

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION

A. Billet Number	0011	B. Billet Title	Staff Officer, Safety Management Branch
C. Grade Requested	O4 - LCDR	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	FIXED SHORE	G. Estimated Length of Assignment	3 years

SECTION 2 - DUTY STATION ADDRESS AND CONTACT INFORMATION

A. Street Address	439 West York Street	B. Street Address	
C. City	Norfolk	D. State	Virginia
E. Country	United States	F. Zip Code	23510
G. Office	+1 (757) 441-6977 x	H. Mobile	
I. Fax			

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor					
1. Name	CAPT John Humphrey, (Ret.)	2. Position	Chief, Safety Management Branch	3. Grade	ZP IV
4. Email	chief.smb@noaa.gov	5. Office	+1 (301) 713-7704 x	6. Mobile	+1 (240) 315-3123
B. Reporting Officer (2nd Level Supervisor)					
1. Name	Same as Above	2. Position		3. Grade	
4. Email		5. Office		6. Mobile	
C. Reviewer (Normally the Reporting Officer's Supervisor)					
1. Name	Deputy Director, MO	2. Position	Deputy Director, Marine Operations	3. Grade	O6
4. Email	deputy.director.moc@noaa.gov	5. Office	+1 (541) 867-8802 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	Marine Operations
3. Division	SMB	4. Branch	
5. Section or Team			
B. NOAA Goal/Subgoal	Mission Support / Fleet Services	C. Program	Marine Operations & Maintenance
D. NOAA Org Code	AN2000	E. NFC Org Code	540802000000000000
F. Project-Task	T8P2ANM-PMA		

SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

The Safety Management Branch (SMB) is the coordinating body for the development of the infrastructure components required to build a safety/environmental management system for OMAO. SMB's primary functionality is the execution of the OMAO Safety Management System which includes the maintenance of the Document Management System and oversight of OMAO's Internal Audit Program in accordance with the International Maritime Organization's International Safety Management Code.

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

The Candidate will support the goals of continued implementation and execution of the OMAO Safety Management System through the implementation and monitoring of policies and procedures and to ensure standardized operating execution and compliance with domestic and international maritime regulations for safety across the fleet. This position will coordinate activities closely with MOC CO/XO's, division chiefs, ship commands and Document Management System Steering Group.

Specific duties and responsibilities as follows:

- Develop and coordinate procedures to align with functional requirements outlined in the International Maritime Organization's International Safety Management Code, OMAO Safety Management System and STCW Requirements.
- Maintain a working relationship via the Marine Operations Chain of Command with fleet and shore-side support components.
- Lead the design and conduct of ship audits.
- Work closely with Safety Management Branch Staff and Contractors to ensure the continued efficient operation of the Branch in support of the Fleet and OMAO as a whole.
- Fulfill the Collateral duty of Fleet Executive Officer serving as an advocate for all XO's in the fleet, coordinating their concerns with the MOC XO's, MO Chief of Staff and various Branch Chiefs. This also includes the maintenance of the "XO Handbook" website as well as monthly "Fleet XO Newsletters" outlining new information coming forth from MO Leadership as well as serving as a nexus point for best practices yet to be codified in procedure.

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

16 - XO's

Grades of personnel led

O-3 to O-5's...though mostly O-4's.

2. Fiscal

Will the Officer have budget responsibility?

Yes - Planning

Dollar Amount (K)

30K

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):

N/A

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 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)

Must have completed a successful tour as a Ship's Executive Officer.

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)

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).

Thorough understanding and knowledge of all of OMAO's vessel platforms and their operational requirements. Candidate should have management and supervisory experience; experience in NOAA's maritime operations afloat and ashore; working knowledge of OMAO and MOC existing policies, procedures and instructions governing fleet operations. Knowledge of NOAA vessel safety, emergency, bridge, deck and engineering systems as well as vessel personnel systems is strongly desired. The candidate shall also have a working knowledge of the OMAO Document Management System; USCG regulations, licensing requirements and CFR's as it pertains to maritime safety, ISM and STCW requirements.

Knowledge of project planning to include personnel, budget and implementation management.

This position does not require a security clearance above the secret level already held by a NOAA Corps Officer.

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 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
Leading Organizations		
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)

ISO 9001/International Safety Management Lead Auditor Training; NTSB or equivalent Marine Accident Investigation Training.

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).

Development in...

Auditing Skills

Regulatory: CFRs, OSHA, IMO, ISM Code

Information Technology: Document Management, Website Management

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

- Establish effective working relationships with all OMAO SMS and DMS Stakeholders.
- Successful research, development and writing of policy and procedure documents.
- Plan, conduct and report out on SMS Internal Audits; follow-up on corrective action process.
- Development and maintenance of the XO Handbook.

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 HEESCH.JONATHAN.RUSSE 2019.08.16 14:12:18 -04'00'

LL.1146608864

2. Date 2019-08-16

3. Name LCDR Jonathan R. Heesch, NOAA

4. Title/Position Staff Officer, SMB/Fleet Executive Officer

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 HUMPHREY.JOHN.W.101897 Digitally signed by
HUMPHREY.JOHN.W.1018978721
Date: 2019.08.16 14:21:36 -04'00'

8721

2. Date 2019-08-16

3. Name CAPT John W. Humphrey, NOAA (Ret.)

4. Title/Position Chief, Safety Management Branch

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 *Keith W. Roberts* Digitally signed by
ROBERTS.KEITH.W.1042165537
Date: 2019.09.16 09:58:58 -07'00'

2. Date 2019-09-16

3. Name CAPT Keith W. Roberts, NOAA

4. Title/Position Deputy Director, Marine Operations

D. Commissioned Personnel Center Endorsement

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

1. Signature *Jeffrey C. Taylor* CDC/NOAA

2. Date 18 Sep 2019

3. Name CDR Jeffrey C. Taylor, NOAA

4. Title/Position Chief, Officer Career Management Division

E. Director, NOAA Corps Endorsement

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

1. Signature *Devin R. Brakob* CDC/NOAA

2. Date 10/29/2019

3. Name CAPT Devin R. Brakob, NOAA

4. Title/Position Director, Commissioned Personnel Center

Print Form

Submit to CPC (Reviewer Use Only)