

## NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

### SECTION 1 - GENERAL INFORMATION

A. Billet Number	7640	B. Billet Title	Olympic Coast National Marine Sanctuary Vessel Operations Coordinator
C. Grade Requested	O2 - LTJG	D. Type of Submission	ANNUAL RECERTIFICATION
E. Minimum amount of overlap between incumbent officer/reporting officer for continuity of duties	1 Month		
F. Duty Type	FIXED SHORE	G. Estimated Length of Assignment	3 years

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

A. Street Address	115 E. Railroad Ave, Suite 301	B. Street Address					
C. City	Port Angeles	D. State	Washington	E. Country	United States	F. Zip Code	98362
G. Office	+1 (360) 457-6622	x	14	H. Mobile	+1 (360) 460-8263	I. Fax	+1 (360) 457-8496

### SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor							
1. Name	George Galasso	2. Position	Assistant Manager	3. Grade			
4. Email	george.galasso@noaa.gov	5. Office	+1 (360) 457-6622	x	12	6. Mobile	+1 (360) 460-8230
B. Reporting Officer (2nd Level Supervisor)							
1. Name	Carol Bernthal	2. Position	Sanctuary Superintendent	3. Grade			
4. Email	carol.bernthal@noaa.gov	5. Office	+1 (360) 457-6622	x	11	6. Mobile	+1 (360) 460-2822
C. Reviewer (Normally the Reporting Officer's Supervisor)							
1. Name	Ted Lillestolen	2. Position	Deputy Director, ONMS	3. Grade	SES-All		
4. Email	ted.lillestolen@noaa.gov	5. Office	+1 (301) 713-7253	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	NOS	2. Office, Center, or Lab	ONMS		
3. Division	West Coast	4. Branch	OCNMS	5. Section or Team	
B. NOAA Goal/Subgoal	Ecosystems	C. Program			
D. NOAA Org Code	NM6500	E. NFC Org Code	10-14-0006-05-00-00	F. Project-Task	

## SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

Olympic Coast National Marine Sanctuary spans 3,310 square miles of marine waters off the rugged Olympic Peninsula coast in Washington State. The sanctuary extends as much as 40 miles offshore covering a considerable expanse of continental shelf and several major submarine canyons. The sanctuary includes a productive upwelling zone, home to marine mammal, fish, and seabird fauna, diverse populations of kelp and intertidal algae, thriving invertebrate communities and highly productive phyto- and zooplankton communities which serve as primary producers for higher organisms. The sanctuary is also rich in cultural resources with over 150 documented historical shipwrecks and the vibrant contemporary tribal cultures of the Makah, Quileute, Hoh, and Quinault Nations.

OCNMS was designated a national marine sanctuary in 1994 and is managed by the National Oceanic and Atmospheric Administration's (NOAA) National Ocean Service (NOS) Office of National Marine Sanctuaries (ONMS).

OCNMS currently maintains two small boats. The primary platform, R/V TATOOSH, is a 38' aluminum monohull work boat built in 1994. The other is a 22' rigid hulled inflatable used for local near shore work.

## SECTION 6 - DUTIES AND RESPONSIBILITIES

### 6A. Description of Duties and Responsibilities

The officer will serve at the Olympic Coast National Marine Sanctuary office in Port Angeles, WA and will be responsible for managing day-to-day operations of existing vessels, leading efforts to achieve field operational goals, acquire replacement of additional assets, and serve in roles related to facilities, safety and vessels. Specific duties and responsibilities are as follows:

- Coordinate use of sanctuary assets to meet research and education goals
- Oversee the use, maintenance and safety of sanctuary vessels
- Coordinate field season scheduling for sanctuary assets (vessels, lodging, etc.)
- Schedule, prepare from and respond to annual OMAO Small Boat Inspections
- Become a qualified OIC on sanctuary vessels
- Manage the Field Operations portion of the Annual Operating Plan including planning, tracking and projecting needs
- Track and record staff-wide training needs and requirements

### 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):

Boats: 38' Mono Hull, R3801, R/V Tatoosh  
22' RHIB, R2201, OC-2

## 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 type="checkbox"/> Speaking
LT (O3)	Leading Others	<input type="checkbox"/> Writing <input type="checkbox"/> Team Building <input type="checkbox"/> Leveraging Diversity <input type="checkbox"/> Influencing Others <input checked="" type="checkbox"/> Developing Others <input checked="" 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)		<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)

## 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 operating small vessels in challenging environments; high sea states, changing weather conditions, rugged coastline, open oceans, etc. The officer must be an excellent ship handler, as they will need to become OIC qualified on all OCNMS vessels. The officer should be familiar with operating a vessel while deploying equipment. Knowledge of jet propulsion systems and NOAA working diver certification is preferred.

## 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).

COTR training or experience working with contractors is preferred.

## 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 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 type="checkbox"/> Partnering
Leadership Development Comments (Optional)		

## SECTION 11 - OPERATIONAL DEVELOPMENT

<b>A. Marine Development</b> <input type="checkbox"/> Officer of the Deck <input type="checkbox"/> Senior Watch Officer <input type="checkbox"/> ECDIS <input checked="" type="checkbox"/> Dynamic Positioning <input checked="" type="checkbox"/> Boat Deployment <input checked="" type="checkbox"/> MedPIC <input checked="" type="checkbox"/> Coxswain/OIC <input checked="" type="checkbox"/> HAZWOPER <input type="checkbox"/> AUV Deployment <input type="checkbox"/> U/W UAS Deployment <input type="checkbox"/> Buoy/Mooring Qualified <input type="checkbox"/> Trawl Qualified <input type="checkbox"/> Longline Qualified <input type="checkbox"/> Hydro Launch PIC <input type="checkbox"/> Foreign Port Calls
<b>B. Aviation Development</b> <input type="checkbox"/> Co-Pilot <input type="checkbox"/> Pilot <input type="checkbox"/> Aircraft Commander <input type="checkbox"/> Mission Commander <input type="checkbox"/> Instructor Pilot <input type="checkbox"/> Hurricane Qualified <input type="checkbox"/> Alaska/Wilderness Qualified <input type="checkbox"/> Flight Meteorologist <input type="checkbox"/> International Flights <input type="checkbox"/> UAS Pilot
<b>C. Dive Development</b> <input type="checkbox"/> Scientific Diver <input checked="" type="checkbox"/> Working Diver <input type="checkbox"/> Advanced Working Diver <input type="checkbox"/> Master Diver <input checked="" type="checkbox"/> Dive Master <input type="checkbox"/> Dive Medic <input type="checkbox"/> Unit Diving Supervisor
<b>D. Additional Operational Development (security clearances, special training) or Operational Development Comments (Optional)</b> <div style="height: 80px;"></div>

## 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).

- Planning and successful execution of vessel operations, personnel and maintenance budget.
- Qualification of performing site specific research including trawl nets, instrument deployment / recovery and dive operation from various sanctuary platforms.
- Plan and execute sea days aboard the sanctuary vessels.
- Experience in the oversight of boat yard periods and major repairs.
- Prepare statements of work for repair contracts and knowledge of agency procurement regulations/systems.
- Work with and lead a contract captain who will conduct safe, efficient vessel operations in and out of the sanctuary.
- Hands on knowledge of operation vessels in and around coastal Washington.

## SECTION 13 - CRITICAL SUCCESS CRITERIA

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

- Successfully plan and execute field season for assets in support of the priorities set forth by the sanctuary management plan
- Successfully ensure that all vessel operations are in compliance with appropriate NOAA, State and Federal regulations
- Successfully ensure that all vessels are operated safely
- Successfully staff each field operation with appropriately trained, qualified crew
- Successfully address items found during fleet inspections
- Successfully become OIC qualified on OCNMS research vessels

**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

*Allison R. Mahaney*

Digitally signed by Allison R. Mahaney  
Date: 2010.04.26 13:17:49 -07'00'

2. Date 2010-04-26

3. Name LTJG Allison R. Mahaney

4. Title/Position Vessel Operations Coordinator, OCNMS

**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

*George Galasso*

Digitally signed by George Galasso  
DN: cn=George Galasso, o=Olympic Coast National Marine Sanctuary,  
ou=NOAA OCNMS, email=george.galasso@noaa.gov, c=US  
Date: 2010.04.26 16:51:58 -0700

2. Date 2010-04-26

3. Name George Galasso

4. Title/Position Assistant Superintendent

**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

**Captain Michele Finn**

Digitally signed by Captain Michele Finn  
DN: cn=Captain Michele Finn, o=Disaster Response Center,  
ou=NOS/ORR, email=michele.a.finn@noaa.gov, c=US  
Date: 2010.04.28 13:28:00 -0400

2. Date 2010-04-28

3. Name Captain Michele Finn

4. Title/Position NOS Liaison Officer

**D. Commissioned Personnel Center Endorsement**

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

1. Signature

*Amanda Goeller*

2. Date 11/22/2011

3. Name LT Amanda Goeller

4. Title/Position Chief, Officer Assignment Branch

**D. Director, NOAA Corps Endorsement**

"I am the  and I  this billet."

1. Signature

*Anne Lynch* CAPT NOAA

2. Date 6/19/2012

3. Name CAPT Anne Lynch

4. Title/Position Director, Commissioned Personnel Center

Print Form

Submit to CPC (Reviewer Use Only)

