NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION
A. Billet Number 0621
B. Billet Title Port Captain, Charleston Marine Support Facility
C. Grade Requested C2 - LTJG
D. Type of Submission REALIGNMENT OF DUTIES
E. Minimum amount of overlap between incumbent officer/reporting officer for continuity of duties 1 week
F. Duty Type FIXED SHORE
G. Estimated Length of Assignment 3 years

SECTION 2 - DUTY STATION ADDRESS AND CONTACT INFORMATION
A. Street Address 1050 Register St.
C. City North Charleston
D. State South Carolina
E. Country United States
F. Zip Code 29405
G. Office +1 (843) 566-9116
H. Mobile
I. Fax +1 (843) 566-9121

SECTION 3 - OFFICER EVALUATION REPORTING
A. Supervisor
1. Name Russell Haner
2. Position Executive Officer, MOC-A
3. Grade O4
4. Email xo.moc.atlantic@noaa.gov
5. Office +1 (757) 441-6257
6. Mobile

B. Reporting Officer (2nd Level Supervisor)
1. Name Same as Supervisor
2. Position
3. Grade
4. Email
5. Office
6. Mobile

C. Reviewer (Normally the Reporting Officer's Supervisor)
1. Name Stephanie Koes
2. Position Commanding Officer, MOC-A
3. Grade O5
4. Email co.moc.atlantic@noaa.gov
5. Office +1 (757) 441-6778
6. Mobile +1 (757) 275-4395

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 MOC-A
3. Division Operations
4. Branch Charleston Port Office
5. Section or Team
B. NOAA Goal/Subgoal Mission Support/Fleet Services
C. Program Marine Operations and Maintenance
D. NOAA Org Code AN2144
E. NFC Org Code 08-02-0001-04-01-04-00
F. Project-Task
SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

Charleston Marine Support Facility is OMAO's base of operations for the Southeast Region. Under the guidance and supervision of MOC-A Operations Branch, the CMSF supports the logistical needs of the two NOAA ships assigned to the Homeport of Charleston, SC - NOAA Ships RONALD H. BROWN and NANCY FOSTER - as well as other NOAA vessels in the area. CMSF has 650 square feet of office space, approximately 550 feet of pier space (on a shared pier with USCG), maintains a fleet of 2 GSA leased vehicles, has 3 employees representing the marine support functions of engineering and operations, and 2 rotating ship electronics technicians who work at the port office when not at sea. The Port Captain helps manage the facility and ship's security guard contract and is the primary OMAO representative to the Federal Law Enforcement Training Center (FLETC), U.S. Coast Guard, and local NOAA Office for Coastal Management, as well as the local community, industry and government.

SECTION 6 - DUTIES AND RESPONSIBILITIES

6A. Description of Duties and Responsibilities

1. Responsible for maintaining port functionality for 2 NOAA Ships based in Charleston, SC.
2. Manages a $107 thousand+ annual operating budget for CMSF, including a security services contract for 2 ships.
3. Manages a 650 square foot facility with over 550 feet of pier space and half acre storage area in long term lot, to include being a property custodian for CMSF assets.
4. Coordinates logistics and shipping/receiving for 2 vessels home-ported in Charleston while in-port and underway, as well as for any other NOAA vessels visiting Charleston.
5. Manages and maintains a fleet of 2+ GSA Leased Vehicles and golf cart utilized between 2 ships and CMSF.
6. Procurement of supplies and services for CMSF; maintain government purchase card and follow all federal regulations.
7. Primary liaison for OMAO with the Federal Law Enforcement Training Center (FLETC), local U.S. Coast Guard, and NOS Office for Coastal Management facilities personnel.
8. NOAA/OMAO POC for FLETC access; provide direction, review and submit FLETC paperwork and fingerprints (as necessary) for NOAA contractors, vendors, scientists, and visitors.
9. Serves as NOAA/OMAO representative at quarterly FLETC Partner Agency meetings.
10. Create, maintain and update CMSF operations manual / SOPs and implement new policies as they arise.
11. Assist MOC-A Ops Manager with Project Instruction review for Charleston ships.
12. Assist recruiting officer with interviews, career fairs, and other recruiting events in the SE Region.
13. Assist Port Engineers and NOAA Ships, as necessary (sea trials, augmenting, etc).

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

Technical 30 + Operational 40 + Leading and Managing 30 + 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

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?  Yes - All  Dollar Amount (K) 100 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):

2 leased GOV’s with an estimated replacement value of over $60,000; golf cart with an estimated replacement value of $11,000; 5,000 lbs capacity forklift with an estimated replacement value of $23,000; and $25,000+ in various accountable government property at the facility.

SECTION 7 - LEADERSHIP PREREQUISITES

<table>
<thead>
<tr>
<th>GRADE</th>
<th>LEADERSHIP MATURITY LEVEL</th>
<th>LEADERSHIP COMPETENCIES NEEDED FOR THIS BILLET</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENS (01)</td>
<td>Leading Self</td>
<td>☒ Core Values &amp; Conduct ☒ Health &amp; Well Being ☒ Responsibility</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☒ Followership ☒ Adaptability</td>
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<tr>
<td>LTJG (02)</td>
<td>Leading Others</td>
<td>☒ Interpersonal Skills ☒ Continuous Learning ☒ Technical Proficiency</td>
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<td></td>
<td></td>
<td>☒ Listening ☐ Speaking</td>
</tr>
<tr>
<td>LT (O3)</td>
<td>Leading Performance and Change</td>
<td>☒ Writing ☒ Team Building ☐ Leveraging Diversity</td>
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<td></td>
<td></td>
<td>☐ Influencing Others ☐ Developing Others ☐ Execution</td>
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<tr>
<td>LCDR (O4)</td>
<td>Leading Organizations</td>
<td>☒ Decisiveness ☒ Problem Solving ☐ Conflict Management</td>
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<td></td>
<td></td>
<td>☒ Customer Focus ☐ Entrepreneurship</td>
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<tr>
<td>CDR (O5)</td>
<td></td>
<td>☐ Creativity &amp; Innovation ☐ Human Capital Management</td>
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<td></td>
<td></td>
<td>☐ Financial Management ☐ Technology Management</td>
</tr>
<tr>
<td>CAPT (O6) and RADM (O7/O6)</td>
<td>Leading Organizations</td>
<td>☐ External Awareness ☐ Strategic Thinking ☐ Political Savvy</td>
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<td></td>
<td></td>
<td>☐ Vision ☐ Partnering</td>
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Leadership Prerequisite Comments (Optional)

Individual needs to be a self-starter who can operate with little supervision and have the ability to prioritize requirements without guidance. Passion for customer service and the ability to balance cross-organizational requirements with customer needs/desires.
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)

Experience with foreign port calls is desired, since both the RB and NF frequently work in foreign waters. Small boat trailering experience desired, since ships store trailers and boats in the lay down lot, and they occasionally need moved.

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).

- Position requires the management of a $400K Security Contract. It is desirable that the Port Captain takes the duty of COR, which requires a COR Level II Certification. If possible, candidate should have COR Level I Certification before reporting and fulfill the time and training requirements for COR Level II during the first year of the billet.
- Position requires Government Purchase Card User training. This would ideally be completed before reporting.
- Position requires you to be a Property Custodian. Familiarity with tracking and maintaining Accountable Property is desired, and it is recommended that Sunflower training is completed before reporting.
## SECTION 10 - LEADERSHIP DEVELOPMENT

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<td>RADM (07/08)</td>
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**Leadership Development Comments (Optional)**

Developing others may be under-utilized unless JO's are assigned to the Facility due to a lack of space on the Ships; however, there are opportunities to be a resource or mentor Ops/JOs on local ships and in other port offices. This is an administrative and logistical position in nature, but provides ample insight into the duties and responsibilities of both OPS and XO. It also provides opportunities to develop relationships with other federal and state agencies in Charleston and promote NOAA throughout the local community.

## 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)

Ability to Augment on ships as needed; officer should already be OOD qualified and a quick learner to get OOD qualified on additional ships. Augmentation should not be for extended time periods, ~2 weeks or less at a time to prevent excessive periods of lack of oversight. Officer is encouraged to submit training request to MOC-A XO; there may be opportunities to get COR, NOAA ECO, HAZWOPER, ECDIS, NOAA Diver / Dive Master, forklift, and/or leadership training, as needed.
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).

- See section 9 for discussion on COR requirements; the position allows for the management of a fairly significant contract and every 5 years provides the opportunity to renegotiate the contract and enhance the overall performance of the contract.
- Planning, budgeting and executing Port Office budget, with guidance from MOC-A. Allows officer without prior budget experience to manage a reasonable budget and places them in a comfort area before taking on the more daunting tasks of a Ship's budget.
- Develops Customer Focus by making officer responsible for the needs of the two vessels.
- Develops Partnering through working with FLETC, USCG, NOAA Office for Coastal Management and visiting scientists, as well as attending FLETC Partner Agency meetings.

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

- Lack of complaints from supported Ships in regards to local Shore Based support.
- No missed operational evolutions that left a supported vessel in less than favorable conditions. (No line handlers, lack of dedicated pier space, etc.)
- Remain in Budget; pending no significant operational changes or external events.
- Accurately completes property inventories for CMSF
- Maintain effective communications and open relations with supported Ships, Port Engineers, and MOC-A.
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

[Signature]

2. Date 2017-12-13

3. Name Lyndsey E. Davis, LT/NOAA

4. Title/Position Charleston Port Captain

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

[Signature]

2. Date 2017-12-19

3. Name Russell G. Haner LCDR/NOAA

4. Title/Position Executive Officer, 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

[Signature]

2. Date 2017-12-19

3. Name Stephanie A. Koes CDR/NOAA

4. Title/Position Commanding Officer, MOC-Atlantic

D. Commissioned Personnel Center Endorsement

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

1. Signature

[Signature]

2. Date 2018-01-22

3. Name CDR Jeffrey Shoup, NOAA

4. Title/Position Chief, Officer Career Management Division

E. Director, NOAA Corps Endorsement

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

1. Signature

[Signature]

2. Date 2018-01-29

3. Name RADM Michael Silah, NOAA

4. Title/Position Director, NOAA Corps