NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION

A. Billet Number 0900   B. Billet Title Commanding Officer, NOAA Ship Hi'ialakai

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 Honolulu Marine Support Facility   B. Street Address 1897 Ranger Loop, Building 184

C. City Honolulu   D. State Hawaii   E. Country United States   F. Zip Code 96818

G. Office +1 (808) 455-6891 x   H. Mobile +1 (808) 479-9575   I. Fax +1 (808) 455-6895

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor

1. Name Wade Blake   2. Position CO, MOC-Pacific   3. Grade O6

4. Email CO.MOC.Pacific@noaa.gov   5. Office +1 (541) 867-8701 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 (541) 867-8801 x   6. Mobile

C. Reviewer (Normally the Reporting Officer's Supervisor)

1. Name Todd Stiles   2. Position Deputy Director, 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 MOP

3. Division HA   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 Hi'ialakai is a versatile platform that supports the research of NOAA's National Ocean Service, National Marine Sanctuaries, National Marine Fisheries Service and the Office of Oceanic and Atmospheric Research as well as the U.S. Fish and Wildlife Service and the University of Hawaii. The ship operates in the Hawaiian Islands and the Pacific Insular area which includes the U.S. Trust Territories of American Samoa, the Commonwealth of the Northern Mariana Islands and Guam.

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 embarked personnel, 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 vessel Property Custodian.

6B. Division of Duties and Responsibilities, Total Must = 100%

Technical | 0 | + Operational | 30 | + Leading and Managing | 70 | + Executive Leadership | 0 | = 100%

SECTION 6 - DUTIES AND RESPONSIBILITIES (continued)

6C. Resources Managed

1. Human

Does the Officer supervise personnel? ⦿ Yes ○ No   Number of personnel supervised |3 direct reports, 25 total|

Grades of supervised personnel |WM - Chief Engineer, Officer/Mate - XO, Rotating Electronics Technician|

Will the Officer lead people, but has no supervisory responsibilities? ⦿ Yes ○ No   Number of personnel led |5-48|

Grades of personnel led |MOC Personnel, Port Engineer, Electronics Engineering Ship Rep, Program Personnel|

2. Fiscal

Will the Officer have budget responsibility? |Yes - Budgeting and Execution| Dollar Amount (K) |$4M|

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 Hi'ialakai and all equipment/technology aboard is estimated at $60M.
- 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	☒ Core Values & Conduct ☒ Health & Well Being ☒ Responsibility ☒ Followership ☒ Adaptability
LTJG (O2)	Leading Others	☒ Interpersonal Skills ☒ Continuous Learning ☒ Technical Proficiency ☒ Listening ☒ Speaking
LT (O3)		☒ Writing ☒ Team Building ☒ Leveraging Diversity ☒ Influencing Others ☒ Developing Others ☒ Execution
LCDR (O4)	Leading Performance and Change	☒ Decisiveness ☒ Problem Solving ☒ Conflict Management ☒ Customer Focus ☐ Entrepreneurship
CDR (O5)		☒ Creativity & Innovation ☐ Human Capital Management ☒ Financial Management ☐ Technology Management
CAPT (O6) and RADM (O7/O8)	Leading Organizations	☐ External Awareness ☐ Strategic Thinking ☐ Political Savvy ☐ Vision ☐ 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 and diving operations is strongly recommended.

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 Cateogry 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 oversee, manage, and/or mentor 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 service aboard a T-AGOS vessel is recommended.
Prior experience (sea and/or shore billets) working with National Marine Sanctuaries and NOAA Research is also recommended.

Public relations training is recommended for prospective COs.

SECTION 10 - LEADERSHIP DEVELOPMENT

GRADE	LEADERSHIP MATURITY LEVEL	LEADERSHIP COMPETENCIES DEVELOPED IN THIS BILLET
ENS (O1)	Leading Self	☒ Core Values & Conduct ☒ Health & Well Being ☒ Responsibility ☒ Followership ☒ Adaptability
LTJG (O2)	Leading Others	☒ Interpersonal Skills ☒ Continuous Learning ☒ Technical Proficiency ☒ Listening ☒ Speaking
LT (O3)		☒ Writing ☒ Team Building ☒ Leveraging Diversity ☒ Influencing Others ☒ Developing Others ☒ Execution
LCDR (O4)	Leading Performance and Change	☒ Decisiveness ☒ Problem Solving ☒ Conflict Management ☒ Customer Focus ☒ Entrepreneurship
CDR (O5)		☒ Creativity & Innovation ☒ Human Capital Management ☒ Financial Management ☐ Technology Management
CAPT (O6) and RADM (O7/O8)	Leading Organizations	☐ External Awareness ☐ Strategic Thinking ☐ Political Savvy ☐ Vision ☒ 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 Cateogry 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 more familiarity with research missions conducted by a variety of NOAA programs in the Hawaiian Islands and Pacific Territories.

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	Michael F. Ellis	4. Title/Position	CO, NOAA Ship Hi'ialakai

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 — Wade J Blake

Digitally signed by BLAKE.WADE.JAMES.1025936538
DN: c=US, o=U.S. Government, ou=DoD, ou=PKI,
ou=NOAA, cn=BLAKE.WADE.JAMES.1025936538
Date: 2012.02.09 14:59:20 -08'00'

		2. Date	2012-02-09
3. Name	CAPT Wade J. Blake, NOAA	4. Title/Position	CO, MOC-Pacific

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	2012-03-06
3. Name	CAPT Stephen H. Manzo, 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."
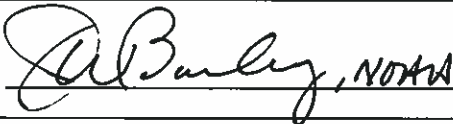
1. Signature		2. Date	3/30/2012
3. Name	CDR Todd Bridgeman, NOAA	4. Title/Position	Chief, Officer Career Management Division

D. Director, NOAA Corps Endorsement

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

1. Signature	, NOAA	2. Date	4/5/2012
3. Name	RADM Jonathan Bailey, NOAA	4. Title/Position	Director, NOAA Corps

Print Form   Submit to CPC (Reviewer Use Only)