement training as required.
 - c) Arrange services/berthing for vessels at home port or abroad.
 - d) Arrange mail, GBL, stores, and supply services for ships at all domestic and foreign ports.
 - e) Maintain daily communications with vessels when at sea.
 - f) Emergency notification contact for vessel personnel.
 - g) Assist port engineer with coordination of routine maintenance and repair of NOAA vessels.
 - h) Create travel orders and make travel arrangements for shipboard personnel.

3. CAREER DEVELOPMENT OPPORTUNITIES:

This billet provides the incumbent with the opportunity to work directly in the Southeast Marine Support Facility to become familiar with the programs supported by the NOAA Ships RONALD H. BROWN and NANCY FOSTER, and the MOC-A. Incumbent's skills in organization, communication, planning, tact, and patience, if not already present, will develop significantly. He/She will also become very knowledgeable in federal procurement, wage marine personnel system, and facility/vessel management and security. Additionally, the incumbent should strive to become familiar with NOAA Ships RONALD H. BROWN and NANCY FOSTER and has the opportunity to become OOD qualified on these vessels during periods of augmentation and participation in sea trials while in the Charleston area.

4. ADDITIONAL COMMENTS:

3. Provide liaison between MOC-A, ship users, other port offices, and vessels.
4. COTR for guard service contract. Security interface with US Coast Guard and FLETC.
5. Arrange for facilities maintenance and facility equipment maintenance.
6. Responsible for port office budget and Government Owned Vehicles (GOVs) assigned to the port office.
7. Port office personal property custodian.
8. Travel and vessel augmentation as required. The incumbent can expect to be away approximately 10-20% of the time.

SIGNATURE OF SUPERVISOR:

Richard A. ... CAPT/NOAA

DATE:

04/30/2007