

## NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

### SECTION 1 - GENERAL INFORMATION

A. Billet Number	0100	B. Billet Title	Director, Marine Operations Center		
C. Grade Requested	O6 - CAPT	D. Type of Submission	PROPOSED NEW BILLET		
E. Minimum amount of overlap between incumbent officer/reporting officer for continuity of duties	2 weeks				
F. Duty Type	FIXED SHORE	G. Estimated Length of Assignment	2 years		

### SECTION 2 - DUTY STATION ADDRESS AND CONTACT INFORMATION

A. Street Address	2002 SE Marine Science Drive	B. Street Address					
C. City	Newport	D. State	Oregon	E. Country	United States	F. Zip Code	97365
G. Office	+1 (541) 867-8801	x		H. Mobile		I. Fax	

### SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor							
1. Name	RDML Michael S. Devany	2. Position	Director, MAOC	3. Grade	O7		
4. Email	Mike.Devany@noaa.gov	5. Office	+1 (301) 713-7700	x		6. Mobile	
B. Reporting Officer (2nd Level Supervisor)							
1. Name	RDML Michael S. Devany	2. Position	Director, MAOC	3. Grade	O7		
4. Email	Mike.Devany@noaa.gov	5. Office	+1 (301) 713-7700	x		6. Mobile	
C. Reviewer (Normally the Reporting Officer's Supervisor)							
1. Name	RADM Jonathan W. Bailey	2. Position	Director, OMAO	3. Grade	O8		
4. Email	Jon.Bailey@noaa.gov	5. Office	+1 (301) 713-1045	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	OMAO	2. Office, Center, or Lab	MAOC		
3. Division	Marine Operations Center	4. Branch		5. Section or Team	
B. NOAA Goal/Subgoal		C. Program			
D. NOAA Org Code	AN2100	E. NFC Org Code	54-08-02-0001	F. Project-Task	

## SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

This position is that of Director of NOAA's Marine Operations Center (MOC). The MOC, located in Newport, Oregon, oversees NOAA's multi-purpose oceanographic research, fisheries research and hydrographic survey vessels. As Director, the incumbent is responsible for; ensuring that the mission of the organization is accomplished in an efficient and economical manner, using sound management practices; the safe operations and maintenance of the NOAA Fleet; the management of MOC's financial and human resources; and management of the port offices that provide the safety, administrative, operational, logistical, engineering and maintenance support. The port offices are located Newport, OR; Honolulu, HI; San Diego, CA; Kodiak and Ketchikan, AK; Pascagoula, MS; Charleston SC; Woods Hole, MA; Davisville, RI; and Norfolk, VA.

## 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

1. Directs the planning, management and administration of NOAA's Marine Operations Center and the NOAA Fleet.
2. Develops the operating plans and financial requirements for the NOAA Fleet in accordance with the decisions of the NOAA Fleet Council for the allocated days-at-sea required for the collection, processing, and dissemination of oceanographic, hydrographic, fisheries, atmospheric, climatic and other data as required to meet NOAA program requirements.
3. Provides marine and electronic engineering technical and maintenance services to ensure the effective and safe utilization of the fleet for the long-term benefit to NOAA.
4. Directs the implementation of plans for ships maintenance, conversion, repair and upgrade of the fleet's mechanical and electronic equipment to meet operational and scientific requirements of NOAA programs.
5. Provides effective human resource management through the recruitment, assignment and training of a skilled workforce.
6. Provides operational support to facilitate the effective utilization and operation of the fleet; and provides port facilities for the home port berthing of NOAA ships.
7. Administers labor contracts unique to the crew of the vessels and electronic support personnel; provides support to joint labor-management activities.
8. Provides direction and guidance to meet all environmental compliance, safety and security regulations.
9. Directs the development of policies and procedures to safely and effectively operate and manage all activities related to the operation of the NOAA Fleet in accordance with established regulations and in accordance with DOC, NOAA, and MAOC policy.
10. Identifies MOC management and research needs; establishes MOC management priorities and strategic and annual plans; and directs the development and implementation of MOC initiatives to provide for the safe and long-term effective utilization of the fleet and facilities.

### 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):

NOAA's ship fleet consisting of 19 ships, two major Marine Centers and 4 regional Port Offices. In 2011 ship ages range from 1 to 44 years with an average age of ~23 years. The value of NOAA's ship capital assets (taken from Sunflower) is >\$515M.

## 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 checked="" 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 checked="" type="checkbox"/> External Awareness <input checked="" type="checkbox"/> Strategic Thinking <input checked="" type="checkbox"/> Political Savvy <input checked="" type="checkbox"/> Vision <input checked="" 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)

NOAA Ship Command experience. Top Secret security clearance.

## 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).

Prior senior management experience in a DOC/NOAA Line, Staff or Program Office.

## SECTION 10 - LEADERSHIP DEVELOPMENT

GRADE	LEADERSHIP MATURITY LEVEL	LEADERSHIP COMPETENCIES DEVELOPED IN 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 checked="" 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 checked="" type="checkbox"/> External Awareness <input checked="" type="checkbox"/> Strategic Thinking <input checked="" type="checkbox"/> Political Savvy <input checked="" type="checkbox"/> Vision <input checked="" type="checkbox"/> Partnering
Leadership Development Comments (Optional)		

## SECTION 11 - OPERATIONAL DEVELOPMENT

<p><b>A. Marine Development</b></p> <input type="checkbox"/> Officer of the Deck <input type="checkbox"/> Senior Watch Officer <input type="checkbox"/> ECDIS <input type="checkbox"/> Dynamic Positioning <input type="checkbox"/> Boat Deployment <input type="checkbox"/> MedPIC <input type="checkbox"/> Coxswain/OIC <input type="checkbox"/> HAZWOPER <input type="checkbox"/> AUV Deployment <input type="checkbox"/> U/W UAS Deployment <input type="checkbox"/> Buoy/Mooring Qualified <input type="checkbox"/> Trawl Qualified <input type="checkbox"/> Longline Qualified <input type="checkbox"/> Hydro Launch PIC <input type="checkbox"/> Foreign Port Calls
<p><b>B. Aviation Development</b></p> <input type="checkbox"/> Co-Pilot <input type="checkbox"/> Pilot <input type="checkbox"/> Aircraft Commander <input type="checkbox"/> Mission Commander <input type="checkbox"/> Instructor Pilot <input type="checkbox"/> Hurricane Qualified <input type="checkbox"/> Alaska/Wilderness Qualified <input type="checkbox"/> Flight Meteorologist <input type="checkbox"/> International Flights <input type="checkbox"/> UAS Pilot
<p><b>C. Dive Development</b></p> <input type="checkbox"/> Scientific Diver <input type="checkbox"/> Working Diver <input type="checkbox"/> Advanced Working Diver <input type="checkbox"/> Master Diver <input type="checkbox"/> Dive Master <input type="checkbox"/> Dive Medic <input type="checkbox"/> Unit Diving Supervisor
<p><b>D. Additional Operational Development (security clearances, special training) or Operational Development Comments (Optional)</b></p> <div style="height: 80px;"></div>

## 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).

Use senior management experience and skills to develop and build executive leadership competencies.

## SECTION 13 - CRITICAL SUCCESS CRITERIA

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

Safe and effective accomplishment of planned Days at Sea as per the NOAA Fleet Allocation Plan.

Effective management and oversight of MOC annual operating, maintenance and PAC budgets. Closeout fiscal year within 1% of annual budget allocation.

Effective management, oversight and training/development of MOC's human resources. Reduction of number of last Days at Sea due to insufficient or untrained crew.

Effective engineering and mission support to NOAA ships and NOAA programs. Reduction in number of lost Days at Sea due to CASREPS. Increase in required maintenance.

Effective ship safety and environmental compliance/management programs. Reduction of number and severity of accidents and hazardous materials spills.

Effective working relationship and cooperation provided by MOC unions. Reduction in number of grievances and negotiated settlements.

**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

*Stephen H. Manzo*

2. Date 08.03.2011

3. Name Stephen H. Manzo

4. Title/Position Deputy Director, Marine Operations Center

**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

*Michael S. Devany*

2. Date 08.03.2011

3. Name Michael S. Devany

4. Title/Position Director, MAOC

**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

*Todd C. Stiles*

2. Date 08.03.2011

3. Name Todd C. Stiles

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

*Anne K. Lynch* CAPT/USN

2. Date 8/9/11

3. Name Anne K. Lynch

4. Title/Position Director, CPC

**E. Director, NOAA Corps Endorsement**

"I am the \_\_\_\_\_ and I approve this billet."

1. Signature

*RADM Jonathan W. Barber*

2. Date 9/22/2011

3. Name RADM Jonathan W. Barber

4. Title/Position Director, NOAA Corps

Print Form

Submit to CPC (Reviewer Use Only)