

**NOAA COMMISSIONED OFFICER BILLET DESCRIPTION****SECTION 1 - GENERAL INFORMATION**

A. Billet Number	0011	B. Billet Title	Fleet Safety Support & ICS Program Manager
C. Grade Requested	O4 - LCDR	D. Type of Submission	REALIGNMENT OF DUTIES
E. Minimum amount of overlap between incumbent officer/reporting officer for continuity of duties	1 Month		
F. Duty Type	FIXED SHORE	G. Estimated Length of Assignment	3 years

**SECTION 2 - DUTY STATION ADDRESS AND CONTACT INFORMATION**

A. Street Address	2002 SE Marine Science Drive	B. Street Address					
C. City	Newport	D. State	Oregon	E. Country	United States	F. Zip Code	97365
G. Office	TBD	x		H. Mobile		I. Fax	

**SECTION 3 - OFFICER EVALUATION REPORTING**

A. Supervisor							
1. Name	Julie Wagner	2. Position	Chief, Safety & Environmental Mgmt Branch	3. Grade	ZA IV		
4. Email	julie.n.wagner@noaa.gov	5. Office	5413514686	x		6. Mobile	7738928733
B. Reporting Officer (2nd Level Supervisor)							
1. Name	Same as Above	2. Position		3. Grade			
4. Email		5. Office		x		6. Mobile	
C. Reviewer (Normally the Reporting Officer's Supervisor)							
1. Name	CAPT Jesse Stark	2. Position	Director, Marine Operations	3. Grade	O6		
4. Email	director.moc@noaa.gov	5. Office	5418678801	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		4. Branch	SEMB	5. Section or Team	
B. NOAA Goal/Subgoal	Mission Support / Fleet Services	C. Program	Marine Operations		
D. NOAA Org Code	AN2120	E. NFC Org Code	540802000102000000	F. Project-Task	140Y8A5ANM

## SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

Members of the Safety & Environmental Management Branch (SEMB) provide a full range of support to the fleet to improve safety, reduce environmental impact, and improve leadership effectiveness for safety/enviro. We help the fleet using training, one-on-one support, ship visits, purpose-built tools and procedures. We also coordinate and execute all aspects of the MO Management System for Safety & Environmental, including shipboard audits, incident investigations, shoreside coordination for 'Management Review' and more.

We work closely with other branches to better coordinate shoreside efforts to improve safety in the fleet. We also lead the Incident Command System (ICS).

We are proud to support the people in the field to better manage the significant responsibilities they carry; we seek officers who share the same value.

We are solution-oriented and customer-service focused, looking for ways to help the fleet be safer and more effective.

## 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

This billet focuses on 4 key areas, in addition to other duties as assigned:

#### 1. Fleet Support for Safety & Development of the "XO as Safety Officer" Program

Aboard our ships, the XO is the lead safety officer. However, they are not provided dedicated indoctrination to define this duty nor an organized set of tools to support confident execution. The incumbent will develop an "XO as Safety Officer" training and support program to help XOs better lead safety aboard. The incumbent will serve as a single point of contact for XOs to 'work through' safety skills and may advocate for the needs of XOs. They may help to support of the nascent Damage Control Program by assisting with training and DCO guidance.

#### 2. Manage and Continue Development of the MO ICS Program

MO maintains an Incident Command System (ICS) to coordinate the shoreside ability to manage complex, urgent and high-risk casualties (fires, flooding, major spills). This system served well during the 2023 Rainier shipboard fire but it requires consistent drills and development to ensure readiness. The incumbent will gain ICS skills by attending training and observing drills, then lead the coordination, drills and continued development of this program, ensuring key shoreside roles are prepared & receive turnover.

#### 3. SMS Advocate and Internal Auditor

MO runs a Management System that confirms to the IMO International Safety Management Code (ISM Code). Each ship & all shoreside branches receive an SMS audit/review each year to assess the effectiveness of the Management System & collect information to support continual improvement (this is not an inspection). The incumbent helps to support the audit program, visiting 3-5 ships per year to conduct SMS audits. The incumbent may also assist with analyzing the data and identifying opportunities to improve coordination and support of the fleet. Execution of this duty often requires effective cross-organizational leadership, maintain a working relationship via the Marine Operations Chain of Command with fleet and shore-side support components. This duty includes revising & improving procedures in the Document Management System (DMS).

#### 4. Improve Data Handling Systems within SEMB

SEMB manages several data sources. The incumbent may assist in streamlining and supporting these processes for better efficiency. The incumbent may have the opportunity to expand skills in SmartSheet and SAMMs.

### 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

Grades of personnel led

Band 3 personnel; junior officer; potentially contractor

## 2. Fiscal

Will the Officer have budget responsibility?

Yes - Budgeting and Execution

Dollar Amount (K)

\$200

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)

## 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)

We seek an officer who's served in the XO duty. We seek an officer who feels strongly about assisting the fleet, particularly fleet XOs to better manage their challenging duty.

## 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 MO's vessel platforms and their operational requirements. Candidate should have management and some 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 Document Management System.

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
Leadership Development Comments (Optional)		
An essential part of this billet is the ability to bring XO's and others in the fleet along with solutions and support. 'Soft leadership' skills will be required upon arrival or developed during tenure in the position.		

## SECTION 11 - OPERATIONAL DEVELOPMENT

<b>A. Marine Development</b> <input type="checkbox"/> Officer of the Deck <input type="checkbox"/> Senior Watch Officer <input type="checkbox"/> ECDIS <input type="checkbox"/> Dynamic Positioning <input type="checkbox"/> Boat Deployment <input type="checkbox"/> MedPIC <input type="checkbox"/> Coxswain/OIC <input type="checkbox"/> HAZWOPER <input type="checkbox"/> AUV Deployment <input type="checkbox"/> U/W UAS Deployment <input type="checkbox"/> Buoy/Mooring Qualified <input type="checkbox"/> Trawl Qualified <input type="checkbox"/> Longline Qualified <input type="checkbox"/> Hydro Launch PIC <input type="checkbox"/> Foreign Port Calls
<b>B. Aviation Development</b> <input type="checkbox"/> Co-Pilot <input type="checkbox"/> Pilot <input type="checkbox"/> Aircraft Commander <input type="checkbox"/> Mission Commander <input type="checkbox"/> Instructor Pilot <input type="checkbox"/> Hurricane Qualified <input type="checkbox"/> Alaska/Wilderness Qualified <input type="checkbox"/> Flight Meteorologist <input type="checkbox"/> International Flights <input type="checkbox"/> UAS Pilot
<b>C. Dive Development</b> <input type="checkbox"/> Scientific Diver <input type="checkbox"/> Working Diver <input type="checkbox"/> Advanced Working Diver <input type="checkbox"/> Master Diver <input type="checkbox"/> Dive Master <input type="checkbox"/> Dive Medic <input type="checkbox"/> Unit Diving Supervisor
<b>D. Additional Operational Development (security clearances, special training) or Operational Development Comments (Optional)</b> Incident Command System (ICS) 100, 200, 300 ISM Code ISO 9001 Lead Auditor Training Marine Accident Investigation Training DC Skills 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, Smartsheet 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 OMS Stakeholders.
- Ability to develop a program to better support XO's as Safety Officers
- Ability to acquire ICS skills and lead/coordinate the continued development of that program (including running drills)
- 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.

## 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



WAGNER.JULIE.NICOLE.1395205850  
2024.06.27 08:24:46 -07'00'

2. Date 27 JUNE 2024

3. Name JULIE N. WAGNER

4. Title/Position Chief, Safety & Enviro Mgmt Branch

### 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



WAGNER.JULIE.NICOLE.1395205850  
2024.06.27 08:25:12 -07'00'

2. Date 27 JUNE 2024

3. Name JULIE N. WAGNER

4. Title/Position Chief, Safety & Enviro Mgmt 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

STARK.ARTHUR.JESSE.1160596640

Digitally signed by  
STARK.ARTHUR.JESSE.1160596640  
Date: 2024.08.27 14:40:12 -07'00'

2. Date 08/27/24

3. Name CAPT JESSE STARK

4. Title/Position Director, MO

### D. Commissioned Personnel Center Endorsement

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

1. Signature

COLEGROVE.ANDREW.RAYMOND.1292287646

Digitally signed by  
COLEGROVE.ANDREW.RAYMOND.1292287646  
Date: 2024.08.29 17:23:56 -04'00'

2. Date 2024-08-29

3. Name CDR Andrew Colegrove

4. Title/Position Chief, OCMD

### E. Director, NOAA Corps Endorsement

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

1. Signature



Digitally signed by VAN  
WESTENDORP.CHRISTIAAN.HENRY.1012828175  
Date: 2024.09.10 14:52:28 -04'00'

2. Date 9/10/2024

3. Name CAPT C. van Westendorp, NOAA

4. Title/Position Director, Commissioned Personnel Center

Print Form

Submit to CPC (Reviewer Use Only)