

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION**SECTION 1 - GENERAL INFORMATION**

| | | | | | |
|---|-------------|-----------------------------------|------------------------|--|--|
| A. Billet Number | 2265 | B. Billet Title | NWFSC Small Boat Chief | | |
| C. Grade Requested | O3 - LT | D. Type of Submission | OTHER- REPURPOSE | | |
| 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 | 7600 Sand Point Way, NE | B. Street Address | | | | | |
| C. City | Seattle | D. State | Washington | E. Country | United States | F. Zip Code | 98115 |
| G. Office | 5038611818 | x | | H. Mobile | | I. Fax | |

SECTION 3 - OFFICER EVALUATION REPORTING

| | | | | | | | |
|---|-----------------------|-------------|----------------------------|----------|-------|-----------|------------|
| A. Supervisor | | | | | | | |
| 1. Name | Thanh Minh Trinh | 2. Position | Facilities Program Manager | 3. Grade | ZP IV | | |
| 4. Email | thanh.trinh@noaa.gov | 5. Office | 2068606798 | x | | 6. Mobile | 2063105468 |
| B. Reporting Officer (2nd Level Supervisor) | | | | | | | |
| 1. Name | Jeremy Rusin | 2. Position | Director, OMI | 3. Grade | ZP V | | |
| 4. Email | jeremy.rusin@noaa.gov | 5. Office | 2065264621 | x | | 6. Mobile | 8582451764 |
| C. Reviewer (Normally the Reporting Officer's Supervisor) | | | | | | | |
| 1. Name | Nicolle Hill | 2. Position | Deputy Director, NWFSC | 3. Grade | ZP V | | |
| 4. Email | nicolle.hill@noaa.gov | 5. Office | 2065264358 | x | | 6. Mobile | 2062765698 |

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 | NMFS | 2. Office, Center, or Lab | NWFSC | | | | |
| 3. Division | OMI | 4. Branch | Facilities Program | 5. Section or Team | Small Boats | | |
| B. NOAA Goal/Subgoal | | | C. Program | | | | |
| D. NOAA Org Code | | E. NFC Org Code | | F. Project-Task | | | |

SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

NWFSC uses the largest small boat fleet in the agency to collect environmental and fisheries stock data throughout the Pacific Northwest. The Center conducts leading-edge research that provides the foundation for management decisions to protect, recover, restore and sustain ecosystems and living marine resources. Research conducted throughout Puget Sound and the Columbia River Basin, the small boat fleet conducts foundational data acquisition with a primary focus in at-risk species such as Pacific Salmon and Southern Resident Killer Whales. In addition, the small boats and facilities support studies on the ecological link between fish and their habitats. Pt. Adam's Research Station is located at the mouth of the Columbia River in Hammond, Oregon. This location includes a historic facility, boat yard and workshop. Pt. Adams is the center for boat operations, training and maintenance for half of the small boat fleet. Operations, Management and Information (OMI) division provides administrative services and infrastructure to support the Center's scientific programs.

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

This billet will serve as leadership for the NWFSC small boat fleet. Serve as the OIC for Class III, II and I small boats that service Montlake and Pt Adams research. Support Vessel Program Coordinator with budgeting, safety management, training requirements, maintenance tracking for the small boat fleet. Ensure safe small boat operations through annual small boat and trailer inspections. Work with VOCs to develop a center wide preventative maintenance program. Support procurement and disposal of small boats. Develop and maintain a maintenance database for small boat fleet to track and fund all maintenance. Serve as Pt. Adams Station Chief, providing leadership and coordination with researchers and OMI. Ensure safety inspections, HAZMAT compliance and facility maintenance is conducted on regular schedule. Support and respond to NECSAS and Facility Security audits. Provide on-site point of contact when repair contractors are working at the facility or when HQ sends staff for facility-related or property-related site visits. Safety and Security protocol development and implementation (Chemical Hygiene Plan, Occupant Emergency Plan, Chemical inventory facilitation, Evacuation planning, etc)

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?

Yes - All

Dollar Amount (K)

10000

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):

R/V Robert Emmett, 38' trawl capable research vessel with estimated replacement value of \$2M. Additional responsibility for maintenance of 25 small boats across the range of size operating throughout the Puget Sound.

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 checked="" type="checkbox"/> Team Building <input checked="" type="checkbox"/> Leveraging Diversity <input checked="" type="checkbox"/> Influencing Others <input type="checkbox"/> Developing Others <input checked="" type="checkbox"/> Execution |
| LCDR (O4) | | <input checked="" 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)

This officer will need to operate in remote areas without direct supervision. Successful completion of an Operations Officer is preferred.

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)

Ship and boat handling experience is a must. Experience in UXS deployment 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).

Demonstrated ability to be responsible for self and others. Contracting Officer Representative certification 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 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)

In this billet, the officer will develop personnel, budgeting, hand-on operations and team building leadership that will prepare them to be an executive officer for a NOAA Ship.

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)

COR and Project Management development will be expected in this billet.

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).

This billet will develop budgeting skills through the management of the centralized managed small boat safety fund. The officer will also gain significant experience in the acquisitions and contracting skills through the management of maintenance. Officer will gain direct hands on experience with fishing and research collection techniques such as pair trawling, stern trawling, beach seining and deploying electronics and pile dikes. The officer will become familiar with facility and boat regulations, ensuring compliance across the operations. This billet will also allow for exposure to boat engineering, project management, ABYC, the NOAA Small Boat Program, and compliance with regulatory requirements such as OSHA and EPA.

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

Successful management of small boat budget for safety equipment. Operator In Charge certification for Class I/II/III small boats. Continuity of operations for Pt. Adams Research Station and Pt. Adams Boat Yard.

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 KURELJA.LINDSAY.RITA.1257920034 Digitally signed by KURELJA.LINDSAY.RITA.1257920034
Date: 2024.11.25 08:29:12 -08'00'

2. Date 25NOV2024

3. Name Lindsay Kurelja

4. Title/Position Station Chief, Newport Research Station

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 TRINH.THANH.M.1365893795 Digitally signed by TRINH.THANH.M.1365893795
Date: 2024.11.25 09:51:46 -08'00'

2. Date 25NOV2024

3. Name Thanh Minh Trinh

4. Title/Position NWFSC Facilities Program Manager

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 MECKLEY.CHAD.MICHAEL.1287993168 Digitally signed by MECKLEY.CHAD.MICHAEL.1287993168
Date: 2024.11.25 13:14:36 -05'00'

2. Date 25 NOV 2024

3. Name Chad Meckley, CDR/NOAA

4. Title/Position Executive Officer, NMFS

D. Commissioned Personnel Center Endorsement

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

1. Signature COLEGROVE.ANDREW.RAYMOND.1292287646 Digitally signed by COLEGROVE.ANDREW.RAYMOND.1292287646
Date: 2024.11.26 10:05:47 -05'00'

2. Date 26 NOV 2024

3. Name Andrew Colegrove, CDR/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 CARY.CHAD.M.1245514960 Digitally signed by CARY.CHAD.M.1245514960
Date: 2024.12.18 12:35:55 -05'00'

2. Date 18 DEC 2024

3. Name RADM Chad M. Cary

4. Title/Position Director, NOAA Corps

Print Form

Submit to CPC (Reviewer Use Only)