

## 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	O2 - 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.	B. Street Address					
C. City	North Charleston	D. State	South Carolina	E. Country	United States	F. Zip Code	29405
G. Office	+1 (843) 566-9116	x		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	x		6. Mobile	
B. Reporting Officer (2nd Level Supervisor)							
1. Name	Same as Supervisor	2. Position		3. Grade			
4. Email		5. Office		x		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	x		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 two 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

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

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  + 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

#### 2. Fiscal

Will the Officer have budget responsibility?  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):

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

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)	Leading Others	<input checked="" type="checkbox"/> Interpersonal Skills <input checked="" type="checkbox"/> Continuous Learning <input checked="" type="checkbox"/> Technical Proficiency <input checked="" type="checkbox"/> Listening <input type="checkbox"/> Speaking
LT (O3)		<input checked="" type="checkbox"/> Writing <input checked="" 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)	Leading Performance and Change	<input type="checkbox"/> Decisiveness <input checked="" type="checkbox"/> Problem Solving <input type="checkbox"/> Conflict Management <input checked="" type="checkbox"/> Customer Focus <input type="checkbox"/> Entrepreneurship
CDR (O5)		<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)	Leading Organizations	<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)

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 ports 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

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 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 type="checkbox"/> Conflict Management <input checked="" type="checkbox"/> Customer Focus <input type="checkbox"/> Entrepreneurship
CDR (O5)	Leading Performance and Change	<input checked="" type="checkbox"/> Creativity & Innovation <input type="checkbox"/> Human Capital Management <input checked="" 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 checked="" type="checkbox"/> Partnering

### 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 Category 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 DAVIS.LYNDSEY.EILEEN.104  
9223427

Digitally signed by DAVIS.LYNDSEY.EILEEN.1049223427  
DN: c=US, o=U.S. Government, ou=DoD, ou=PKI,  
ou=NOAA, cn=DAVIS.LYNDSEY.EILEEN.1049223427  
Date: 2017.12.13 13:02:44 -05'00'

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 HANER.RUSSELL.G.1237217  
639

Digitally signed by  
HANER.RUSSELL.G.1237217639  
Date: 2017.12.19 10:02:28 -08'00'

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 KOES.STEPHANIE.A.1249243  
759

Digitally signed by  
KOES.STEPHANIE.A.1249243759  
Date: 2017.12.19 14:14:36 -05'00'

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 

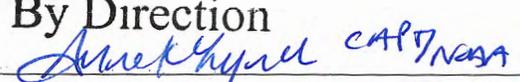
2. Date 2018-01-22

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 **By Direction**  


2. Date 2018-01-29

3. Name RADM Michael Silah, NOAA

4. Title/Position Director, NOAA Corps

Print Form

Submit to CPC (Reviewer Use Only)