

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION

A. Billet Number	3205	B. Billet Title	GLERL Field Station & Vessel Operations Coordinator		
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	1431 Beach St	B. Street Address					
C. City	Muskegon	D. State	Michigan	E. Country	United States	F. Zip Code	49441
G. Office	+1 (231) 755-5173	x		H. Mobile	+1 (231) 750-0604	I. Fax	

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor							
1. Name	Dennis Donahue	2. Position	Marine Superintendent	3. Grade	GS 13		
4. Email	dennis.donahue@noaa.gov	5. Office	+1 (231) 755-5173	x		6. Mobile	+1 (231) 750-0604
B. Reporting Officer (2nd Level Supervisor)							
1. Name	Steve Ruberg	2. Position	OSAT Branch Chief	3. Grade	GS 14		
4. Email	steve.ruberg@noaa.gov	5. Office		x		6. Mobile	+1 (616) 402-0417
C. Reviewer (Normally the Reporting Officer's Supervisor)							
1. Name	CAPT David Zezula	2. Position	OAR Liaison Officer	3. Grade	O6		
4. Email	david.j.zezula@noaa.gov	5. Office	+1 (303) 497-6088	x		6. Mobile	+1 (907) 242-4925

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	OAR	2. Office, Center, or Lab	Great Lake Env. Research Lab (GLERL)		
3. Division	n/a	4. Branch	OSAT	5. Section or Team	LMFS
B. NOAA Goal/Subgoal		Weather-Ready Nation & Coastal Resilience	C. Program		
D. NOAA Org Code	MAF000	E. NFC Org Code	545025000000000000	F. Project-Task	

SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

The Great Lake's Environmental Research Laboratory (GLERL) maintains a fleet of vessels to support NOAA's interests in the Great Lakes region. GLERL's Vessel Operations Group provides mission support for GLERL's ecosystem, modeling and observation initiatives in addition to partnerships with regional NOAA offices: National Marine Sanctuaries, Office of Coast Survey, and the National Weather Services. The broad customer base, geographic coverage and mission complexity provide a unique opportunity for exposure to NOAA's diverse interests, field activities and technologies. GLERL vessel operations group is a leader in Class III and SRV operations, in-house engineering, life cycle management and alternative fuels. The group contributes technical support to the NOAA Small Boat community and a number of inter-agency committees and working groups.

Vessel Operations are based out of the Muskegon Field Station. The Field Station consists of laboratory spaces, vessel operation offices, machine and electronic shops. The Muskegon Field Station is co located with USCG Station Muskegon and inter-agency cooperation is part of our operations.

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

1. Assist the Marine Superintendent as unit's Small Boat Program's Vessel Operations Coordinator. Prepare all vessels for annual inspections, address discrepancies and ensure compliance to all requirements of the NOAA SBP with and emphasis on development of organizational systems and administrative tools to best manage a fleet of Class I, II, III and SRV vessels. This may include new systems, procedures for configuration control, engineering changes, training, resource & management planning, and standards library.
2. Assist with execution of science projects and facilitate vessel user objectives. The emphasis is on creating systems to best coordinate mission requirements, risk assessments, platform capabilities and SOP's. Procedural or engineering projects will be initiated to address or mitigate any identified gaps.
3. Assist with customer support through development of new tools to communicate the group and vessel capabilities. This may include web page content, multimedia resources and interaction with inter agency partners in the Great Lakes. Act as GLERL's liaison for vessel operations with National Marine Sanctuaries, Office of Coast Survey and other vessel user groups.
4. Assists with continued development of the group's mission capabilities, including new hydrographic survey protocols, dive support, autonomous vehicle support and integration of new science gear.
5. Augment vessel crews and support field logistics. Engineering, deck, and OIC proficiencies will be developed on all platforms and missions.
6. Assist in an ongoing effort to catalogue Great Lakes research vessels, their mission capabilities, material condition, and stakeholder requirements.
7. As Field Station Coordinator, incumbent is responsible for facility safety, operations, and shared service across multiple GLERL Branches as well as managing relationships and operations with USCG Station. In the capacity of Field Station Coordinator the officer is responsible to GLERL Director, in all other matters the officer reports to the Marine Superintendent.

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):

Assist in the management of GLERL small boat fleet including R8001, R5501, R5503, R5002, R4108, R3011, R2604, R2512, R2306. Total Replacement value is estimated at \$23M

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 type="checkbox"/> Team Building <input 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 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)

Prior experience and qualifications in the areas of Hydrographic survey, NOAA dive ops in desirable. An aptitude and interest in engineering and project management is desirable.

Prerequisites of Coxswain, Hydrographic Person in Charge (PIC), and Working Diver are desirable but not required. If candidate does not have these prerequisites the expectation is that they will pursue and gain Coxswain and Dive qualification and obtain a working knowledge of hydrographic survey operations and systems.

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).

- Familiarity with basic engineering principles: electrical and mechanical. Knowledge of ABYC, ABS and CFR is desirable.
- IT - proficient in data base systems, web page content development, and spreadsheets.
- NOAA Small Boat Program Officer in Charge or NOAA coxswain qualification is desirable.
- Technical writing skills.
- Project management - planning, organization and execution. If no formal training then a recommendation from the officer's commanding officer or executive officer related to the officer's project management skills is preferable.

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 type="checkbox"/> Developing Others <input checked="" type="checkbox"/> Execution
LCDR (O4)		<input type="checkbox"/> Decisiveness <input checked="" type="checkbox"/> Problem Solving <input checked="" 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 Development Comments (Optional)		
This billet will provide solid preparation for an Operations Officer tour. Knowledge gained in NOAA Small Boat Program compliance, hydrographic surveying and scientific program support will provide officer with excellent technical and programmatic knowledge and experience that is directly applicable to an Operations Officer assignment.		

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 checked="" 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 checked="" 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 checked="" 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 type="checkbox"/> Unit Diving Supervisor
<p>D. Additional Operational Development (security clearances, special training) or Operational Development Comments (Optional)</p> <p>Billet will provide advanced development in aspects of marine engineering, alternative fuel applications, platform system design, CAD, and marine surveys.</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).

1. Planning and execution of a unit budget. Data management and analysis for the implementation and support of strategic planning.
2. Managing a unit's compliance with NOAA Small Boat Program's requirements as Vessel Operations Coordinator.
3. Project Management - experience developing specification for and overseeing major repair activities for laboratory vessels including drydocks and minor contractor work. Preparing statements of work for crew and repair contracts, managing contract burn rates and inspecting work and assessing progress.
4. Development or furthering knowledge of multibeam and side scan sonar systems as well as hydrographic survey operations, data processing, and the use of bottom/habitat classification software such as Hypack Geocoder.
5. COR Level II training and certification may be developed.
6. Managing contract personnel.
7. Building and developing interpersonal and political skills to foster and maintain cross line office and inter-agency relationships as well as managing higher level issue related to facility management.

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

1. Establishment of a system and architecture for document management including operational protocols, procedures and technical documents. Development of best management practices and protocols for field operations.
2. Improved customer support through new field project planning, support and execution tools. Provide efficient logistical and technical support for visiting researchers and PIs and needed.
3. Development of multimedia products that better communicate vessel and group capabilities and accomplishments.
4. Support of strategic and long term planning through asset surveys, capability benchmarks and customer needs assessments.
5. Maintain compliance with Federal, State, NOAA, Laboratory, and Small Boat Program requirements.
6. Effective management of contracts and vessel repair activities, meeting both specification and budgetary targets.
7. Become Coxswain/OIC qualified on all GLERL vessels.
8. The successful planning, execution and completion of yearly field operations with appropriately trained & qualified crew that meet PI goals of data acquisition and support.
9. Develop a working knowledge of hydrographic survey operations and systems.
10. Effective management of Field Station facility operations, including facility policies, safety, environmental compliance, IT policy, and to coordinate with GLERL leadership in Ann Arbor

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 FEYEN.JESSE.C.DR.1365860 307 Digitally signed by FEYEN.JESSE.C.DR.1365860307 Date: 2017.09.01 07:15:45 -04'00' 2. Date 2017-09-04

3. Name Dr. Jesse Feyen 4. Title/Position GLERL Deputy Director

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 *Dennis Donahue* 2. Date 11 SEP 2017

3. Name Mr. Dennis Donahue 4. Title/Position GLERL Marine 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 *David J Zezula* 2. Date 11 SEP 2017

3. Name CAPT David Zezula 4. Title/Position OAR 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 *Jeffrey D. Shoult* 2. Date 18 SEP 2017

3. Name JEFFREY D. SHOULT, CDR/NOAA 4. Title/Position CHIEF, OCMA

E. Director, NOAA Corps Endorsement

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

1. Signature *Michael J. Silek* 2. Date

3. Name Michael J. Silek, RAOM/NOAA 4. Title/Position DIRECTOR, NOAA CORPS

Print Form

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