

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION

A. Billet Number	0101	B. Billet Title	Deputy 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	3 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) 867-8802	x		H. Mobile		I. Fax	

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor							
1. Name	CAPT Stephen H. Manzo (Ret)	2. Position	Director, MOC	3. Grade	O6		
4. Email	Stephen.H.Manzo@noaa.gov	5. Office	+1 (757) 441-6136	x		6. Mobile	+1 (757) 620-1608
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 Deputy 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 Deputy Director, the incumbent assists the Director and 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. Acts as Director, MOC in Director's Absence. Assists to direct 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 or Aircraft 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

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)

NOAA Ship Command or Aircraft experience. Top Secret security clearance.

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).

Senior management skills and organizational 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

2. Date 9/9/11

3. Name Anne K. Lynch *CAPT/NAO*

4. Title/Position Director, CPC

E. Director, NOAA Corps Endorsement

"I am the _____ and I _____ this billet."

1. Signature

Jonathan W. Bailey

2. Date 9/22/2011

3. Name *Jonathan W. Bailey*

4. Title/Position *Director, NOAA Corps*

Print Form

Submit to CPC (Reviewer Use Only)