

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

TO: DIRECTOR, COMMISSIONED PERSONNEL CENTER, CPC		FROM: ROUTING CODE: CPC ADDRESS: 8403 Colesville Road, Suite 500 Silver Spring, MD 20910
THRU (Liaison Officer): <i>[Signature]</i> Commanding Officer, MOC-Atlantic		PHONE NUMBER: (301) 713-3443
BILLET TITLE: OIC, Fisheries Survey Vessel (FSV)	BILLET #: 0726	
RANK REQUESTED: (0-2, 0-3, 0-4, etc.) 0-4	(This block to be completed by liaison officer)	
GS/GM EQUIVALENT:	IS THIS A NEW BILLET: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO BILLET PRIORITY: <input checked="" type="checkbox"/> A, <input type="checkbox"/> B, <input type="checkbox"/> C, <input type="checkbox"/> R	
IMMEDIATE SUPERVISOR: MOA	TITLE: Commanding Officer, MOC-A	PHONE NUMBER: (757) 441-6778

EDUCATIONAL REQUIREMENTS:
Per entry to the NOAA Corps.

OTHER QUALIFICATIONS (INCLUDE PARTICULAR SECURITY CLEARANCES, SKILLS, ETC...)
Practical experience aboard fisheries research vessels. Executive Officer experience preferred. Experience with marine engineering, shipyards, and DOC contracting procedures a plus. Self-motivation and ability to work remotely as a team leader is essential.

1. GENERAL DESCRIPTION OF BILLET:
The incumbent will join an experienced and diverse team of NOAA's marine operational experts to integrate the operational perspective in the construction of NOAA's state-of-the-art fisheries research vessels. This is an operational and administrative position that will be established from the ground up by the first incumbent. The incumbent will be vital to establishing the command administration, safety management, and assisting with the assurance of quality construction for the new vessel(s) from construction to delivery. This billet is a vital link between design and construction, between the designers and operators, and between concept and completion. Initial incumbent will face unprecedented challenges and must be flexible, creative and adaptive to achieve positive results.

OIC's reporting Chain of Command will be directly to the Commanding Officer, MOC-A.

2. DUTIES AND RESPONSIBILITIES:
a. Is this a supervisory billet? YES NO
b. If so, state number and grade of personnel supervised. Number: +-10 Grade(s): WM at all levels

In coordination with the FSV's prospective Commanding Officer and MOC, the incumbent will:

Ship
1) Provide an operational perspective based on actual sea-going experience to any modifications and all systems designed and installed on the new FSV.
2) Represent MOC in the weekly Management Team meetings and Critical Design Reviews providing comment from an operational perspective for all matters being addressed.
3) Interface with FSV project management team, NOAA Marine Fisheries Service, Marine Operations Center, Director of Marine and Aviation Operations Centers and ship's personnel to assure all needs are met and all decisions made are operationally sound.

3. CAREER DEVELOPMENT OPPORTUNITIES:

Successful completion of this assignment should immediately qualify the incumbent for Command, especially FSV Command. Successful completion of this assignment should qualify the incumbent for positions within NMAO's Platform Acquisition Division or the Safety and Environmental Compliance Division, including the Fleet Inspection team.

4. ADDITIONAL COMMENTS:

Continued from 2

- 4) Become highly familiar with the overall concept of operations of the integral systems aboard the ship. Specifically, attention will be given to ship capabilities for fisheries and oceanographic research.
- 5) Work with the NOAA program manager and NMAO construction representative to develop and execute additional work items to be conducted outside the scope of the contract and work items to be conducted with "Growth Funds".
- 6) Assure ship is provisioned and ready to sail by date set by MOC.
- 7) Work with the Pre-Commissioning crew to prepare the vessel for operation.
- 8) Assist as OIC of other new vessel construction as necessary or assigned.
- 9) Work with port office(s) and MOC Operations Branch(s) to develop ship berthing requirements and time tables.
- 10) Report by the 5th of each month to the Commanding Officer, MOC-A of work accomplished and work to be accomplished onboard the new construction, expected readiness of the vessel, any changes from the last reporting period, and status of outfitting the vessel addressing ship's equipment (Deck, Engineering, Stewards, Survey, Electronics, Safety, Navigation, etc.).

Personnel

- 1) Work with MOC-A to structure a staffing and hiring plan assuring maximum manpower skill levels appropriate to the demands of this unique platform including a staffing plan time table for hiring Wage Mariners. Update MOC-A CO at least monthly.
- 2) Manage the Time & Attendance for the Wage Mariners attached to the FSV.
- 3) Work with MOC-A to handle personnel issues related to pay, leave, medical, morale, discipline and overall health and well-being of all Wage Mariners attached to the FSV.
- 4) Maintain a safe working environment and enforce safe working rules in accordance with DOC, NOAA, OSHA and shipyard rules and regulations.
- 5) Develop training plans for Pre-Commissioning crew for STCW, regulatory, machinery and equipment, and other training as required.

Budget/Tracking

- 1) Establish an inventory system for all ship property and maintain this system in an up-to-date manner at all times.
- 2) Develop and manage an operational budget for the FSV in coordination with Resource Management Branch.
- 3) Establish a financial tracking system in accordance with applicable regulations wherein the incumbent will
 - a) Submit and track all financial records according to NOAA regulations in a timely manner
 - b) Maintain the ship's budget in an up-to-date manner at all times
 - c) Become the approving official for all ship procurements
 - d) Establish and track quarters and subsistence for ship personnel
- 4) Report monthly the status of ship's funds and any requested adjustments forecast to MOC-A. OIC's Administrative Support Center will be the Norfolk Regional Center.

SIGNATURE OF SUPERVISOR:

W. Beal Christman CAP/NOAA

DATE:

04/23/2007