

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION *CO Billet # 9457*

A. Billet Number	0125	B. Billet Title	Fleet Environmental Support Manager
C. Grade Requested	O2 - LTJG	D. Type of Submission	PROPOSED NEW BILLET
E. Minimum amount of overlap between incumbent officer/reporting officer for continuity of duties	1 Month		
F. Duty Type	FIXED SHORE	G. Estimated Length of Assignment	3 years

SECTION 2 - DUTY STATION ADDRESS AND CONTACT INFORMATION

A. Street Address	Marine Operations Center - Pacific	B. Street Address	2002 SE Marine Science Drive				
C. City	Newport	D. State	Oregon	E. Country	United States	F. Zip Code	97365
G. Office	+1 (206) 553-7913	x		H. Mobile	+1 (773) 892-8733	I. Fax	+1 (206) 553-1109

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor							
1. Name	Julie N. Wagner	2. Position	Environmental Compliance Specialist	3. Grade	ZA III		
4. Email	julie.n.wagner@noaa.gov	5. Office	+1 (206) 553-7913	x		6. Mobile	+1 (773) 892-8733
B. Reporting Officer (2nd Level Supervisor)							
1. Name	Douglas A. Friske	2. Position	Chief, Safety, Training & Environmental Com	3. Grade	ZP V		
4. Email	douglas.a.friske@noaa.gov	5. Office	+1 (757) 441-6709	x		6. Mobile	+1 (757) 373-8388
C. Reviewer (Normally the Reporting Officer's Supervisor)							
1. Name	Stephen H. Manzo	2. Position	Deputy Director, MOC	3. Grade	ZA V		
4. Email	stephen.h.manzo@noaa.gov	5. Office	+1 (757) 441-6136	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	MOC		
3. Division	MOCX1	4. Branch		5. Section or Team	STEC

B. NOAA Goal/Subgoal	Mission Support, Fleet Services	C. Program			
D. NOAA Org Code	AN2100	E. NFC Org Code	08-02-0001-00-00-00-00	F. Project-Task	

SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

The Environmental program within the Safety, Training and Environmental Compliance (STEC) Office coordinates OMAO and MOC environmental and occupational health activities. STEC supports MOC to ensure both fleet and facilities remain compliant with environmental laws and demonstrate stewardship toward environmental resources. NOAA's mission directs us to conserve and manage coastal and marine ecosystems and resources. STEC works to ensure this mission is evident in the daily operation of NOAA's own fleet by implementing creative solutions to our most pressing environmental challenges without causing undue burden to the fleet.

Currently, the Environmental program within STEC has primary responsibility for 1) Environmental Compliance with hazardous materials/waste, air pollution, water pollution (NPDES), solid waste and spill preparedness regulations; and 2) Fleet Fuel Efficiency to reduce fuel consumption, carbon footprint and fuel costs. We are developing performance metrics to quantify environmental impacts of our activities and to measure improvement in our fuel efficiency. We are also involved in the Greening of the Fleet initiative to promote environmental stewardship; Industrial Hygiene to promote a safe workplace; and ISO14001-compliant Environmental Management System.

STEC works with the Fleet Standardization Office; OMAO HQ; shore support (port engineers; operations department); outside agencies (EPA; USCG; contractors; academia; etc) to manage OMAO's environmental obligations.

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

Priority activities for the Fleet Environmental Support Manager will focus on developing the capacity of shipboard Environmental Compliance Officer's (ECOs); maintaining Environmental Compliance; managing projects and relationships; researching Greening of the Fleet options; and strengthening the administrative components of STEC's Environmental program.

Increasing ECO Capacity: The shipboard ECOs constitute the front line of the STEC Environmental program. Working closely with the MOC Environmental Compliance Officer (ECO), the Fleet Environmental Support Manager (FESM) improves shipboard ECOs ability to apply environmental regulations to their vessel and identifies opportunities for ECOs to develop, and demonstrate leadership and project management skills. Relying on experiences from their recent sea tour, the FESM will:

- 1) Evaluate current ECO Training and Support needs and assist in the development/improvement of the ECO Training curriculum;
- 2) Co-convene an ECO Training Advisory Group, applying Project Management Principles; and
- 3) Develop and manage relationships with key agencies and training organizations.

Environmental Compliance: Our office ensures compliance with environmental laws by advising/supporting vessels, promoting standardized procedures, and preparing compliance documentation. This duty may involve improving our administrative systems, such as strengthening record keeping systems; drafting procedures; and soliciting feedback on procedures. The FESM will:

- 1) Support up to 6 ships in the fleet on environmental compliance (deliver training; research/answer questions; manage/mentor ECOs to support their performance; review procedures, plans and records);
- 2) Research current regulations; monitor development of future regulations; and author reports to regulators; and
- 3) Evaluate the services of STEC's Environmental program to identify opportunities for improvement.

Project and Relationship Management: Our work is completed in collaboration; we must manage relationships to increase support and buy-in for the environmental program. As the number and complexity of maritime environmental regulations increases, opportunities arise for junior officers to demonstrate initiative, identify key needs, and improve the STEC environmental program. The FESM will:

- 1) Assist with drafting budget estimates for existing and new programs;
- 2) Research environmental technology and management strategies to improve compliance; and
- 3) Manage relationships with other maritime agencies to learn from their programs.

Green Fleet Research: The Greening of the Fleet initiative requires extensive research into new and emerging technologies. The FESM will: 1) Participate in Green Fleet meetings; 2) Research emerging technology; and 3) Solicit green fleet ideas from shipboard personnel and conduct research as needed.

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):

None

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)	Leading Others	<input checked="" type="checkbox"/> Interpersonal Skills <input checked="" type="checkbox"/> Continuous Learning <input type="checkbox"/> Technical Proficiency <input checked="" type="checkbox"/> Listening <input checked="" type="checkbox"/> Speaking
LT (O3)		<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)	Leading Performance and Change	<input type="checkbox"/> Decisiveness <input type="checkbox"/> Problem Solving <input type="checkbox"/> Conflict Management <input type="checkbox"/> Customer Focus <input type="checkbox"/> Entrepreneurship
CDR (O5)		<input 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)	Leading Organizations	<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)

The Officer should have a full understanding of the chain of command and their responsibility to comply with the rules and regulations. The Officer should be familiar with their own limitations when they are faced with challenges; the ability to seek out assistance only shows their willingness to learn and understand their own weaknesses.

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)

40-hr HAZWOPER;

Oil Spill Response Training - may be completed after accepting the billet;

Basic Project Management Training (provided by ESI) - may be completed after accepting the billet;

Environmental Management System Basic Training & Auditor Training - may be completed after accepting the billet.

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).

Experience:

Previous experience as shipboard ECO.

Skills:

Proficient in writing;

Excellent listening skills;

Demonstrated public speaking skills (or willingness to improve);

Some experience in participating in and running small group meetings;

Some knowledge of environmental regulations;

Some experience in small project management.

Aptitudes:

Dedication to environmental compliance and improvement;

Ability to collaborate with individuals with diverse backgrounds and interests.

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 type="checkbox"/> Leveraging Diversity <input checked="" type="checkbox"/> Influencing Others <input type="checkbox"/> Developing Others <input type="checkbox"/> Execution
LCDR (O4)		<input type="checkbox"/> Decisiveness <input checked="" type="checkbox"/> Problem Solving <input type="checkbox"/> Conflict Management <input checked="" type="checkbox"/> Customer Focus <input type="checkbox"/> Entrepreneurship
CDR (O5)	Leading Performance and Change	<input 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)

This Officer will hone their interpersonal skills through individual research and outreach as they become technically proficient/knowledgeable as an ECO. The Officer will improve their communication skills and inspire others towards a teamwork approach as they face possible setbacks in their attempts to update and improve the methods/procedures long accustomed to, but now outdated to ensure fleet compliance with the complex maritime environmental regulations.

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).

The successful candidate will develop the following skills during their tenure as the Fleet Environmental Support Manager:

- 1) Increased knowledge of environmental regulations (33CFR; 40CFR; 29CFR; etc)
- 2) Basic Project Management Skills;
- 3) Group facilitation skills;
- 4) Drafting budget justifications;
- 5) Relationship management skills;
- 6) Public speaking;
- 7) Mentoring shipboard ECOs;
- 8) Research of green fleet technologies; and
- 9) Organizational skills.

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

The officer is expected to produce specific work ("outputs"); organize and prioritize their work (in collaboration with MOC ECO); and set and achieve personal development goals. Once the officer has commenced his/her service under this billet and completed preliminary research and initial training, the FESM will begin drafting two core documents: 1) a detailed project plan, proposing an approach to each major project, including priority actions ; and 2) a professional development plan, detailing major goals for personal improvement and, when appropriate, identifying ways that his/her strengths and challenges will interact with major project actions. These two documents will chart the FESM's tenure at MOCP. The documents will be revisited semi-annually and updated as needed. Training and mentoring opportunities may be sought for improving professional development. These documents may assist during formal reviews and OERs; however, informal "check ins" will be more common.

Additionally, specific work products or "outputs" include:

- 1) FESM received Project Management training;
- 2) ECO Training curriculum is drafted or improved upon;
- 3) A minimum of eighty percent of ECOs receive ECO Training each year;
- 4) ECO Advisory Group meets as needed;
- 5) Relationships with USCG and other training organizations remain strong;
- 6) Green Fleet and other research is completed in a timely and thorough manner;
- 7) Meetings facilitated by FESM produce basic minutes and action items for follow up; and
- 8) Increasing mastery of environmental compliance laws.

The FESM will assist in the development of an evaluation program to allow shipboard ECOs an opportunity to evaluate STEC's support services. The results of the evaluation may be used both for programmatic improvement as well as setting personal development goals. Using this evaluation program, the FESM (as well as the MOC ECO) will be evaluated on:

- 1) Listening skills; organizing skills; etc.
- 2) Ability of the FESM to incorporate recommendations for improvement;

ECO Training sessions may be evaluated using a simple customer service survey. The FESM will track his/her improvement in teaching and public speaking through these evaluations.

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 Julie Wagner

Digitally signed by Julie Wagner
DN: cn=Julie Wagner, o=NOAA, ou=OMAO,
email=julie.n.wagner@noaa.gov, c=US
Date: 2011.04.26 12:24:17 -0700

2. Date 04/26/2011

3. Name Julie N. Wagner

4. Title/Position Environmental Compliance Specialist

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 Douglas A. Friske

Digitally signed by Douglas A. Friske
DN: cn=Douglas A. Friske, o=STEM, ou=MOC,
email=Douglas.A.Friske@noaa.gov, c=US
Date: 2011.04.28 11:27:27 -0400

2. Date 4.27.11

3. Name Douglas A. Friske

4. Title/Position Chief, Safety, Training & Environmental Mngt

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 *Stephen H. Manzo*

2. Date 04/28/2011

3. Name Stephen H. Manzo

4. Title/Position Deputy Director, MOC

D. Commissioned Personnel Center Endorsement

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

1. Signature *[Signature]*

2. Date 19 SEP 11

3. Name LCDR Nathan H. Hancock

4. Title/Position *Chief Officer Assignment Branch*

E. Director, NOAA Corps Endorsement

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

1. Signature *[Signature]*

2. Date 11/9/2011

3. Name RADM Jonathan W. Bailey

4. Title/Position Director, NOAA Corps

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