

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION

A. Billet Number B. Billet Title
C. Grade Requested D. Type of Submission
E. Minimum amount of overlap between incumbent officer/reporting officer for continuity of duties
F. Duty Type G. Estimated Length of Assignment

SECTION 2 - DUTY STATION ADDRESS AND CONTACT INFORMATION

A. Street Address B. Street Address
C. City D. State E. Country F. Zip Code
G. Office x H. Mobile I. Fax

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor
1. Name 2. Position 3. Grade
4. Email 5. Office x 6. Mobile
B. Reporting Officer (2nd Level Supervisor)
1. Name 2. Position 3. Grade
4. Email 5. Office x 6. Mobile
C. Reviewer (Normally the Reporting Officer's Supervisor)
1. Name 2. Position 3. Grade
4. Email 5. Office 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 2. Office, Center, or Lab
3. Division 4. Branch 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 Office of National Marine Sanctuaries (ONMS) mission is to serve as the trustee for the nation's system of marine protected areas to conserve, protect, and enhance the biodiversity, ecological integrity, and cultural legacy. Comprehensive management plans are developed for each sanctuary site to ensure their continued preservation and accessibility for current and future generations; and on-site programs for research, education, and resource protection are carried out to further the mission of the ONMS.

The officer will serve at the ONMS West Coast Regional Office (WCRO) in Monterey, CA. The officer will be responsible for assisting the WCRO Vessel Operations Coordinator by maintaining and operating the NOAA small boats 67' R/V Fulmar, 41' R4107 and other small day boats in Central California serving the Monterey Bay NMS (MBNMS), Gulf of the Farallones NMS (GFNMS) and Cordell Bank NMS (CBNMS), consisting of an area of 6,000 square miles for which ONMS has resource management responsibilities. Initially the officer will serve in mate and engineering roles, moving up to OIC once the officer has shown proficiency in operating these vessels in a lead role and has passed all necessary personnel qualification standards. The officer will be the primary training officer for new hires and act as a fill-in OIC as needed. The officer will have the option to pursue higher education related to NOAA's mission if the opportunity arises.

In addition, the officer may be called upon to provide augmentation assistance for small boat and diving operations at Channel Islands NMS (CINMS) in Southern California or Olympic Coast NMS (OCNMS) in Washington State.

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 assisting with and carrying out the vessels' operations and missions as OIC in accordance with cruise plans.
2. Schedule all maintenance items and ensure the Vessel Information Management System (VIMs) is up to date.
3. Responsible for training new hires to become OIC qualified.
4. Possess excellent seamanship and small-boat/ship handling skills.
5. Assist NOS staff, especially vessel operations staff, with planning, preparation, and execution of vessel mission.
6. Responsible for the safe navigation of the vessel and safety of all personnel and operations on board as OIC.
7. Serve as engineer in the absence of the vessel's engineer.
8. Assist the West Coast Regional Office in coordinating the vessel's schedule.
9. Provide liaison with vessel users, provision and staging for user needs.
10. Responsible for the condition of the vessel. Contribute to the design and installation of new equipment.
11. Assist small boat engineer and COR for vessel repairs and dry-docking.
12. Repair survey and sampling gear as needed.
13. Provide hands-on manual labor as needed for the proper maintenance, staging, and provisioning of the vessel.
14. Assist the West Coast Regional Office in preparing and executing a budget for the vessels.
15. Ensure all safety equipment is operable and in good condition.
16. Perform scuba diving as required in the normal performance of duties.
17. Performance in vessel operations up to 120 days per year.
18. Assist in administrative duties including budget planning and execution primarily centered on vessel operations.
19. Assist in compiling annual vessel operations accomplishment reports.
20. Schedule all maintenance items and ensure the Vessel Information Management System (VIMs) is up to date.
21. Direct the crew to maintain the vessels' 100% mission readiness at all times.
22. Execute impromptu drill and maintenance causality scenarios for the crew.

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):**

Assist in operating R6701 (Fulmar), R6201 (Shearwater), R4107, R2801, various other small boats. The billet provides the officer the opportunity to command or assist command of NOAA small boats up to 67' for 120 days per year. The officer gains experience in operations equal to or exceeding that of an Operations Officer on a NOAA research ship. Officer acquires significant experience in ship handling and independent operation. Considerable tact and diplomacy must be developed to accommodate the requirements of disparate scientific parties within the bounds of safety and good seamanship. Leadership is developed in directing the crew while providing services for, and working with, a scientific party.

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 type="checkbox"/> Influencing Others <input type="checkbox"/> Developing Others <input type="checkbox"/> Execution
LCDR (O4)	Leading Performance and Change	<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)		<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)

The officer should have basic leadership training and experience. They will be expected to take leadership roles and eventually gain competencies in problem solving, conflict management, technical proficiency and customer focus. The incumbent will be entrusted with a highly visible facility and vessel assets. Because of this, the officer shall have strong ethical and moral values and is expected to ensure these assets are used safely, in a responsible manner that is in line with the government and programmatic intentions.

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)

Current USCG license of Near Coastal 100 Tons or greater, or NOAA Ship OOD qualification. First aid, CPR, AED and O2 administration.

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).

Bachelor of science degree in marine resources, biology or similar related field is required. Experience with small boat management, operations, maintenance and handling are essential, as well as operational knowledge of NOAA's Small Boat Program policies and procedures. The Officer shall have a strong background and understanding of ship or small boat systems and maintenance procedures. Previous experience with deploying scientific sampling gear, towed arrays, mapping equipment, ROV's, AUV's, and SCUBA divers is preferred. Experience with basic web site development is a plus as the WCRO operates a website for submitting cruise plans and scheduling (Vessel Project Manager or VPM) and is continually improving this site.

Government purchase card holder and COR training is desired but not required. The Officer may be called upon to liaison with a variety of contractors for repairs and overhauls.

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 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 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 officer will gain leadership experience by progressing up the chain of responsibility to become an Operator in Charge (OIC) of a variety of NOAA small boats and then instruct future OICs. The officer will gain valuable experience learning to work with and deal with individuals from diverse backgrounds and experiences. The officer will have the opportunity to help plan annual operating budgets, develop operational plans, and participate in collaborations with a variety of federal, state and university partnerships. Opportunities to further develop problem solving skills, conflict management and influencing others will arise.

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).

Vessel Operations: The officer will have the opportunity to gain valuable experience first as Mate then as Operator in Charge (OIC) for a variety of scientific and resource protection vessel operations. The officer will then have the option to be a fill-in OIC for the crew and will develop their own training plan to teach new crew members wanting to become OIC qualified.

Training Opportunities: The officer will have the ability to participate in numerous training opportunities including contracting related courses, small boat safety training, and program management instruction as well as other training deemed relevant to ONMS including on the job training for budget preparation and tracking and the WCRO's Vessel Project Manager web based system. The officer will also have the opportunity to pursue higher education including obtaining a Masters Degree in a subject related to NOAA's mission.

Inter/Intra-Agency Interaction: The officer will interact frequently with military and civilian members of the US Coast Guard, US Naval Postgraduate School, NOAA Office of Law Enforcement, state and university partners with small boat operations on the West Coast.

Professional Development: ONMS will support the officer's professional development by providing challenging and progressive management and leadership opportunities, and taking advantage of their particular skills and interests, which will assist the officer in preparing for advancement. According to the officer's and the program's needs, additional responsibilities will be assigned in the areas of education, research and resource protection.

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

Efficient use of resources in maintaining and improving the overall vessel program and operations.

Creative and cost effective solutions to address challenges that arise.

Effective time management; able to manage competing priorities.

Able to anticipate needs, communicate solutions, and foster cooperation.

Conduct all boat and diver operations with zero mishaps and no accidents.

Direct the crew in tracking and scheduling all maintenance items in VIMs.

Assist staff in developing and tracking small boat budgets to ensure the entire program stays within budget.

Able to work effectively with a mix of federal employees and contract affiliates including existing operations and vessel operator staff.

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 YANNUTZ.BRIAN.CHRISTOPHER.1459879443

Digitally signed by
YANNUTZ.BRIAN.CHRISTOPHER.1459879443
Date: 2019.08.19 09:23:24 -07'00'

2. Date 2019-08-19

3. Name LT Brian C. Yannutz, NOAA

4. Title/Position Operations Officer & OIC of R/V Fulmar

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



Digitally signed by
LOTT.DAVID.M.1365835108
Date: 2019.08.27 15:38:09 -07'00'

2. Date 2019-08-27

3. Name David Lott

4. Title/Position WC Operations Coordinator

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

KRETOVIC.ELIZABETH.I.1008
453450

Digitally signed by
KRETOVIC.ELIZABETH.I.1008453450
Date: 2019.10.31 14:44:39 -04'00'

2. Date 2019-10-31

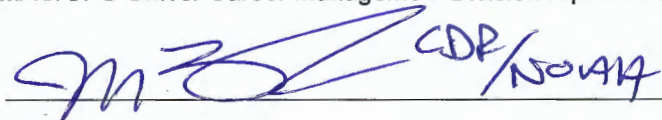
3. Name CAPT Elizabeth Kretovic

4. Title/Position NOS Liaison Officer

D. Commissioned Personnel Center Endorsement

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

1. Signature


CPC/NOAA

2. Date 31 Oct 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


"By Direction" CAPT, NOAA

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)