

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION

A. Billet Number	7671	B. Billet Title	Operations Coordinator - PIRNMS
C. Grade Requested	O4 - LCDR	D. Type of Submission	OTHER - PLEASE PROVIDE CUSTOM ENTRY
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	6600 Kalaniana'ole Highway	B. Street Address	Suite 302				
C. City	Honolulu	D. State	Hawaii	E. Country	United States	F. Zip Code	96825
G. Office	+1 (808) 397-2404	x	264	H. Mobile		I. Fax	+1 (808) 397-2650

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor							
1. Name	Allen Tom	2. Position	Director, ONMS Pacific Islands Region	3. Grade	GS 15		
4. Email	allen.tom@noaa.gov	5. Office	+1 (808) 879-2818	x	25	6. Mobile	+1 (808) 349-8412
B. Reporting Officer (2nd Level Supervisor)							
1. Name	Allen Tom	2. Position	Director, ONMS Pacific Islands REgion	3. Grade	GS 15		
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	NOS 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		5. Section or Team	
B. NOAA Goal/Subgoal	Ecosystems	C. Program	Coastal Marine Resources		
D. NOAA Org Code	NM7000	E. NFC Org Code	541014000700000000	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 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 ONMS Pacific Islands Region (PIR) office in Honolulu, HI and report directly to the ONMS Pacific Islands Regional Director. The Pacific Islands Region includes four ONMS sites; Papahānaumokuākea Marine National Monument, Hawaiian Islands Humpback Whale National Marine Sanctuary, and Fagatele Bay National Marine Sanctuary, and Rose Atoll Marine National Monument. The PIR is in the process of expanding its operational commitments and responsibilities. In addition to the officer managing and coordinating the operational requirements of all existing sites, two are undergoing a management plan review process that could result in additional sites and/or species for oversight. The officer will serve as the regional point of contact for a \$276 million consolidated NOAA facility (PRC) on the island of Oahu, and is responsible for related facility management and procurement issues until construction is complete. The officer serves as the representative of ONMS on the NOAA Pacific Regional Team, works on many collaborative projects with NOS, NMFS, NMAO, and NOAA programs in Hawaii, the wardrooms of NOAA Ships ported in Hawaii, other State and Federal Agencies, and University partners in the Region.

SECTION 6 - DUTIES AND RESPONSIBILITIES

6A. Description of Duties and Responsibilities

Responsible for regional program coordination in the fleet allocation process with ONMS, NMFS, and other regional research partners; compile and submit ship time requests, review draft allocation plans, provide input and guidance to sailing schedules, assist w/ cruise planning process, review cruise instructions, liase w/ ship commands, and provide logistic support for ONMS ship operations.

Represent ONMS during design, planning, and construction for the NOAA Pacific Regional Center (PRC); provide input and oversight on ONMS requirements, access, exhibits, facilities management, architectural layout, storage, operations, and cost models.

Direct supervisor for two graduate student interns as well as various undergraduate interns and students at different times; update position descriptions, develop work plans, coordinate projects, encourage professional development, and provide mentoring and oversight.

Represent ONMS on regional collaboration groups including; NOAA Pacific Regional Executive Board (for Director PIR), NOAA Pacific Regional Team, NOAA Pacific Regional Outreach Group, and the Hawaii Conservation Alliance. Attend workshop's, advisory council meetings, and other NOAA project meetings as required.

Serve as co-PI for Fagatele Bay RCUH contract; responsible for hiring, evaluating, time submission, purchasing, and travel processing for Fagatele Bay contract personnel.

Work with Regional Director and Managers of ONMS sites in the Region annually for sanctuary operations including assistance in coordinating numerous operational programs, planned events, meetings, or other activities with associated federal, state, local and native Hawaiian agencies, as well as with the ONMS Headquarters staff. Act as Regional Director when Director is out of area on leave or travel.

Responsible for Regional program coordination for aircraft operations, including NOAA aircraft, other government aircraft (USCG, USN, HNG), and charter aircraft, and serve as the regional point of contact for aircraft allocation requests.

Act as Regional Safety Officer; coordinate the annual safety refresher with each site, and assist with safety training and presentations related to Sanctuary operations. Review regional emergency response guidelines for field operations and facilities.

Responsible for ensuring all NMSP small boats within the Pacific Island Region are operating in compliance with applicable NOAA regulations, including regular inspections, training, and maintenance.

Act as the Regional Point of contact for issues related to facility management, procurement of assets, and contracting charters.

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):

There are no government assets to manage in this billet.

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 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 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)

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)

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).

None.

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 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 checked="" type="checkbox"/> Political Savvy <input type="checkbox"/> Vision <input checked="" type="checkbox"/> Partnering
Leadership Development Comments (Optional)		

SECTION 11 - OPERATIONAL DEVELOPMENT

<p>A. Marine Development</p> <input type="checkbox"/> Officer of the Deck <input type="checkbox"/> Senior Watch Officer <input type="checkbox"/> ECDIS <input type="checkbox"/> Dynamic Positioning <input type="checkbox"/> Boat Deployment <input type="checkbox"/> MedPIC <input type="checkbox"/> Coxswain/OIC <input 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
<p>B. Aviation Development</p> <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
<p>C. Dive Development</p> <input type="checkbox"/> Scientific Diver <input type="checkbox"/> Working Diver <input type="checkbox"/> Advanced Working Diver <input type="checkbox"/> Master Diver <input type="checkbox"/> Dive Master <input type="checkbox"/> Dive Medic <input checked="" type="checkbox"/> Unit Diving Supervisor
<p>D. Additional Operational Development (security clearances, special training) or Operational Development Comments (Optional)</p> <p>Officer may serve as acting UDS when UDS is out of the office on travel or leave.</p>

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).

Officer will gain advanced experience in personnel management, procurement and some aspects of facilities management.

Officer will also become familiar with the fleet allocation process.

Officer will gain knowledge and experience with environmental regulations (NMSA, NEPA, ESA, etc.)

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

Establish and maintain an productive and professional working relationships within ONMS, NMFS, OMAO and other regional research partners to facilitate coordination in the fleet allocation process that will result in achieving most research requirements of the PIR effectively and efficiently.

Insure all ONMS requirements are considered during design, planning, and construction for the NOAA Pacific Regional Center (PRC); provide staff and leadership with continuous updates and bring all potential issues w/ budget, access, changes, operations, and time line to leadership immediately for resolution.

Encourage professional development, mentor, and oversee all direct reports. Maintain a positive and encouraging work environment that supports high productivity and mutual respect. Provide feedback at least once per quarter verbally, and submit well written performance reviews on time.

Maintain excellent health and well being, and uniform appearance and officer bearing when representing ONMS on regional collaboration groups including; NOAA Pacific Regional Executive Board (for Director PIR), NOAA Pacific Regional Team, NOAA Pacific Regional Outreach Group, and the Hawaii Conservation Alliance.

Always have pre-read material and come prepared with questions and in put when attending workshop's, advisory council meetings, and other NOAA project meetings as required.

Fagatele Bay RCUH contract will be handled with zero travel delays, hiring of personnel will be timely (w/in 3 months), evaluations will be well written and submitted on time, and purchases will be made in accordance w/ all federal purchasing guidelines.

Successfully plan and coordinate at least two Regional events per year.

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 SAGE.KELLEY.ESTHER.1257917823
917823

Digitally signed by SAGE.KELLEY.ESTHER.1257917823
DN: c=US, o=U.S. Government, ou=DoD, ou=PKI,
ou=NOAA, cn=SAGE.KELLEY.ESTHER.1257917823
Date: 2010.05.03 13:42:48 -10'00'

2. Date 2010-04-20

3. Name Kelley Sage

4. Title/Position Operations Coordinator, PIR/ONMS

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 Allen Tom

Digitally signed by Allen Tom
DN: cn=Allen Tom, o=ONMS, ou=PIR,
email=allen.tom@noaa.gov, c=US
Date: 2010.05.03 13:44:19 -10'00'

2. Date 2010-05-03

3. Name Allen Tom

4. Title/Position Director, PIR/ONMS

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: 2010.06.04 18:09:43 -04'00'

2. Date 2010-06-04

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 approval of this billet."

1. Signature  - CDR/NOPT

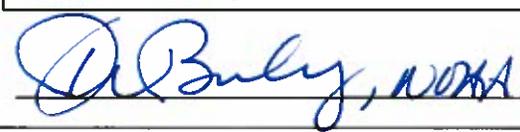
2. Date 11-22-11

3. Name CDR Scott Sirois

4. Title/Position Chief, Office of Career Management

D. Director, NOAA Corps Endorsement

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

1. Signature 

2. Date 11/22/2011

3. Name RADM Jonathan Bailey

4. Title/Position Director, NOAA Corps

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