

## NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

### SECTION 1 - GENERAL INFORMATION

A. Billet Number	0125	B. Billet Title	Fleet Environmental Support Manager (FESM)
C. Grade Requested	O2 - LTJG	D. Type of Submission	CHANGE OF DUTY STATION
E. Minimum amount of overlap between incumbent officer/reporting officer for continuity of duties	3 weeks		
F. Duty Type	FIXED SHORE	G. Estimated Length of Assignment	3 years

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

A. Street Address	35 Valley Road	B. Street Address	
C. City	Middletown	D. State	Rhode Island
E. Country	United States	F. Zip Code	02842
G. Office	+1 (541) 867-8716	x	
H. Mobile		I. Fax	

### SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor					
1. Name	Julie N. Wagner	2. Position	Branch Chief, Enviro Management	3. Grade	ZA IV
4. Email	julie.n.wagner@noaa.gov	5. Office	+1 (541) 867-8808	x	
6. Mobile	+1 (773) 892-8733				
B. Reporting Officer (2nd Level Supervisor)					
1. Name	Edward Bradley	2. Position	Deputy Director, Marine Operations	3. Grade	ZA V
4. Email	Deputy.Director.MOC@noaa.gov	5. Office	+1 (541) 867-8802	x	
6. Mobile					
C. Reviewer (Normally the Reporting Officer's Supervisor)					
1. Name	Incumbent	2. Position	Director, Marine Operations	3. Grade	O6
4. Email	Director.MOC@noaa.gov	5. Office	+1 (541) 867-8801	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	MOC		
3. Division	MOCX1	4. Branch	EMB	5. Section or Team	
B. NOAA Goal/Subgoal					
Mission Support, Fleet Services			C. Program		
			10-03-01-000		
D. NOAA Org Code		AN2100		E. NFC Org Code	08-02-0001-00-00-00-00
F. Project-Task				W8A5PEC-PEC	



## SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

The Environmental Management Branch (EMB) coordinates Marine Operations (MO) environmental activities, including some industrial hygiene. EMB supports MO to ensure both fleet and facilities remain compliant with environmental laws and demonstrate stewardship toward environmental resources. NOAA's mission directs us to conserve and manage marine ecosystems and resources. EMB works to ensure this mission is evident in the daily operation of NOAA's fleet and facilities by implementing creative and efficient solutions to our most pressing environmental challenges.

EMB has primary responsibility for environmental compliance with air pollution, water pollution, solid waste management, spill preparedness and response, hazardous materials, hazardous waste, and some industrial hygiene regulations. EMB also researches various "Green" initiatives, specifically energy efficiency, to promote environmental stewardship.

EMB works closely with MO Safety Management Branch (SMB) and other shoreside branches (particularly operations and engineering); outside agencies and entities (EPA; USCG; contractors; academia; etc); and most significantly onboard officers and crew to manage MO's environmental obligations.

## 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

Priority activities for the Fleet Environmental Support Manager (FESM) focus on developing the capacity of Shipboard Environmental Compliance Officer's (ECOs) and assisting them to meet environmental compliance requirements; managing projects and relationships; and researching green initiatives.

Increasing ECO capacity: The shipboard ECOs constitute the front line of EMB programs and are the main customer EMB serves. FESM improves shipboard ECOs ability to apply environmental regulations to their ship and identifies opportunities for ECOs to develop and demonstrate leadership and project management skills. In this regard, FESM works closely with and coordinates activities of others in the Enviro Management Branch. Relying on experiences from their recent sea tour, the FESM:

- 1) Supports Shipboard ECOs on all enviro-related needs; leads all aspects of coordination and delivery of ECO Workshop; coordinates fleetwide HAZWOPER; delivers HAZWOPER content; supports Oil Record Book (ORB) webinars.
- 2) Develops & manages relationships with key agencies, contractors, and stakeholders aboard and in shoreside branches.

Environmental compliance: EMB ensures compliance with environmental laws by advising and supporting vessels, promoting standardized procedures, and preparing compliance documentation. These duties require robust and effective administrative systems: FESM manages and improves many aspects of EMB administrative systems, including spill data; other record keeping systems; drafting and soliciting feedback on procedures; and preparing compliance reports. The FESM:

- 1) Supports the fleet on environmental compliance (trains/leads courses; researches/answers questions; mentors ECOs to aid their performance; reviews procedures, plans and records);
- 2) Researches current regulations; monitors development of future regulations; and
- 3) Handles most aspects of spill information and follow up; manages spill data and conduct data analysis.

4) Supports MO Shoreside with response efforts in accordance with the Incident Command System Framework.

Project and relationship management: Our work is completed in collaboration with other MO personnel; we manage relationships to increase support and buy-in for enviro programs. As the number and complexity of maritime enviro regulations increase, FESM has opportunities to demonstrate initiative and to propose projects to improve EMB's program. The FESM:

- 1) Researches environmental management strategies and technology to improve compliance;
- 2) Manages relationships with other maritime agencies to learn from their programs;
- 3) Assists with drafting budget estimates for existing and new programs; and
- 4) Applies project management principles to complex projects involving contractors, curricula, data analytics, tools/project roll out.

Green initiatives: encourages research into new and emerging technologies to help the fleet be environmentally friendly. The FESM: 1) Researches emerging technology and its feasibility; 2) Solicits ideas from shipboard personnel and conducts research as needed; and 3) Stays current with other organizational programs for fleet certification potential.

### 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

Various officer ranks and wage mariner positions

**2. Fiscal**

Will the Officer have budget responsibility? Yes - Planning

Dollar Amount (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):

None

**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 type="checkbox"/> Technical Proficiency <input checked="" type="checkbox"/> Listening <input checked="" type="checkbox"/> Speaking
LT (O3)	Leading Others	<input checked="" type="checkbox"/> Writing <input type="checkbox"/> Team Building <input type="checkbox"/> Leveraging Diversity <input type="checkbox"/> Influencing Others <input type="checkbox"/> Developing Others <input type="checkbox"/> Execution
LCDR (O4)		<input type="checkbox"/> Decisiveness <input type="checkbox"/> Problem Solving <input type="checkbox"/> Conflict Management <input type="checkbox"/> Customer Focus <input type="checkbox"/> Entrepreneurship
CDR (O5)	Leading Performance and Change	<input 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)**

The Officer should have a full understanding of the chain of command and their responsibility to comply with the rules and regulations. The Officer should be familiar with their own limitations when they are faced with challenges; the ability to seek out assistance demonstrates judgment and shows willingness to learn and identify opportunities to grow. Within EMB, the Officers should expect an office culture that emphasizes personal and professional growth. Officers will be expected to demonstrate self awareness and willingness to engage in reflection and improvement.

## 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)

24-hr HAZWOPER;

NOAA-specific Incident Command System training (ICS-300) - may be completed after accepting the billet;

Other training to develop knowledge and skills as needed for project management and/or formal systems utilized.

ECO Workshop attendance is highly recommended but not required.

## 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).

#### Experience:

Previous experience as Shipboard ECO preferred but not required. Interest in environmental issues is required.

Qualified underway Officer of the Deck (OOD).

#### Skills:

Proficient in writing;

Excellent listening skills;

Demonstrated public speaking skills (or willingness to improve);

Some experience in participating in and running small group meetings (or willingness to improve);

Some knowledge of environmental regulations;

Some experience in small project management (or willingness to improve).

#### Aptitudes:

**Dedication** to environmental compliance;

Ability to collaborate and establish positive, effective working relationships with individuals with diverse backgrounds and interests and work to find solutions to complex problems that reflect some mutual benefit; and

Ability to recognize areas/opportunities for improvement.



## 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 type="checkbox"/> Decisiveness <input checked="" type="checkbox"/> Problem Solving <input type="checkbox"/> Conflict Management <input checked="" type="checkbox"/> Customer Focus <input checked="" type="checkbox"/> Entrepreneurship
CDR (O5)	Leading Performance and Change	<input 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)

The officer must work across 15 different ships and 4 facilities each with their own unique command and culture to ensure the myriad of recurring ECO collateral duty objectives are understood and completed. This provides a wealth of opportunities for the officer to coach and apply a "scientific method" (aka Toyota Process Improvement) approach to motivating others and solving problems. This officer will build on the framework of leading self and will be expected to lead and develop others in their collateral duties as well as offer valuable insight to organizational leaders making plans for the future.

## 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)

## 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).

The successful candidate will develop the following skills during their tenure as the Fleet Environmental Support Manager:

- 1) Increased knowledge of environmental regulations (33CFR; 40CFR; 29CFR; etc)
- 2) Project management skills;
- 3) Group facilitation skills;
- 4) Drafting cost estimates;
- 5) Relationship management skills;
- 6) Public speaking;
- 7) Mentoring and serving shipboard ECOs;
- 8) Written communication;
- 8) Green initiative research; and
- 9) Organizational skills.

## SECTION 13 - CRITICAL SUCCESS CRITERIA

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

The officer is expected to produce specific work ("outputs"); organize and prioritize their work (in collaboration with others in Enviro Management Branch); and set and achieve personal and professional development goals.

Once the officer has commenced his/her service under this billet and completed preliminary research and initial training, the FESM will: 1) Engage directly with Shipboard ECOs; and 2) identify projects that further progress EMB's program to support the fleet. Informal "check ins" with Acting Branch Chief will be common to provide a sense of collaborative teamwork, evaluate changing priorities and track progress of shipboard ECO support and projects.

Additionally, specific work products or "outputs" include:

- 1) Managing routine Shipboard ECO support and associated communications;
- 2) ECO training curricula are documented or improved upon;
- 3) Relationships with other agencies and training organizations remain strong;
- 4) Meetings facilitated by FESM produce basic summary and action items for follow up;
- 5) Increasing mastery of environmental compliance laws; and
- 6) Green initiative research is conducted as opportunities arise.

The FESM will present Shipboard ECOs opportunities to evaluate EMB's support services for programmatic improvement and personal goal development. Using this evaluation, the FESM (as well as the others in EMB) will be evaluated on:

- 1) Listening skills; organizing skills; etc.
- 2) Ability to incorporate recommendations for improvement;
- 3) Customer service and relationship management; and
- 4) Effective problem solving.

ECO training sessions may be evaluated using a simple customer service survey. The FESM will track his/her improvement in teaching and public speaking through these surveys, as needed.



## 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 SMITH.EBEN.THOMAS.1402447393 Digitally signed by SMITH.EBEN.THOMAS.1402447393  
Date: 2023.11.17 15:13:44 -08'00'

2. Date 2023-11-17

3. Name LT Eben Smith, NOAA

4. Title/Position Fleet Enviro Support Manager

### 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  
2023.11.17 15:20:39 -08'00'

2. Date 2023-11-17

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 SHOUP.JEFFREY.D.1236791366 Digitally signed by SHOUP.JEFFREY.D.1236791366  
Date: 2023.11.17 16:00:24 -08'00'

2. Date 2023-11-17

3. Name CAPT Jeffrey Shoup, NOAA

4. Title/Position 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 COLEGROVE.ANDREW.RAYMOND.1292287646 Digitally signed by COLEGROVE.ANDREW.RAYMOND.1292287646  
Date: 2023.11.29 12:05:10 -05'00'

2. Date 2023-11-29

3. Name CDR Andrew R. Colegrove

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 

2. Date 09 DEC 2023

3. Name RADM Nancy Hann, NOAA

4. Title/Position Director, OMAO

Print Form

Submit to CPC (Reviewer Use Only)