

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION

A. Billet Number	0730	B. Billet Title	Commanding Officer, NOAA Ship Thomas Jefferson		
C. Grade Requested	O5 - CDR	D. Type of Submission	ANNUAL RECERTIFICATION		
E. Minimum amount of overlap between incumbent officer/reporting officer for continuity of duties	2 weeks				
F. Duty Type	SEA	G. Estimated Length of Assignment	2.5 years		

SECTION 2 - DUTY STATION ADDRESS AND CONTACT INFORMATION

A. Street Address	Marine Operations Center, Atlantic	B. Street Address	439 W. York Street				
C. City	Norfolk	D. State	Virginia	E. Country	United States	F. Zip Code	23510
G. Office	+1 (757) 441-6322	x		H. Mobile		I. Fax	+1 (757) 441-6352

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor							
1. Name	David Score	2. Position	CO, MOC-Atlantic	3. Grade	O6		
4. Email	CO.MOC.Atlantic@noaa.gov	5. Office	+1 (757) 441-6778	x		6. Mobile	
B. Reporting Officer (2nd Level Supervisor)							
1. Name	Stephen Manzo	2. Position	Director, MOC	3. Grade	O6		
4. Email	Director.moc@noaa.gov	5. Office	+1 (757) 441-6136	x		6. Mobile	
C. Reviewer (Normally the Reporting Officer's Supervisor)							
1. Name	Todd Stiles	2. Position	Deputy, MAOC	3. Grade	O6		
4. Email	Todd.C.Stiles@noaa.gov	5. Office	+1 (301) 713-7667	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	MOA			
3. Division	TJ	4. Branch		5. Section or Team		
B. NOAA Goal/Subgoal			Science and Technology Enterprise	C. Program		Marine Operations and Maintenance
D. NOAA Org Code		E. NFC Org Code		F. Project-Task		

SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

DOC Strategic Goal: Promote environmental stewardship

NOAA Mission: Science, Service, and Stewardship

NOAA Science and Technology Enterprise Objective: Accurate and reliable data from sustained and integrated Earth observing systems

OMAO Mission: To safely and efficiently operate NOAA ships and aircraft, incorporate emerging data acquisition technologies, and provide a specialized professional team responsive to NOAA programs

NOAA Ship Thomas Jefferson is a coastal survey ship. Its primary mission is to collect and process the data needed to maintain and update the nautical charts along the U.S. East Coast, Gulf of Mexico, Puerto Rico and the U.S. Virgin Islands. Accurate charts are critical for the safe shipping of goods and services to and from our shores.

SECTION 6 - DUTIES AND RESPONSIBILITIES

6A. Description of Duties and Responsibilities

The Commanding Officer (CO) holds the ultimate responsibility for the safety of all personnel, the ship, and the conduct of the mission. Duties include:

SAFETY & OPERATIONS:

- Operate the ship in accordance with standard marine practices, USCG regulations, as well as OMAO, MOC, and shipboard policies, procedures, and instructions. Support, implement, and enforce the Fleet Operational Management System (FOMS), especially the safety and environmental management policies. Motivate the crew in the observation of the FOMS policies.
- Establish ship specific procedures for all Watchstanders while inport, at anchor, and underway.
- Ensure safe navigation, route planning and effective bridge resource management.
- Properly maintain and ensure readiness of the vessel. Ensure that equipment, practices, and procedures aboard ship are within standards and in accordance with regulations and provide for the complete safety of the ship, her crew and passengers, and cargo - especially procedures to be followed in emergency situations.
- Train junior officers/mates on the safe navigation and operation of the vessel, including emergency procedures. Train new officers/mates to become qualified OODs. Train second tour officers to become SWOs.

LEADERSHIP & SUPERVISION:

- Develop and maintain a high state of discipline and morale aboard the vessel. The CO is required to show in himself/herself a good example of honor, respect, and commitment and to be vigilant in inspecting the conduct of all persons who are placed under her/his command.
- Supervise the XO (Wardroom), Chief Marine Engineer (Engineering Dept.), and Rotating Electronics Technicians.
- Motivate, coach, and develop employees to realize their full potential of employees to achieve high performance through a positive workplace that fosters initiative and teamwork. Prepare subordinates to grow to the extent they can assume command or supervisory responsibilities.
- Effectively manage employee performance and recognition including continuous feedback for performance, timely performance appraisals and awards, and resolution of performance deficiencies.
- Actively and visibly support equal opportunity and diversity principles in all aspects of program and human resources decisions and in compliance with merit system principles.
- Communicate priorities, organizational goals, and strategic goals to staff.
- Manage plans and resources to accomplish the Agency's strategic goals and organizational objectives. Effectively manage the vessel's funding.
- Coordinate with the MOC (MEB, EEB, etc.) and all stakeholders in the ship's operation and maintenance.
- Keep the MOC informed via weekly, casualty, incident, accident, and situation reports whenever necessary.
- Designated Property Custodian

LEAD HYDROGRAPHER:

- Ensure acquired data meets hydrographic standards of quality.
- Review and approve all surveys prior to submission to the Office of Coast Survey's Atlantic Hydrographic Branch.

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):

- The CO holds the ultimate responsibility for the safety of all personnel, the ship, and the conduct of the mission. Replacement value of the Thomas Jefferson and all equipment/technology aboard is estimated at \$75M.

- Fiscal Responsibility: Delegated authority to commit/obligate funds up to annual MOC allotment. Total financial commitments plus obligations shall not exceed this amount. Monitoring of financial reports and all other tracking tools is required to ensure expenditures do not exceed authorization. Active management of account and confirmation of funds availability prior to obligation is required to ensure all expenditures comply with applicable regulations and policies.

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)

During prior assignments (sea and shore), demonstrated solid foundation in the competencies for Leading Self, Leading Others, and Leading Performance and Change. Through successful past performance, showed potential for assuming greater leadership responsibility, including Leading Organizations.

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)

- Meet physical standards for officers on sea duty as required by OMAO Medical Services Division
- Secret security clearance
- Current US Official Passport
- Successful completion of D-School (REFTRA) or equivalents (evaluated on a case by case basis) within 12 months of reporting
- Successful completion of XO assignment with recommendation for assignment as CO
- Prior experience/qualification with small boat / survey launch operations is required.

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).

- Educational requirements for entry into the NOAA Corps

A CO should be very familiar with the following to serve as a mentor and manage the activity for others:

- NOAA Corps officer personnel system: OERs, records (OPF Online), payroll (leave), awards, training, promotion process, etc.
- Wage mariner personnel system: performance plans, evaluations, awards, hiring, discipline, union contracts
- Procurement authorization and tracking with respect to purchase cards and purchase orders
- Travel regulations and the procedures associated with authorizations and vouchers.
- Time and attendance for wage mariners

- While no training is specified beyond the NOAA Corps requirements for LCDR, pursuit of additional leadership/management courses is recommended for CO candidates (OPM courses, etc.).

A CO should be very conversant with the FOMS, especially the safety and environmental management policies.

Operational Risk Management and Safety training courses (DuPont Safety, etc.) are highly recommended for CO candidates.

Prior experience at sea aboard a hydrographic survey ship is required.

Prior shore experience with NOAA's Office of Coast Survey is strongly recommended.

Press training is recommended for prospective COs.

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

Leadership Development Comments (Optional)

More than any assignment previously, CO is an assignment where an officer must rely upon and/or develop the greatest range of competencies. Beginning with taking care of oneself, then managing and leading others, a CO must ensure performance of the ship and crew to meet the mission in the midst of many challenges and conflicts. A CO is also introduced to competencies of Leading Organizations, particularly personnel and financial issues of the ship and fleet, and partnering with programs.

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)

This billet provides the incumbent with the unique opportunity to command one of the Nation's public vessels. It is the highest seagoing billet attainable, and the opportunity for an officer to showcase what they have learned throughout their career at sea. A CO is responsible for training their Wardroom on the path to serve as future COs.

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).

A CO will develop an increased depth and expansion of capability in the following administrative areas:

- Personnel plans and evaluations (WM and officers), awards, discipline, hiring, etc.
- Procurement mechanisms and requirements (purchase card, purchase order, etc.)
- Budget tracking and reporting

Through supervision of the Engineering department, monitoring of the Casualty Reports and Ship Repair Requests, and full participation in the Work Definition Conferences, CO's coordinate with multiple stakeholders (ship's crew, MOC, program) to address technical issues, resolve problems, and set priorities for moving forward to meet the ship's mission - particularly with resources.

Of note, a CO is expected to become more aware of fleet issues existing beyond his/her ship and to make contributions towards addressing these issues. In particular, a CO is expected to monitor and review the FOMS and report any deficiencies to the MOC and Fleet Standardization office.

Officers will gain greater familiarity with the hydrographic survey mission conducted by NOAA's Office of Coast Survey.

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

- Safe operation of the ship as indicated by the annual fleet inspection and accident report submissions
- Completion of the mission as indicated by cruise evaluations and other feedback from the program as well as quantity and quality of scientific data gathered by the ship
- Performance of CO duties indicates potential for assuming greater leadership responsibilities
- Recommendation by CO, MOC for the officer to serve as a future CO, MOC, or in other senior level positions throughout NOAA.

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



2. Date 2012-02-08

3. Name Lawrence T. Krepp, CDR/NOAA

4. Title/Position CO, Thomas Jefferson

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



Digitally signed by David A. Score
DN: cn=David A. Score, o=MOC-Atlantic,
email=David.A.Score@noaa.gov, c=US
Date: 2012.02.08 16:01:53 -0500

2. Date

3. Name Dave Score, CAPT/NOAA

4. Title/Position CO, MOC-Atlantic

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



2. Date 2012-02-09

3. Name Stephen H. Manzo, CAPT/NOAA (ret)

4. Title/Position 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



2. Date 3/30/2012

3. Name CDR Todd Bridgeman, NOAA

4. Title/Position Chief, Officer Career Management Division

D. Director, NOAA Corps Endorsement

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

1. Signature



2. Date 4/5/2012

3. Name RADM Jonathan Bailey, NOAA

4. Title/Position Director, NOAA Corps

Print Form

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