

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION CD Billet Number: 19066

A. Billet Number	<input type="text" value="0014"/>	B. Billet Title	<input type="text" value="Fleet Standardization Office Staff, MOC-A"/>
C. Grade Requested	<input type="text" value="O4 - LCDR"/>	D. Type of Submission	<input type="text" value="PROPOSED NEW BILLET"/>
E. Minimum amount of overlap between incumbent officer/reporting officer for continuity of duties	<input type="text" value="2 weeks"/>		
F. Duty Type	<input type="text" value="FIXED SHORE"/>	G. Estimated Length of Assignment	<input type="text" value="3 years"/>

SECTION 2 - DUTY STATION ADDRESS AND CONTACT INFORMATION

A. Street Address	<input type="text" value="439 West York Street"/>	B. Street Address	<input type="text"/>				
C. City	<input type="text" value="Norfolk"/>	D. State	<input type="text" value="Virginia"/>	E. Country	<input type="text" value="United States"/>	F. Zip Code	<input type="text" value="23510"/>
G. Office	<input type="text"/>	x	<input type="text"/>	H. Mobile	<input type="text"/>	I. Fax	<input type="text"/>

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor							
1. Name	<input type="text" value="CAPT. John Humphrey (Ret)"/>	2. Position	<input type="text" value="Chief, Fleet Standardization Office"/>	3. Grade	<input type="text" value="ZP IV"/>		
4. Email	<input type="text" value="John.Humphrey@noaa.gov"/>	5. Office	<input type="text" value="+1 (310) 713-7704"/>	x	<input type="text"/>	6. Mobile	<input type="text" value="+1 (240) 315-3123"/>
B. Reporting Officer (2nd Level Supervisor)							
1. Name	<input type="text" value="Same as above"/>	2. Position	<input type="text"/>	3. Grade	<input type="text"/>		
4. Email	<input type="text"/>	5. Office	<input type="text"/>	x	<input type="text"/>	6. Mobile	<input type="text"/>
C. Reviewer (Normally the Reporting Officer's Supervisor)							
1. Name	<input type="text" value="CAPT Todd Stiles"/>	2. Position	<input type="text" value="Deputy Director, MAOC"/>	3. Grade	<input type="text" value="O6"/>		
4. Email	<input type="text" value="Todd.C.Stiles@noaa.gov"/>	5. Office	<input type="text" value="+1 (301) 713-7667"/>	x	<input type="text"/>	6. Mobile	<input type="text"/>

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	<input type="text" value="OMAO"/>	2. Office, Center, or Lab	<input type="text" value="MAOC"/>		
3. Division	<input type="text" value="Fleet Standardization Office"/>	4. Branch	<input type="text" value="MOC-A"/>	5. Section or Team	<input type="text"/>

B. NOAA Goal/Subgoal C. Program

D. NOAA Org Code	<input type="text" value="AN2000"/>	E. NFC Org Code	<input type="text" value="540802000000000000"/>	F. Project-Task	<input type="text" value="H8P2ANM - PMA"/>
------------------	-------------------------------------	-----------------	---	-----------------	--

SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

The Fleet Standardization Office (FSO) is the coordinating body for development of the infrastructure components required to build a safety/environmental management system for OMAO. The FSO is developing standard format policy and procedures at the OMAO MAOC, MOC and AOC management levels. FSO developed and maintains the web based OMAO Document Management System. FSO technical staff are responsible for development, implementation, maintenance and audit duties related to the Fleet Operating Manual for the NOAA vessel fleet. Integral to the Fleet Operating Manual is the incorporation of the International Maritime Organization's, International Safety Management Code functional requirements. The FSO works closely with OMAO Safety Environmental Compliance Division and Marine Operations Center's Safety Training and Environmental Compliance Branch ensuring policy, procedures and agency and regulatory requirements are in concert.

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

This position is Marine Operations Center (MOC) Staff Assistant to the Chief, MOC Fleet Standardization Office. The candidate will support the goals of the Fleet Operations Management System (FOMS) in development, implementation and monitoring of policies and procedures and to ensure standardized operating execution and compliance with domestic and international maritime regulations for safety and environment across the fleet. This position will coordinate activities closely with OMAO Safety and Environmental Compliance Division (SECD) office; MOC Commanding Officers, division chiefs, ship commands; and the FOMS Steering Group.

Specific duties and responsibilities as follows:

- Develop and coordinate implementation of fleet standard operating procedures to align with functional requirements outlined in International Maritime Office's International Safety Management Code, Safety Management System and STCW requirements .
- Serves as liaison between the FSO and SECD Fleet Inspection Team Lead to address resolution of issues regarding revise Fleet Safety Standards and SOPs.
- Provide linkage between FSO and MOC's shoreside Fleet Maintenance Office, in particular tracking the implementation of procedures for computerized maintenance management system tool. (SAMMS)
- Maintain a working relationship via MOC chain of command with fleet and shore-side support components.
- Assist in design of and conduct audits for compliance within the fleet on DOC, NOAA, OMAO and MOC applicable policies regulations and procedures through incorporation in standard operating procedures.
- Travel will be required to visit platforms during FOMS development and implementation, auditing ship-board and shore-side support procedures and processes and for training sessions.

In addition as collateral duty this officer will serve as a shore side point of contact for executive officers assigned to ships throughout the fleet. The officer will aid in standardizing shipboard administrative procedures through training of oncoming executive officers, oversight of Fleet Wiki website and creation of a virtual XO handbook. The officer will serve as an advocate for the executive officers assigned to ships, providing a conduit for information to and from shore side support including Marine Operations Centers, Workforce Management, Resource Management Branch, and Commissioned Personnel Center.

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 i.e., GS-7 to GS-12, O1 to O3

Will the Officer lead people, but has no supervisory responsibilities? Yes No Number of personnel led

Grades of personnel led i.e., GS-7 to GS-12, O1 to O3

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):

N/A

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)		<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 checked="" type="checkbox"/> Customer Focus <input type="checkbox"/> Entrepreneurship
CDR (O5)	Leading Performance and Change	<input checked="" 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 Prerequisite Comments (Optional)

Have completed ship XO tour of duty

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)

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).

Thorough understanding and knowledge of all of OMAO's vessel platforms and their operational requirements. Candidate should have management and supervisory experience; experience in NOAA's maritime operations afloat and shoreside; working knowledge of OMAO and MOC existing policies, procedures and instructions governing fleet operations. Knowledge of NOAA vessel safety, emergency, bridge, deck and engineering systems as well as vessel personnel systems strongly desired. The candidate shall also have working knowledge of the existing "NOAA Safety Standards For Ships of the NOAA Fleet" (NC5100.b) and the OMAO Document Management System ; USCG regulations, licensing requirements and CFRs as it pertains to maritime safety, ISM and STCW requirements.

Knowledge of project planning to include personnel, budget and implementation management.

This position does not require security clearance above the secret level already held by a NOAA Corps Officer.

SECTION 10 - LEADERSHIP DEVELOPMENT

GRADE	LEADERSHIP MATURITY LEVEL	LEADERSHIP COMPETENCIES DEVELOPED IN THIS BILLET
NS (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 checked="" type="checkbox"/> Customer Focus <input checked="" type="checkbox"/> Entrepreneurship
CDR (O5)	Leading Performance and Change	<input checked="" 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)		

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

Additional Operational Development (security clearances, special training) or Operational Development Comments (Optional)

International Safety Management Lead Auditor Training; NTSB or equivalent Marine Accident Investigation.

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).

Development in:

Regulatory: CFRs, OSHA, IMO, ISM Code

Information Technology: WIKI Management, Document Management

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

- Establish effective working relationships with all FOMS stakeholders (See Section 6a).
- Successful research, development and writing of policy and procedure documents.
- Plan, conduct, report out on FSO conformance audits; follow-up on corrective action process.
- Oversight and reduction of misinformation propagated on the Fleet WIKI.
- Development and maintenance of virtual XO handbook.

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 John W. Humphrey 2. Date 4/1/2010
3. Name CAPT John W. Humphrey, NOAA (Ret) 4. Title/Position Chief, Fleet Standardization Office

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 John W. Humphrey 2. Date 4/1/2010
3. Name Same as above 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."

Signature Todd C. Stiles 2. Date 4/1/2010
3. Name CAPT. Todd C. Stiles, NOAA 4. Title/Position Deputy Director, MAOC

D. Commissioned Personnel Center Endorsement

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

1. Signature Nathaniel H. Hancock 2. Date 05 APR 10
3. Name Nathaniel H. Hancock, USN 4. Title/Position Chief Officer Assignment Branch

D. Director, NOAA Corps Endorsement

"I am the Director, NOAA Corps and I approve this billet."

1. Signature John W. Beckley 2. Date 4/9/2010
3. Name RAADM Jonathan W. Beckley, NOAA 4. Title/Position Director, NC and OMAO