

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION

A. Billet Number	2473	B. Billet Title	Vessel Operations Coordinator, Milford Lab		
C. Grade Requested	O2 - LTJG	D. Type of Submission	REALIGNMENT OF DUTIES		
E. Minimum amount of overlap between incumbent officer/reporting officer for continuity of duties	3 weeks				
F. Duty Type	FIXED SHORE	G. Estimated Length of Assignment	3 years		

SECTION 2 - DUTY STATION ADDRESS AND CONTACT INFORMATION

A. Street Address	NOAA Fisheries Laboratory	B. Street Address	212 Rogers Avenue				
C. City	Milford	D. State	Connecticut	E. Country	United States	F. Zip Code	06460
G. Office	+1 (203) 882-6500	x	6532	H. Mobile	+1 (203) 882-6532	I. Fax	+1 (203) 882-6571

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor							
1. Name	Dr. Lisa Milke	2. Position	Chief, Aquaculture Systems and Ecology Bra	3. Grade	<input type="text"/>		
4. Email	lisa.milke@noaa.gov	5. Office	+1 (203) 882-6500	x	6528	6. Mobile	+1 (203) 306-8141
B. Reporting Officer (2nd Level Supervisor)							
1. Name	Dr. Thomas Noji	2. Position	Chief, Ecosystems & Aquaculture Division	3. Grade	WG-All		
4. Email	thomas.noji@noaa.gov	5. Office	+1 (732) 872-3024	x	<input type="text"/>	6. Mobile	+1 (908) 433-8094
C. Reviewer (Normally the Reporting Officer's Supervisor)							
1. Name	CAPT Nicholas J. Chrobak	2. Position	Executive Officer, NOAA NMFS	3. Grade	O6		
4. Email	nicholas.chrobak@noaa.gov	5. Office	+1 (301) 427-8060	x	<input type="text"/>	6. Mobile	<input type="text"/>

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	NEFSC		
3. Division	EAD	4. Branch	ASEB	5. Section or Team	<input type="text"/>
B. NOAA Goal/Subgoal			C. Program		
D. NOAA Org Code	FM7830	E. NFC Org Code	543021000803000000	F. Project-Task	<input type="text"/>

SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

The Milford Lab is part of the NEFSC and is located on the Long Island Sound about 70 miles northeast of New York City. The laboratory is a world leader in aquaculture science and was established at the request of Connecticut's oyster industry to help expand sustainable oyster harvests. Over the lab's history, NOAA scientists, working closely with industry and academia, have made fundamental contributions to the understanding of shellfish biology and reproduction. Today, the Milford Lab continues to conduct state-of-the-art science that informs management for the sustainable expansion of aquaculture, provides services to the shellfish aquaculture industry, and advances new technologies through collaborative research.

Current projects include developing probiotics for use in oyster hatcheries, studying aquaculture gear as habitat for marine life, nutrient bioextraction studies, shellfish genetics research, offshore shellfish aquaculture potential, and responses of shellfish to ocean acidification.

The principle platform for the lab's scientific support is the 51' R/V VICTOR LOOSANOFF. Originally designed and built as a prototype for a USCG buoy tender in 1994, the platform was converted into a nearshore fisheries and oceanographic research vessel for NOAA in 2002. The vessel's area of operation is primarily the Long Island Sound and its tributaries and at times may operate on the coastal waters off New Jersey, Long Island, Rhode Island, and Massachusetts (up to 20 NM from shore). The vessel is capable of deploying a variety of scientific equipment, can tow heavy gear, and is able to serve as a diving platform.

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

Officer will be Vessel Operations Coordinator (VOC) at the Milford Lab as well as the Officer in Charge (OIC) of the R/V VICTOR LOOSANOFF.

VOC Administrative Duties - Maintain Vessel Operations Manual that complies with NOAA Small Boat Program, OMAO, Regional, and programmatic requirements for safe vessel operations; plan and execute operational budget, managing procurements to prevent waste, fraud, and abuse; update and maintain safety and risk management policies and procedures; update and maintain documentation, certifications, and licenses for vessel, crew, and equipment; schedule education and training; tracking and reporting operational metrics; reporting accidents, incidents, and near-misses; act as regional representative to other federal, state, and local agencies; maintain and develop relationships with government agencies, NGO's, and universities.

VOC Operational Duties - Schedule, perform, and document maintenance and inspections; ensure compliance with applicable requirements and environmental policies; supervise and train operators in areas of general operations, vessel-based dive operations, safety procedures, and applicable administrative procedures; maintain current list of records for all qualified operators and crew.

OIC Duties - Lead operations in routine and emergency situations; manage and avoid risk to ensure safety of personnel and equipment; possess and improve upon seamanship and small boat handling skills; provide oversight and direction to crew, ensuring team safely and efficiently performs duties; counsel on poor behavior or performance and initiate disciplinary actions if required; plan operations and manage all logistical aspects of team movements necessary to complete assigned project; periodically review survey data to ensure quality, assist with troubleshooting as needed; collaborate and communicate with scientists and technicians to conduct survey operations and test equipment.

Other Roles, Responsibilities, and Collateral Duties - Ensure accountable property assigned or issued is responsibly used in accordance with agency policies; maintain government purchase card following acquisition policies, procedures, and manage procurement requests from team; participate in operations with other vessels and augment aboard NOAA ships as needed; attend workshops and conferences giving presentations on specific topics as necessary or requested; participate in professional conferences, stay up to date on best practices in industry; attend and participate in community outreach events; occasionally act as Laboratory Director and Branch Chief.

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):

Responsible for the operations and management of the Milford Laboratory small boats, which include:

1. 51' R/V VICTOR LOOSANOFF (\$1.4 M) - steel hull former buoy tender, converted USCG BUSL .
2. 22' MILFORD 22 (\$20 K) - fiberglass center console Boston Whaler
3. 17' MILFORD 17 (\$14 K) - fiberglass center console Boston Whaler

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 type="checkbox"/> Influencing Others <input type="checkbox"/> Developing Others <input checked="" type="checkbox"/> Execution
LCDR (O4)		<input type="checkbox"/> Decisiveness <input checked="" 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
Leading Organizations		

Leadership Prerequisite Comments (Optional)

Incumbent must be a high potential Junior Officer with background in small boat operations.

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)

Must have underway OOD qualification letter and experience with small boat operations. Non-restricted small boat coxswain endorsement from previous sea tour and/or NOAA Small Boat Program Vessel Operator Qualification is preferred. Must be a skilled ship/small boat handler capable of operating safely in and around nearshore environments. Must be able to obtain, and maintain, a government purchase card.

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).

Demonstrates proficiency in small boat operations.

Experience with vessel maintenance or demonstrates an aptitude for such skills is strongly preferred.

Familiarity with policies and procedures for making procurements with a government Purchase Card will be beneficial.

Operational knowledge of NOAA Small Boat Program Policies and Procedures Manual.

Interest in fisheries, especially shellfish aquaculture, highly encouraged due to laboratory's focus.

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 checked="" type="checkbox"/> Entrepreneurship
CDR (O5)	Leading Performance and Change	<input checked="" type="checkbox"/> Creativity & Innovation <input 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 checked="" type="checkbox"/> Partnering

Leadership Development Comments (Optional)

This billet provides an opportunity for excellent leadership development at the O-2/O-3 level, and follows the progression of the NOAA Corps core competencies. Successful execution of the billet will provide extensive operational and technical experience as well as ample opportunities for the incumbent to demonstrate abilities for Leading Others. The incumbent will also be challenged to begin developing competencies that support Leading Performance and Change.

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)

Incumbent is strongly encouraged to attend training in marine electrical systems and engine maintenance. Many opportunities within Small Boat Community to develop knowledge, skills, and abilities through trainings, seminars, and hands on experience. Potential to upgrade USCG Merchant Mariner Credentials. NOAA Working Diver training may be available depending on timing, budget, and officer's interest.

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).

Personnel/Project Coordination – Attend Annual Small Boat Summits to network with other operators and VOCs, learn more about training opportunities, share best practices, and learn more about policies and procedures. Opportunities for informal mentoring of visiting BOTC officer candidates, scholars, interns, and students may occur as part of collaborations with training and education programs offered by the lab.

Budget – With limited and inconsistent access to funding, officer has to be disciplined, organized, and creative to balance programmatic, safety, maintenance, training, inspection, and operational needs.

Training/Professional Development Opportunities – Officer needs to be assertive and entrepreneurial in identifying, organizing, scheduling, and securing funding for training. While there may be opportunities to attend training, there are often budget constraints. Officer needs to be determined and proactive in securing training opportunities.

Inter/Intra-Agency Interaction – The officer will occasionally interact (although not on a daily basis) with members of the Federal, State, Local, NGO, and University organizations. The officer is encouraged to establish working relationships and collaborate with local USCG assets.

Scientific - Officer will have many opportunities to assist with scientific research not only in field methods and data collection, but also with long-term studies, planning, and potentially being included in peer-reviewed scientific publications.

Contracting - In the event of a haul-out or prolonged period of maintenance, the need will arise for writing statements of work for contracts, developing work plans, and managing various projects.

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

Underway operations are conducted safely, with no reportable incidents or accidents. Safety and environmental regulations are followed and risk is appropriately managed.

Vessel meets annual operational readiness targets. Zero Category I deficiencies during annual NOAA Small Boat Program safety inspection. Be responsible for budgeting, purchasing and reconciliation activities. This includes conducting research for purchases for necessary equipment, maintenance, or operational activities. Maintain accurate accounting of all purchases and reconcile monthly.

Participate in at least one outreach event per year that educates the public and enhances constituent knowledge of NOAA/NMFS/OMAO missions and products.

Participate in at least one professional conference. Be involved in and network with the greater aquaculture community of commercial growers, academia, and industry partners.

Update and maintain Vessel Operations Manual, vessel stability documentation, current personnel qualification standards for small boat operators, billet pass-down information, risk management documentation, and safety policies and procedures.

Seek out and provide training and education opportunities for crew and lab staff involved with maritime activities. This could include basic boat handling, seamanship, navigation, damage control, first aid, fire, flooding, and other emergency response procedures.

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 ROBBINS.LYLE.IAN.15379477 Digitally signed by ROBBINS.LYLE.IAN.153794779
79 Date: 2020.03.06 11:37:01 -04'00'

2. Date 2020-03-06

3. Name LTJG Lyle I. Robbins, NOAA

4. Title/Position Vessel Operations Coordinator, Milford Lab

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 MILKE.LISA.M.1365840276 Digitally signed by MILKE.LISA.M.1365840276
Date: 2020.03.10 10:31:34 -04'00'

2. Date 2020-03-10

3. Name Dr. Lisa Milke

4. Title/Position Chief, Aquaculture Systems & Ecology Branch

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 CHROBAK.NICHOLAS.JAMES Digitally signed by CHROBAK.NICHOLAS.JAMES.1241660199
.1241660199 Date: 2020.03.10 13:05:05 -04'00'

2. Date 2020-03-10

3. Name CAPT Nicholas J. Chrobak, NOAA

4. Title/Position Executive Officer, NOAA NMFS

D. Commissioned Personnel Center Endorsement

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

1. Signature  Digitally signed by TAYLOR.JEFFREY.C.1186767825
Date: 2020.04.09 08:42:26 -04'00'

2. Date 2020-04-09

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 

2. Date APR 15 2020

3. Name RADM Michael J. Silah, NOAA

4. Title/Position Director, NOAA Corps

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