

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION

A. Billet Number	0051	B. Billet Title	NOAA Small Boat Program Manager		
C. Grade Requested	O4 - LCDR	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	7600 sand Point Way NE	B. Street Address					
C. City	Seattle	D. State	Washington	E. Country	United States	F. Zip Code	98115
G. Office	+1 (206) 553-0258	x		H. Mobile		I. Fax	

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor							
1. Name	Kevin L. 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	
B. Reporting Officer (2nd Level Supervisor)							
1. Name	Kevin L. 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	RADM Michael Silah	2. Position	Director, OMAO and NOAA Corps	3. Grade	O8		
4. Email	michael.silah@noaa.gov	5. Office	+1 (301) 713-7600	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) is charged with establishing and maintaining a program that will improve the safety, efficiency, and professionalism of small boat operations throughout all of NOAA.

With over 450 active small boats and over 800 vessel operators the NOAA SBP is one of the largest civilian fleets in the federal government. Vessels range in size from 10' kayaks to 85' small research vessels and vary dramatically in complexity. This program is managed at the line office level with several layers of support that culminate in small boat operations in foreign and domestic waters including the great lakes. Each vessel is independently operated by their line office with engineering, inspection, training and management functions being provided by OMAO.

The Small Boat Safety Board (SBSB) is comprised of subject matter experts from each line office acting in an advisory capacity to the Director, OMAO and is the technical authority for all matters pertaining to small boats. The SBP works directly with the SBSB to ensure safety, efficiency and professionalism of small boat operations.

The SBP works with line offices to provide professional inspections for all vessels over 40' length overall (LOA) and smaller vessels when time and funding allow. Three FTE's within the program manage a complete inspection, engineering and training programs. From vessel acquisition, through their useful life, to vessel disposal, the program coordinators are a vital link in ensuring all NOAA platforms are maintained to the highest standards of safety, environmental compliance and effectiveness. The SBP is part of the OMAO Safety and Environmental Compliance Division and operates under OMAO headquarters.

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 incumbent officer will be responsible for:

1. Leads oversight and coordination of over 450 small boats and over 800 boat operators.
2. Coordinates inspection, marine engineering and training support between line offices and within OMAO.
4. Facilitates new vessel acquisition and construction from funding to delivery.
5. Provides weekly feedback to OMAO HQ concerning vessel inspections, accidents and program development.
6. Develops and implements changes to SBP policy and procedures maximizing safety and effectiveness.
7. Direct supervisor for 3 FTE and 1 NC Officer.
8. Acts as Program Manager for OMAO and SBP specific projects and programs.
9. Coordinates biyearly in person Small Boat Safety Board (SBSB) meetings and monthly or as needed conference calls. Facilitates discussion among SBSB to review policy and procedures concerning all SBP issues.
10. Develops fiscal initiatives to secure funding for vessel standardization, web based management, centralized acquisition of common equipment, safety items and technically oriented training.
11. Develops and delivers presentations to various groups within and outside of NOAA, outlining the direction of and challenges in the NOAA SBP.
12. Leads the oversight of the publication of the Small Boat Program Annual Report. Coordinates accurate small boat metric reporting and distribution.
13. Provides Project Management function for specific OMAO projects concerning investigations, inspections, and policies.
14. Develops, submits and manages program budget with direct influence on travel, contracting and supplies.

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):

Will have direct administrative control over all NOAA small boats in all line offices via policy, procedures, and standards as per NAO 209-125, NOAA Small Boat Program.
Over 450 active boats ranging from 10'-85' with 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 checked="" 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 Prerequisite Comments (Optional)

Incumbent officer must be professional in appearance, actions, and communications. Solid interpersonal skills are imperative for building relationships with OMAO leadership, small boat representatives from NOAA line offices and other government agencies, small boat businesses and vendors. Must be able to channel strategic vision in to concrete plans of action. Must have an abundance of patience while working between OMAO, SBSB and field units.

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 required. Previous exposure to USCG CFRs, ABYC and SOLAS is preferred. Diverse operational experience is preferred. A minimum of Officer of the Deck and Working Diver qualifications are highly desirable.

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).

Experience with budgeting, travel regulations, and customer service is required.

Strong management, interpersonal and administrative skills are critical to success.

Ability to manage multiple projects, attention to detail, and strong computer skills are highly recommended.

Excellent officer bearing is necessary.

Familiarity with small boat engineering (engines, electrical, structural) is recommended.

Familiarity with 46 and 33 CFR is recommended.

Completion of NOAA Component class 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 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, and problem solving always with the customer's best interest in mind. Financial constraints are ever present which requires problem solving, partnering and open lines of communication with the Small Boat Safety Board, line offices, RMD, AGO, senior leadership. Officer will be expected to have had or attend Mid-Grade Leadership Training. Additional leadership development courses are recommended.

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 SBP's policies, standards, and procedures, and how they apply to all NOAA's small boats in all line offices. The officer will become knowledgeable in small boat engineering, inspection techniques, construction/technical specifications and training courses through close work with SBP Inspection, Training and Engineering Coordinators. The officer will develop skills in managing and prioritizing multiple projects locally and with other stakeholders/team members. Relationships will be established with multiple NOAA offices as well as other government organizations through personal interactions/ email/ phone calls, meetings, and conferences. The officer will develop the skill of conflict management and resolution. The officer will learn to effectively plan and carry out conferences at various locations with a diverse audience.

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

1. Accurate and timely feedback of program progress is relayed to Chief, SECD.
2. SBP products (SBSPM, SBSB Charter, Small Boat Component Course, student training manuals, instructor manuals, and website) are accurately maintained, free of errors, and up to date with the latest versions, revisions, references, and policies. Ensure DMS is updated with 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. OERs and performance evaluations are submitted complete, professional, and on time.
6. SBP Manager demonstrates professional growth and overall development
7. Bi-yearly SBSB meetings are conducted, action items agreed upon, and meeting minutes distributed in a timely manner.
8. Customers receive timely and accurate support for all engineering, inspection and training needs.

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 VERPLANCK.NICOLA.S.1271719449 Digitally signed by VERPLANCK.NICOLA.S.1271719449 Date: 2019.10.24 10:23:26 -07'00' 2. Date 2019-10-23

3. Name LCDR Nicola VerPlanck 4. Title/Position SBP Manager

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 IVEY.KEVIN.L.1054385001 Digitally signed by IVEY.KEVIN.L.1054385001 Date: 2019.11.19 10:17:57 -05'00' 2. Date 2019-11-19

3. Name kevin.ivey@noaa.gov 4. Title/Position Chief, Safety and Environmental Compliance Div

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 *Michael G. Silah* 2. Date NOV 29 2019

3. Name RADM Michael J. Silah, NOAA 4. Title/Position Director, OMAO and NOAA Corps

D. Commissioned Personnel Center Endorsement

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

1. Signature *JM Taylor* CAPT / NOAA 2. Date 19 Dec 2019

3. Name CAPT Jeffrey C. Taylor, NOAA 4. Title/Position Chief, Officer Career Management Division

E. Director, NOAA Corps Endorsement

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

1. Signature *Michael G. Silah* 2. Date NOV 29 2019

3. Name RADM Michael J. Silah, NOAA 4. Title/Position Director, NOAA Corps

Print Form

Submit to CPC (Reviewer Use Only)