

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION

A. Billet Number	7605	B. Billet Title	ONMS Marine Operations Coordinator
C. Grade Requested	O4 - LCDR	D. Type of Submission	REALIGNMENT OF DUTIES
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	1305 East West Highway	B. Street Address	SSMC4, 11th Floor				
C. City	Silver Spring	D. State	Maryland	E. Country	United States	F. Zip Code	20910
G. Office		x		H. Mobile		I. Fax	

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor							
1. Name	Mitchell Tartt	2. Position	ONMS, Chief, Conservation Science Division	3. Grade	ZP V		
4. Email	Mitchell.Tartt@noaa.gov	5. Office	+1 (240) 533-0689	x		6. Mobile	+1 (240) 535-2459
B. Reporting Officer (2nd Level Supervisor)							
1. Name	Rebecca Holyoke	2. Position	ONMS Deputy Director	3. Grade	ZA V		
4. Email	Rebecca.Holyoke@noaa.gov	5. Office	+1 (240) 533-0685	x		6. Mobile	+1 (301) 785-8488
C. Reviewer (Normally the Reporting Officer's Supervisor)							
1. Name	Captain Benjamin Evans	2. Position	NOS Liaison Officer	3. Grade	O6		
4. Email	benjamin.k.evans@noaa.gov	5. Office	+1 (240) 533-0919	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	NOS	2. Office, Center, or Lab	ONMS		
3. Division	Conservation Science Div	4. Branch		5. Section or Team	
B. NOAA Goal/Subgoal	Ecosystems	C. Program	Coastal and Marine Resources		
D. NOAA Org Code		E. NFC Org Code		F. Project-Task	

SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

NOAA's Office of National Marine Sanctuaries serves as the trustee for a network of underwater parks encompassing more than 620,000 square miles of marine and Great Lakes waters. The network includes a system of 14 national marine sanctuaries and Papahānaumokuākea and Rose Atoll marine national monuments. Across the system, ONMS leads and coordinates programs in exploration, research, monitoring, education, damage assessment, restoration, enforcement, and emergency response. Central to the execution of these programs is on and underwater capabilities, including support from NOAA vessels, ONMS small boats, uncrewed technologies, and diving. To meet the diverse portfolio of requirements facing the sanctuary system, ONMS works to leverage internal and external resources to operationalize a wide variety of platforms and capabilities. The principle function of the billet is to coordinate needs, capabilities, and opportunities with these platforms across the system of sanctuaries to address the diverse needs of the ONMS. The billet is located in the Conservation Science Division (CSD) of the Office of National Marine Sanctuaries at the Headquarters location in Silver Spring Maryland. The portfolio of the CSD includes support, coordination, and management of work relating to the environmental sciences, socioeconomics, maritime heritage, and marine operations. This is a top level billet in ONMS and builds on opportunities for officers from other more junior billets across the sanctuary system. The Officer will work with staff from across the sanctuary system, and ensure ONMS is well coordinated in the planning and execution of fleet and aircraft resources, engaged in emerging opportunities with uncrewed systems and that ONMS coordinates effectively with OMAO and other line offices on associated issues to maximize mission success.

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

Serves as a HQ coordinator and strategic advisor on program and operational planning and implementation for vessel, small boat, and uncrewed technology development for the ONMS as a member of the Conservation Science Division. Across these topic areas, responsibilities will include knowledge and skills development in each, as well as leadership, planning and coordination with field teams across the sanctuary system and with ONMS Headquarters leadership. Specific areas of focus will include:

- Fleet and Aircraft Allocation Process – Responsible for effective planning, coordination and facilitation of fleet and aircraft operations across all national marine sanctuaries, and to represent ONMS on the NOS Fleet Team in the development and execution of annual vessel and aircraft allocations.

- ONMS Small Boats – Provide support and coordination to the implementation of ONMS small boat program policy and planning each year with the ONMS Small Boat Program Manager.

- Vessel Operations Council - Lead the coordination of the ONMS Vessel Operations Council, and coordinate with each Sanctuary Vessel Operations Coordinator on site specific needs and opportunities.

- Technology Development – Lead the engagement, planning and partnership development for unmanned systems (UxS) and technology development in all ONMS management areas. These platforms include operations based on ROV, UAV, UAS, ASV, and other unmanned platforms. Additional Support to the ONMS UAS lead for coordination of testing and field ops with those systems.

- ONMS Dive Operations Council – Support coordination and promotion of dive operation requirements and opportunities across the Sanctuary System, and lead the coordination of the ONMS Dive Operations Council to coordinate with each Sanctuary Unit Dive Supervisor on site specific needs and opportunities.

- Representation – Serve as primary POC for ONMS HQ in NOS, NOAA and partner discussions, planning, and coordination, and to communicate priority opportunities, needs, and leverage resources to support ONMS staff and programs across the sanctuary system.

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):

No

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 checked="" 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)

Candidates should have strong foundation in coordination, communication and leadership competencies, specifically for Leading Self, Leading Others, and Leading Performance and Change. Previous coordination of NOAA operational asset (Ship or aircraft) is desired. Strong knowledge of NOAA fleet allocation process, small boat planning and experience with unmanned systems (e.g. AUV, UAS, ROV, or ASV) is desired, as well as experience coordinating personnel and assets internally engaged with these platforms. Previous experience coordinating across organizational units to achieve mission goals is desired.

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)

Specific operational experience is not required for this assignment. However, it is expected that an officer at this point in their career has successfully served at the XO level on a NOAA Vessel or equivalent position for aircraft platforms. Operational experience as a NOAA diver and/or small boat operator or manager is not required, but encouraged. Field based experience in different marine environments across the country is highly valued.

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).

Minimum:

- Successfully served in at least one (if not more) senior level coordinating positions that provided development opportunities in leadership, project coordination with distributed teams, and addressing a diverse portfolio of topics.
- Successfully lead and managed working meetings with participants distributed across the country

Enhancing:

- Prior experience working with OMAO Fleet, with preference to experience with the Fleet and Aircraft Allocation Process
- Prior experience with NOAA and or ONMS small boat operations
- Prior experience with NOAA diving community
- Prior experience or familiarity with any unmanned systems and field operations
- Prior experience with cross NOAA line office interactions as well as intra-agency coordination

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 type="checkbox"/> Financial Management <input type="checkbox"/> Technology Management
CAPT (O6) and RADM (O7/O8)		<input checked="" type="checkbox"/> External Awareness <input checked="" type="checkbox"/> Strategic Thinking <input checked="" type="checkbox"/> Political Savvy <input type="checkbox"/> Vision <input checked="" type="checkbox"/> Partnering

Leadership Development Comments (Optional)

While continuing to build upon the leadership competency foundation already established and demonstrated in an officer's career, the leadership competency development in this assignment focuses on Leading Organizations, particularly Strategic Thinking and Partnering. In addition to providing senior level staff support to ONMS leadership, the incumbent will on occasion represent the ONMS at senior-Level NOS meetings.

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)

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 incumbent will gain invaluable experience as a member of the CSD staff of ONMS as lead POC for marine operations in the Office of National Marine Sanctuaries at the headquarters office.

Interaction between the offices within NOS as well as NOAA LOs is critical to the common mission of NOAA. Through participation in high level inter-office and inter-LO meetings and working groups, the incumbent will learn the roles and responsibilities not only of NOS, but other LOs.

Development of applicable administrative and programmatic laws, regulations, policies, and procedures that provide the internal controls needed to safeguard resources, achieve organizational objectives, and protect the confidentiality of information provided to the agency, and respect of individual privacy.

Additional skills developed during this billet may include:

- Strengthened written communication skills - project proposals, leadership briefings, media, and outreach
- Strengthened verbal communication skills - presentation skills, leading meetings and workshops, public events
- Staff work skills appropriate to support informed, sound decisions by an SES-level principal
- In-depth knowledge of NOAA's Fleet Allocation system, including the Fleet Council, Fleet Working Group, and VPASS
- In-depth knowledge of the unique research and stewardship requirements of the 16 (and counting) sites in the NMS system
- Negotiation, conflict resolution, and prioritization skills to allocate limited resources across broad topic and geographic areas

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

Ensure ONMS program offices are conducting operations in compliance with NOAA Policies and actively work to improve collaboration with other NOS and NOAA offices to enhance ONMS field operations safety and effectiveness.

Provide key assistance and leadership to Division Chief and the ONMS Director in the following areas:

- Ensure ONMS requirements are understood, documented and addressed during Fleet Allocation Process
- Build awareness of need for and use of all un-crewed systems and engage in current NOAA wide coordination effort
- Support management and strategic planning regarding the ONMS Small Boat Program
- Support senior leadership as delegated, including special projects and representation on boards, workshops, and teams
- Maintain overall awareness of current organizational and operational issues in order to represent leadership as required
- Contribute in leadership team meetings and senior management team meetings as necessary
- Serve as a communications multiplier by maintaining or strengthening opportunities for internal and external engagement

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 TARTT.MITCHELL.136589514
3 Digitally signed by TARTT.MITCHELL.1365895143
Date: 2020.04.07 12:05:17 -04'00'

2. Date

3. Name

4. Title/Position

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 TARTT.MITCHELL.136589514
3 Digitally signed by TARTT.MITCHELL.1365895143
Date: 2020.04.07 12:05:37 -04'00'

2. Date

3. Name

4. Title/Position

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 
Digitally signed by EVANS.BENJAMIN.K.1237217094
Date: 2020.04.08 07:39:30 -07'00'

2. Date

3. Name

4. Title/Position

D. Commissioned Personnel Center Endorsement

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

1. Signature  CAPT Digitally signed by TAYLOR.JEFFREY.C.1186767825
Date: 2020.04.17 09:31:53 -04'00'

2. Date

3. Name

4. Title/Position

E. Director, NOAA Corps Endorsement

"I am the and I approve this billet."

1. Signature 

2. Date

3. Name

4. Title/Position