

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION

A. Billet Number	<input type="text" value="0622"/>	B. Billet Title	<input type="text" value="Commanding Officer, Honolulu Port Office"/>
C. Grade Requested	<input type="text" value="O5 - CDR"/>	D. Type of Submission	<input type="text" value="PROPOSED NEW BILLET"/>
E. Minimum amount of overlap between incumbent officer/reporting officer for continuity of duties	<input type="text" value="1 Month"/>		
F. Duty Type	<input type="text" value="FIXED SHORE"/>	G. Estimated Length of Assignment	<input type="text" value="3 years"/>

SECTION 2 - DUTY STATION ADDRESS AND CONTACT INFORMATION

A. Street Address	<input type="text" value="Honolulu Marine Support Facility"/>	B. Street Address	<input type="text" value="1897 Ranger Loop, Building 184"/>				
C. City	<input type="text" value="Honolulu"/>	D. State	<input type="text" value="Hawaii"/>	E. Country	<input type="text" value="United States"/>	F. Zip Code	<input type="text" value="96818"/>
G. Office	<input type="text" value="+1 (808) 455-6891"/>	x	<input type="text"/>	H. Mobile	<input type="text"/>	I. Fax	<input type="text"/>

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor							
1. Name	<input type="text" value="Stephen H. Manzo"/>	2. Position	<input type="text" value="Director, MOC"/>			3. Grade	<input type="text" value="ZA V"/>
4. Email	<input type="text" value="director.moc.@noaa.gov"/>	5. Office	<input type="text" value="+1 (541) 867-8801"/>	x	<input type="text"/>	6. Mobile	<input type="text" value="+1 (757) 620-1608"/>
B. Reporting Officer (2nd Level Supervisor)							
1. Name	<input type="text" value="Stephen H. Manzo"/>	2. Position	<input type="text" value="Director, MOC"/>			3. Grade	<input type="text" value="ZA V"/>
4. Email	<input type="text" value="director.moc@noaa.gov"/>	5. Office	<input type="text" value="+1 (541) 867-8801"/>	x	<input type="text"/>	6. Mobile	<input type="text" value="+1 (757) 620-1608"/>
C. Reviewer (Normally the Reporting Officer's Supervisor)							
1. Name	<input type="text" value="Todd C. Stiles"/>	2. Position	<input type="text" value="Deputy Director, MAOC"/>			3. Grade	<input type="text" value="O6"/>
4. Email	<input type="text" value="todd.c.stiles@noaa.gov"/>	5. Office	<input type="text" value="+1 (301) 713-7667"/>	x	<input type="text"/>	6. Mobile	<input type="text" value="+1 (301) 873-5663"/>

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	<input type="text" value="OMAO"/>	2. Office, Center, or Lab	<input type="text" value="MAOC"/>			
3. Division	<input type="text" value="Marine Operations Center"/>	4. Branch	<input type="text"/>	5. Section or Team	<input type="text"/>	
B. NOAA Goal/Subgoal	<input type="text" value="Science and Technology Enterprise"/>			C. Program	<input type="text" value="Marine Operations and Maintenance"/>	
D. NOAA Org Code	<input type="text" value="AN2153"/>	E. NFC Org Code	<input type="text" value="54-08-02-0001-05-01-03"/>		F. Project-Task	<input type="text"/>

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

Brief Description - The incumbent is the Commanding Officer of the MOC Honolulu Port Office which is responsible for the safe and efficient operation of NOAA Ships home ported at the center located in Honolulu, HI. The ships are engaged in a wide variety of NOAA projects, primarily concentrating on oceanographic, climate and fisheries research. The specific functions of the center are the safety, operational, administrative, and logistic support of the Pacific Islands based NOAA ships. The center also acts as MOC liaison to local NOAA program offices and the surrounding maritime community.

SECTION 6 - DUTIES AND RESPONSIBILITIES

6A. Description of Duties and Responsibilities

The Commanding Officer (CO) provides policy, operational, administrative, budgetary, personnel, electronic and marine engineering support to NOAA ships that operate principally in the Pacific Islands Region in support of NOAA programs. Duties and responsibilities include:

1. Operational readiness capability of ships and center facilities to support of NOAA programs.
2. Meeting annual ship operating schedules in accordance with the decisions of the NOAA Fleet Council
3. Ensuring marine and electronic engineering technical and maintenance services for ship maintenance, conversion, repair and upgrade are completed to meet operational and scientific requirements
4. Development and execution of policies, procedures, plans and operating budgets to ensure the effective and safe utilization of the fleet for the long-term benefit to NOAA
5. Personnel are properly trained and have the skills necessary for the safe and efficient performance of their duties
6. Compliance with all environmental, safety and security regulations.
7. Execution of administrative, personnel and financial functions of the center in coordination with MOC Branch and Staff Offices

As an integral part of the MOC management team, the incumbent is responsible for ensuring that the mission of the organization is accomplished in an efficient and economical manner, using sound management practices and operating within the guidelines of applicable laws, regulations and agency procedures.

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):

Holds ultimate responsibility for safe operations, maintenance and support for NOAA ships and personnel assigned to and managed by the Honolulu Port Office. These ships currently include: Oscar Elton Sette (Capital Asset Value \$26.133M -- Good Condition), Hi'ialakai (Capital Asset Value \$23.083M -- Good Condition) , and Ka'imimoana (Capital Asset Value \$17.772M -- Fair/Poor Condition). Estimated replacement value for these assets is >\$50M each.

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 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 type="checkbox"/> Partnering

Leadership Prerequisite Comments (Optional)

emonstrated 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)

- Successful completion of Commanding Officer tour of duty on a NOAA ship (or equivalent responsibilities as Operational Aircraft Commander will be considered).
- Meet physical standards for officers on sea duty as required by OMAO Medical Services Division
- Secret security clearance
- Current US Official Passport

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).

- Educational requirements for entry into the NOAA Corps

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 (OPM courses, etc.).

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 experience (sea and/or shore billets) working with National Marine Sanctuaries and NOAA Research is also recommended.

Public relations training is recommended.

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 checked="" 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)

Officer must rely upon and/or develop the greatest range of competencies. Beginning with taking care of oneself, then managing and leading others to ensure performance of the ship and crew to meet the mission in the midst of many challenges and conflicts. Will develop competencies of Leading Organizations, particularly personnel and financial issues of the ship and fleet, and partnering 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)

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).

Officers who are successful in this position should be well-positioned for consideration of future, higher level leadership and management positions within the Office of Marine and Aviation Operations, Marine and Aviation Operations Centers and Marine Operations Center.

Officers will gain more familiarity with research missions conducted by a variety of NOAA programs in the Hawaiian Islands and Pacific Territories.

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

1. Ships supported by the Honolulu Port Office Command are operationally ready to support NOAA Missions as per the Fleet Allocation Plan
2. Ship operating schedules are carried out in accordance with the Fleet Allocation Plans
3. Engineering and electronic services for ships are coordinated and planned to meet ship command and mission requirements
4. Support personnel are properly trained and procedures and policies are followed to provide effective administrative support to ships and to MOC Management
5. Input from cruise evaluations and other feedback from the program and ship personnel are addressed and corrective actions are implemented to improve customer support
6. Environmental, safety and security regulations are complied with
7. Fleet inspection deficiencies, CASREPS and other incidents involving impacts to personnel, safety, or missions are addressed or plans are developed to address issues within agreed upon deadlines

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

2. Date 2012-03-23

3. Name CAPT Eric W. Berkowitz, NOAA

4. Title/Position Deputy Director, Marine Operations Center

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

2. Date 2012-03-23

3. Name CAPT Stephen H. Manzo, NOAA (Ret.)

4. Title/Position Director, Marine Operations Center

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 **Todd Stiles**

Digitally signed by Todd Stiles
DN: cn=Todd Stiles, o=OMAO, ou=MAOC,
email=todd.c.stiles@noaa.gov, c=US
Date: 2012.04.17 12:28:21 -0400

2. Date 2012-03-23

3. Name CAPT Todd C. Stiles

4. Title/Position Deputy Director, MAOC

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 4/26/2012

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

2. Date 5/9/2012

3. Name RADM Jonathan W. Bailey, NOAA

4. Title/Position Director, NOAA Corps

Print Form

Submit to CPC (Reviewer Use Only)

