

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION

A. Billet Number	0050	B. Billet Title	Executive Officer, NOAA Small Boat Program		
C. Grade Requested	O3 - LT	D. Type of Submission	Annual Recertification		
E. Minimum amount of overlap between incumbent officer/reporting officer for continuity of duties	2 weeks				
F. Duty Type	FIXED SHORE	G. Estimated Length of Assignment	3 years		

SECTION 2 - DUTY STATION ADDRESS AND CONTACT INFORMATION

A. Street Address	7600 Sand Point Way NE	B. Street Address	SBP, Building 3		
C. City	Seattle	D. State	Washington	E. Country	United States
F. Zip Code	98115				
G. Office	+1 (206) 553-7590	x		H. Mobile	
I. Fax					

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor					
1. Name	LCDR Nicola VerPlanck	2. Position	Manager, NOAA Small Boat Program	3. Grade	O4
4. Email	sbp.manager@noaa.gov	5. Office	+1 (206) 553-0258	x	
6. Mobile					
B. Reporting Officer (2nd Level Supervisor)					
1. Name	Kevin Ivey	2. Position	Chief, Safety and Environmental Compliance	3. Grade	ZA V
4. Email	kevin.ivey@noaa.gov	5. Office	+1 (301) 713-7706	x	
6. Mobile					
C. Reviewer (Normally the Reporting Officer's Supervisor)					
1. Name	Kevin Ivey	2. Position	Chief, Safety and Environmental Compliance	3. Grade	ZP V
4. Email	kevin.ivey@noaa.gov	5. Office	+1 (301) 713-7706	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			
3. Division	SECD	4. Branch	Small Boat Program	5. Section or Team	
B. NOAA Goal/Subgoal			C. Program		
D. NOAA Org Code		E. NFC Org Code		F. Project-Task	

SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

The NOAA Small Boat Program (SBP) ensures that all NOAA small boats meet or exceed all applicable regulatory and industry standards for safety, construction and operation. Through comprehensive inspections and training programs, the SBP provides guidance tailored specifically to the unique missions of the NOAA small boat fleet. In addition, the SBP provides technical expertise in the design and acquisition of new vessels, assists with contracting repairs and modifications for existing platforms, administers vessel inspections, and conducts training on vessel inspections and maintenance.

The Small Boat Program is composed of two elements:

1. The Small Boat Safety Board - comprised of a representative from all line offices, as well as NOAA's Safety & Environmental Compliance Office, and NOAA's Office of Law Enforcement. The SBSB is responsible for creating, reviewing, and revising all policies, standards, and operating procedures for NOAA small boats.
2. The Small Boat Program Office - a 5-person team, which includes 2 NOAA Corps Officers serving in an administrative capacity, and 3 civilian personnel serving as subject matter experts for engineering, inspections and training. The Program provides technical expertise in the design and acquisition of new vessels, assists with contracting repairs and modifications for existing platforms, administers vessel inspections, and conducts training on vessel inspections and maintenance. The Program Office also works with the SBSB to create and review policy.

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

The XO, SBP is responsible for the daily administration of the Small Boat Program office. This administration includes: being the point of contact for field personnel; managing centralized inventory and metrics databases; managing the SBP website. The XO, SBP also assists the Manager, SBP with administration of the Small Boat Safety Board.

The XO, SBP works across all NOAA Line Offices providing management and safety oversight over all NOAA small boats, and ensuring the NOAA small boat regulations are efficiently implemented by actively visiting and communicating with NOAA Line Offices.

The incumbent officer will be responsible for:

1. Serving as primary point of contact for field personnel, answering questions within the XO's purview, or identifying the correct person/office to forward the question to;
2. Assisting the SBSB and SBP office in creating, reviewing, and revising policies designed to make the NOAA small boat fleet industry leaders in safety, mission success, and environmental stewardship;
3. Managing control and promulgation for the SBP's various documents (Small Boat Standards & Procedures Manual, Small Boat Component Course, Small Boat Component Instructor Course, Annual Small Boat Evaluation Course, NOAA controlled Forms)
4. Maintaining and updating the SBP Vessel Inventory Management Database, the SBP Website and assists with the administration of the Vessel Operations Program.
5. Working closely with the SBP Training Coordinator to coordinate logistics for training sessions, reviewing and updating the training curriculum as necessary, liaising with regional and national partners to develop and implement new training courses;
6. Offering the SBSB subject matter expertise for small boat operations in the field, as well as aboard NOAA ships;
7. Gather vital metrics on NOAA small boats, and assist the publication of the Small Boat Program Annual Report;
8. Serving as executive secretary for Small Boat Safety Board meetings
9. Indirectly managing the SBP Inspection Coordinator and SBP Engineering Coordinator when working on projects under the XO's control;
10. Assisting the Small Boat Safety Board as directed
11. Assisting the Manager, SBP as directed

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):

Incumbent will have administrative control over all NOAA small boats via policy, procedures, and standards, as per NAO 209-125, "NOAA Small Boat Program."

Over 450 active boats, ranging from 10-85'

Approximate replacement value of \$100 million

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 type="checkbox"/> Financial Management <input checked="" 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)

Incumbent officer must have excellent interpersonal skills, which will be used for building relationships with OMAO leadership, field personnel, small boat representatives from NOAA line offices, small boat business, and vendors. Being well versed in leadership without direct authority, and influencing a team without direct authority will both allow the incumbent to excel. Strong writing skills are encouraged.

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)

Incumbent officer must be familiar with NOAA small boat policies and procedures. Previous experience with shipboard small boats and/or shore-based small boats is preferred. Working diver qualification is desirable. The strong incumbent will have served as VOC during a land assignment.

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).

A strong background in NOAA small boat operations as either OIC or VOC is highly recommended. Must have proficiency with: launch/recovery of small boats from trailer, shore davits, and shipboard; maintenance of small boats; conducting all steps of Operational Risk Management; planning and conducting underway operations. The incumbent should also be familiar with small boat engineering, including small boat engines, electrical systems, and small boat structural concepts. Completion of the NOAA Small Boat Component Course is required, and completion of the NOAA Small Boat Instructor Course is recommended.

Previous experience with SBP policy documents, as well as 33 and 46 CFR are recommended.

Strong interpersonal skills are required, as the incumbent will have routine contact with a broad range of customers, including field personnel, Small Boat Safety Board personnel, Small Boat Program personnel, representatives from other agencies, and NOAA leadership. The incumbent will be expected to tailor messages to specific audiences, who will stem from a broad range of education, experience, and expertise. Further, the incumbent will be expected to conduct public outreach events, and may be placed in the position to conduct media interviews.

Excellent management skills are critical, as the incumbent will be expected to manage multiple projects, while displaying attention to detail. Previous experience with administrative skills is helpful, including planning, organizing, and problem solving skills.

The incumbent must have strong computer skills, particularly with the Microsoft suite. Experience with database management and computer programming is also strongly encouraged. The incumbent will be expected to do data entry in several SQL databases, as well as some light maintenance.

Excellent officer bearing is required, as the incumbent will frequently be the only representative of the NOAA Corps that field personnel or personnel from other agencies will interact with.

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 checked="" 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 SBP will be in a constant state of development towards strategic goals, which require creativity, innovation, problem solving, and a customer-first outlook. Financial constraints are ever present which requires problem solving, partnering and open lines of communication with the Small Boat Safety Board, Line Offices, RADM, AGO, senior leadership. Incumbent officer will be expected to have, or attend, Mid-Grade Leadership Training.

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)

n/a

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 officer will develop expertise in the SB P's policies, standards, and procedures, and how they apply to all NOAA's small boats across all line offices. The incumbent officer will become knowledgeable in small boat engineering, inspection techniques, construction/technical specifications through close work with SBP Inspection and Engineering Coordinators. The incumbent officer will develop skills in managing and prioritizing multiple projects locally and with other stakeholders/team members. The incumbent officer become proficient in various IT skills (MS office, website management, database development). Familiarization with document management, control, and dissemination via the Small Boat Standards & Procedures Manual. Relationship with multiple NOAA offices through personal interactions, email/phone calls, meetings, and conferences.

The incumbent officer will exit the billet with the interpersonal skills, negotiation skills, team leading skills, and policy skills needed to excel as Executive Officer aboard any NOAA ship. The incumbent officer will also experience a high level of cross-line office collaboration that embraces the "One NOAA" concept.

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

1. Issuance of an updated edition(s) of the NOAA Standards Small Boat Standards & Procedures Manual, incorporating edits from the SPB, SBSB, and other stakeholders;
2. SBP products (SBSPM, Small Boat Competent Course, training manuals, website) are accurately maintained, free of errors, and up-to-date with the latest versions, revisions, and policies. Ensure OMS and Corporate Services are updated with the most current SBP products;
3. Overall state of the NOAA small boat fleet continually improves in safety, management, maintenance, and construction through standardized policies and procedures;
4. Deadlines are adhered to with data calls from OMAO senior leadership and other parties;
5. SBP improves in its ability to measure the status of the small boat fleet through improved technology such as a database to track inventory, training, operator qualifications, maintenance, etc;
6. Number of NOAA Small Boat Component Course instructors is kept at a level which allows for nationwide access to units needing the course;
7. OERs are submitted completed, professional, and on time. SBP XO demonstrates professional growth and overall development.

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 ELLIOT.BRIAN.EDWARD.1396603795 Digitally signed by
ELLIOT.BRIAN.EDWARD.1396603795
Date: 2019.10.23 15:34:02 -07'00'

2. Date 2019-10-23

3. Name LCDR Brian E. Elliot, NOAA

4. Title/Position Executive Officer, Small Boat Program

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 VERPLANCK.NICOLA.S.1271719449 Digitally signed by
VERPLANCK.NICOLA.S.1271719449
Date: 2019.10.24 10:22:47 -07'00'

2. Date 2019-10-24

3. Name LCDR Nicola S. VerPlanck, NOAA

4. Title/Position SBP Manager

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 IVEY.KEVIN.L.1054385001 Digitally signed by IVEY.KEVIN.L.1054385001
Date: 2019.11.19 10:20:16 -05'00'

2. Date 2019-11-19

3. Name Kevin Ivey

4. Title/Position Chief, Safety and Environmental Compliance Division

D. Commissioned Personnel Center Endorsement

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

1. Signature *[Signature]* CAPT/NOAA

2. Date 25 Nov 2019

3. Name CAPT Jeffrey C. Taylor, NOAA

4. Title/Position Chief, Officer Career Management Division

E. Director, NOAA Corps Endorsement

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

1. Signature *[Signature]* CAPT, NOAA "By Direction"

2. Date 12/06/2019

3. Name CAPT Devin R. Brakob, NOAA

4. Title/Position Director, Commissioned Personnel Center

Print Form

Submit to CPC (Reviewer Use Only)