NOAA Form 56-28A
(revised 9/25/009)

U.S. Department of Commerce
National Oceanic and Atmospheric Administration

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION

A. Billet Number: 0790
B. Billet Title: Commanding Officer, NOAA Ship Henry B. Bigelow
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: NE Marine Support Facility
B. Street Address: 166 Water Street
C. City: Woods Hole
D. State: Massachusetts
E. Country: United States
F. Zip Code: 02543
G. Office: +1 (401) 841-6254 x
H. Mobile: +1 (774) 487-7585
I. Fax:

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: HB
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 Henry B. Bigelow supports NOAA's mission to protect, restore and manage the use of living marine, coastal, and ocean resources through ecosystem-based management. Its primary objective is to study and monitor Northeast and Mid-Atlantic Marine Fisheries from North Carolina to the Gulf of Maine. The ship also observes weather, sea state, and other environmental conditions, conducts habitat assessments, and surveys marine mammal and marine bird populations."

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 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, 23 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: 5-20

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): $4.5M

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 Henry B. Bigelow 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

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 fisheries vessel is required.
Prior service aboard any other Dyson-class vessel is highly 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 part ne ring 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, COs 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 the mission of NOAA Fisheries, particularly in the NE region.

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 ZEGOWITZ.KURT.A.1041765050 Digitally signed by ZEGOWITZ.KURT.A.1041765050 DN: c=US, o=U.S. Government, ou=DoD, ou=PKI, ou=NOAA, cn=ZEGOWITZ.KURT.A.1041765050 Date: 2012.02.09 11:31:38 -05'00'

2. Date 2012-02-09

3. Name CDR Kurt A. Zegowitz, NOAA

4.Title/Position CO, NOAA Ship Henry B. Bigelow

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 CAPT/NOAA Digitally signed by David A. Score DN: cn=David A. Score, o, ou=MOC-Atlantic, email=David.A.Score@noaa.gov, c=US Date: 2012.02.09 12:03:48 -05'00'

2. Date 2012-02-09

3. Name

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 Stephen H. Manzo

2. Date 2012-02-09

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 CDR/NOAA

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 Bailey, 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)