

## NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

### SECTION 1 - GENERAL INFORMATION CD Billet Number: 17419.

A. Billet Number	7652	B. Billet Title	Marine Operations Coordinator, FBNMS		
C. Grade Requested	O3 - LT	D. Type of Submission	Reprogramming MBNMS Billet to FBNMS		
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	P.O. Box 4318	B. Street Address					
C. City	Pago Pago	D. State	American Sam <sup>AS</sup>	E. Country	United States	F. Zip Code	96799
G. Office	+1 (684) 633-5155	x	270	H. Mobile		I. Fax	+1 (684) 633-4195

### SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor							
1. Name	Kevin Grant	2. Position	Deputy Sanctuary Superintendnet	3. Grade	ZA IV		
4. Email	Kevin.Grant@noaa.gov	5. Office	+1 (684) 633-5155	x	270	6. Mobile	+1 (684) 258-7554
B. Reporting Officer (2nd Level Supervisor)							
1. Name	Allen Tom	2. Position	Director, ONMS Pacific Islands Region	3. Grade	ZA V		
4. Email	Allen.Tom@noaa.gov	5. Office	+1 (808) 879-2818	x	25	6. Mobile	+1 (808) 349-8412
C. Reviewer (Normally the Reporting Officer's Supervisor)							
1. Name	Michele Finn	2. Position	NOA Chief of Staff	3. Grade	O6		
4. Email	michele.a.finn@noaa.gov	5. Office	+1 (301) 713-3074	x	148	6. Mobile	+1 (202) 596-0680

### 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	Office of National Marine Sanctuaries		
3. Division	Pacific Islands Region	4. Branch	Fagatele Bay NMS	5. Section or Team	
B. NOAA Goal/Subgoal	Ecosystems	C. Program	Coastal Marine Resources		
D. NOAA Org Code	NM7200	E. NFC Org Code	541014000702000000	F. Project-Task	H8P2ANA - PRM

Routing Code: N/NMS72

## 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 their biodiversity, ecological integrity and cultural legacy. Comprehensive management plans are developed for each site to ensure their continued preservation and accessibility for current and future generations, and on-site programs for research, education and outreach, cultural legacy and resource protection are carried out to further the mission of the ONMS.

The officer will serve at the Fagatele Bay National Marine Sanctuary (FBNMS) office in Pago Pago, American Samoa and report to the Deputy Sanctuary Superintendent. Fagatele Bay National Marine Sanctuary comprises a fringing coral reef ecosystem nestled within an eroded volcanic crater on the island of Tutuila, American Samoa. FBNMS is in the process of management plan review and will be expanding its operational commitments and responsibilities; to include additional sites in American Samoa as well as the oversight of the Rose Atoll Marine National Monument (RAMNM). The expansion of the Sanctuary program in American Samoa will result in increased demand for research, monitoring, and oversight activities in the Sanctuary. The officer will be responsible for managing day-to-day operations of existing vessels, leading efforts to acquire replacement or additional assets, implementing field operations designed to achieve site-specific goals and objectives, and serve, as necessary, in roles related to facilities, safety, vessels and aircraft. In addition, the officer will serve as the liaison to the U.S. Coast Guard, NOAA Office of Law Enforcement, and other agencies with small boat operations in American Samoa.

## SECTION 6 - DUTIES AND RESPONSIBILITIES

### 6A. Description of Duties and Responsibilities

Responsible for the safe operation, inspection compliance, life cycle costs and material condition of the boats under their supervision, including the management of the Vessel Maintenance Database for applicable assets.

Develop and maintain a Vessel Operations Manual (VOM) for each Small Research Vessel (SRV), Class III motorboat and qualified Class II motorboat owned, operated or maintained by their program.

Work with applicable field personnel to ensure compliance with the NOS Vessel Policy (VP), and tailor specific Vessel Operations Manuals to address site and region-specific operational risks and issues common to all boats owned, operated or maintained by their program.

Participate in vessel operations up to one week of underway time per month, or as cleared by the Deputy, NMSP FSVA.

Serve as liaison to the U.S. Coast Guard, NOAA Office of Law Enforcement and other agencies with small boat operations in American Samoa.

Assist in oversight of office renovations and development of new Sanctuary Visitor's Center

Assist in administrative duties to include: portions of the site's budget and planning, submission of reports and requests, property management, and safety.

### 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):

10m Ambar (R-3302), twin 200-hp Evinrude E-tech outboards - Vessel \$250K (estimated)  
GSA Vehicles - \$15K (estimated)

## 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 type="checkbox"/> Writing <input 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)		<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)	Leading Performance and Change	<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)		<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 in problem solving, conflict management, technical proficiency, and customer focus. The incumbent will be entrusted with facility and vessel assets. Because of this, the officer shall have strong ethical and moral values and expected to ensure these assets are used safely, in a responsible manner that is in line with the government and programs 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)

DMT desired but not required.

## 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 related field is desirable, but not 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. Officer shall have a strong background and understanding of small boat systems and maintenance. It is important that the officer have technical understanding of small boat systems in order to assess and troubleshoot problems that arise. In addition, the officer shall be a proficient and experienced small boat operator. A minimum of 2 yrs experience operating small boats is desirable. Experience operating in and around the coral reef habitats and remote islands is preferred, but not required.

The officer should be a purchase card holder, and familiar w/ procurement regulations.

COTR training is preferred but not required. To manage the facilities and vessels the officer must liaison with a variety of contractors doing construction, repairs, and services.

## 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 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 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 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)		<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 through oversight of vessel operations and projects w/in the FBNMS. 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 execute budgets, oversee projects, develop operational plans, and participate in inter-agency collaborations. 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).

**Project Coordination:** As the coordinator for vessels at the site, the officer will gain valuable experience in managing simultaneous field operations in both the field and at the site.

**Budget:** The officer will gain experience with budget formulation and submission, as well as contracting. The officer will have both budget execution and formulation responsibilities within the scope of these duties, as well as direct and indirect oversight of the related funding.

**Training Opportunities:** The officer will have the ability to participate in numerous training opportunities, including contracting courses, small boat safety training and program management instruction, as well as other training deemed relevant to their site. The desired requirements listed under "Other Qualifications" may be attained either at the start of or during the course of their tour, including the NOAA Small Boat Operator's Course, Vessel Operations Budget Management and Project Management courses.

**Inter/Intra-Agency Interaction:** The officer will interact frequently with military and civilian members of the U.S. Coast Guard, NOAA Office of Law Enforcement and other agencies with small boat operations in American Samoa.

**Professional Development:** The ONMS will support the officer's professional development by providing challenging 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 program's needs, additional responsibilities will be assigned in areas of education and outreach, 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 overall vessel programs.

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 for the site and its staff.

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

Develop and submit small boat budget and track progress to ensure the program stays within budget.

**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 **Kevin Grant**

Digitally signed by Kevin Grant  
DN: cn=Kevin Grant, o=Office of National Marine Sanctuaries, ou=Fagatale Bay National Marine Sanctuary, email=kevin.grant@noaa.gov, c=US  
Date: 2010.05.18 08:52:13 -1100'

2. Date **2010-05-14**

3. Name **Kevin Grant**

4. Title/Position **Deputy Sanctuary Superintendent**

**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 **Kevin Grant**

Digitally signed by Kevin Grant  
DN: cn=Kevin Grant, o=Office of National Marine Sanctuaries, ou=Fagatale Bay National Marine Sanctuary, email=kevin.grant@noaa.gov, c=US  
Date: 2010.05.18 08:53:04 -1100'

2. Date **2010-05-14**

3. Name **Kevin Grant**

4. Title/Position **Deputy Sanctuary 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/QR, email=michele.a.finn@noaa.gov, c=US  
Date: 2010.05.21 16:00:13 -0400'

2. Date **2010-05-21**

3. Name **Michele Finn, CAPT/NOAA**

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 **Nathan H. Hancock**

Digitally signed by Nathan H. Hancock  
DN: cn=Nathan H. Hancock, o=CPC, ou=Assignments Branch, email=nathan.hancock@noaa.gov, c=US  
Date: 2010.05.26 15:59:09 -0400'

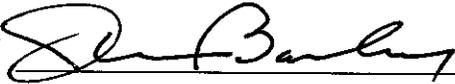
2. Date **2010-05-26**

3. Name **LCDR Nathan H. Hancock**

4. Title/Position **Chief, Officer Assignment Branch**

**D. Director, NOAA Corps Endorsement**

"I am the **Director, NOAA Corps** and I **approve** this billet."

1. Signature 

2. Date **6/15/2010**

3. Name **RADM Jonathan W. Bailey**

4. Title/Position **Director, NOAA Corps**

Print Form

Submit to CPC (Reviewer Use Only)