**NOAA COMMISSIONED OFFICER BILLET DESCRIPTION**

**SECTION 1 - GENERAL INFORMATION**

<table>
<thead>
<tr>
<th>A. Billet Number</th>
<th>7610</th>
</tr>
</thead>
<tbody>
<tr>
<td>B. Billet Title</td>
<td>Marine Operations Coordinator, FGBNMS</td>
</tr>
<tr>
<td>C. Grade Requested</td>
<td>O2 - LTJG</td>
</tr>
<tr>
<td>D. Type of Submission</td>
<td>ANNUAL RECERTIFICATION</td>
</tr>
<tr>
<td>E. Minimum amount of overlap between incumbent officer/reporting officer for continuity of duties</td>
<td>2 weeks</td>
</tr>
<tr>
<td>F. Duty Type</td>
<td>FIXED SHORE</td>
</tr>
<tr>
<td>G. Estimated Length of Assignment</td>
<td>3 years</td>
</tr>
</tbody>
</table>

**SECTION 2 - DUTY STATION ADDRESS AND CONTACT INFORMATION**

<table>
<thead>
<tr>
<th>A. Street Address</th>
<th>4700 Avenue U</th>
</tr>
</thead>
<tbody>
<tr>
<td>B. Street Address</td>
<td>Building 216</td>
</tr>
<tr>
<td>C. City</td>
<td>Galveston</td>
</tr>
<tr>
<td>D. State</td>
<td>Texas</td>
</tr>
<tr>
<td>E. Country</td>
<td>United States</td>
</tr>
<tr>
<td>F. Zip Code</td>
<td>77551</td>
</tr>
<tr>
<td>G. Office</td>
<td>+1 (409) 356-0395 x</td>
</tr>
<tr>
<td>H. Mobile</td>
<td>+1 (979) 777-7183</td>
</tr>
<tr>
<td>I. Fax</td>
<td>+1 (409) 621-1316</td>
</tr>
</tbody>
</table>

**SECTION 3 - OFFICER EVALUATION REPORTING**

**A. Supervisor**

1. Name | George Schmahl |
2. Position | Superintendent |
3. Grade | GS 14 |
4. Email | george.schmahl@noaa.gov |
5. Office | +1 (409) 356-0383 x |
6. Mobile | +1 (979) 229-6542 |

**B. Reporting Officer (2nd Level Supervisor)**

1. Name | Matt Brookhart |
2. Position | Regional Director |
3. Grade | |
4. Email | matt.brookhart@noaa.gov |
5. Office | +1 (912) 598-2437 x |
6. Mobile | |

**C. Reviewer (Normally the Reporting Officer's Supervisor)**

1. Name | CAPT James M. Crocker |
2. Position | NOS Liaison Officer |
3. Grade | O6 |
4. Email | james.m.crocker@noaa.gov |
5. Office | +1 (240) 533-0095 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 | SE GOM |
4. Branch | FGBNMS |
5. Section or Team | |

**B. NOAA Goal/Subgoal** | Ecosystems |

**C. Program** | |

**D. NOAA Org Code** | |

**E. NFC Org Code** | 10-14-0005-02-00-00-00 |

**F. Project-Task** | S8KMX52/P00 |
SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

The mission of NOAA's National Marine Sanctuaries is to serve as the trustee for the nation's system of marine protected areas, to conserve, protect, and enhance their biodiversity, ecological integrity, and cultural legacy. Comprehensive management plans are developed for FGBNMS to ensure continued preservation and accessibility for current and future generations, and on-site programs for research and monitoring, education and outreach, and resource protection to further carry out the mission of the sanctuary program.

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 officer will serve at Flower Garden Banks National Marine Sanctuary office in Galveston, TX, and will be responsible for managing day to day operations of its small research vessel, implementing field operations designed to achieve site specific goals and objectives, and to serve in numerous roles related to facilities, safety, and vessels.

Ensure strict compliance of NAO 217-125, NOAA Small Boat Standards and Procedures Manual, Vessel Policy, and maintain a site specific vessel operations manual and risk assessment for all boats operated by FGBNMS.

Schedule, coordinate, and manage small boat operations, personnel training and qualifications, crew manning contracts, vessel maintenance and dry dock periods, annual inspections, and other site related activities. Prepare SRV and Class A vessel for fleet inspection, address discrepancies, and document actions taken to fleet inspection team. Responsible for safe operations, inspection compliance, life cycle costs, and material condition of all boats owned and operated by FGBNMS, including the management of the Vessel Inventory Management System. Ensure that vessel operators have all the resources necessary to carry out mission requirements.

Review all cruise plans before submitting to superintendent for approval. Evaluate marine weather forecasts with respect to route and operational areas, vessel limitations, and mission requirements prior to authorizing small boat usage. Report all accidents and incidents of small boat operations per agency policy, and initiate an investigations when cause is not clearly evident.

Assist in budget formulation and submission of small boat operations. The officer may directly oversee and track spending of operations, personnel, and maintenance while gaining experience with contracting and writing specifications for maintenance and repair periods. Assist in management of the mooring buoy systems that includes inspection, installation, and maintenance of buoys within sanctuary boundaries.

Train applicable personnel on safety equipment, vessel float plans, standard operating procedures, operational risks, and small boat handling. Be responsible for determining when the SRV is overdue for arrival and take appropriate action to find location of vessel or initiate an emergency response. Participate in vessel operations up to one week of underway time per month and complete qualification for SRV Operator in Charge.

Assist the ONMS Deputy Director of Facilities, Safety, Vessels, and Aircraft, and the Small Boat Coordinator with fostering a corporate culture that values the boat operator, encourages distribution of information, seeks to manage operational risks, and shares a commitment to environmentally sound boat operations. Direct that good marine practice is exercised and safety as the foremost concern to ensure all small boats are maintained in a seaworthy condition.

In addition, the officer will act as liaison to the U.S. Coast Guard, interact with other local, state, and federal agencies, and maintain the sites Oil Spill Contingency Plan and Hurricane Preparedness Plan.

6B. Division of Duties and Responsibilities, Total Must = 100%

Technical 25 + Operational 25 + Leading and Managing 50 + 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  ☐ No  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):

Yes. Officer is responsible for managing daily operations aboard the 83 foot small research vessel MANTA, R8301. The vessel is an aluminum, foil assisted catamaran that operates in the northwest Gulf of Mexico. The sanctuary also owns a 15 foot Class A small boat, R1504, utilized during dive operations off the SRV.

SECTION 7 - LEADERSHIP PREREQUISITES

<table>
<thead>
<tr>
<th>GRADE</th>
<th>LEADERSHIP MATURITY LEVEL</th>
<th>LEADERSHIP COMPETENCIES NEEDED FOR THIS BILLET</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENS (01)</td>
<td>Leading Self</td>
<td>☑ Core Values &amp; Conduct  ☑ Health &amp; Well Being  ☑ Responsibility</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☐ Followership  ☑ Adaptability</td>
</tr>
<tr>
<td>LTJG (02)</td>
<td>Leading Others</td>
<td>☑ Interpersonal Skills  ☑ Continuous Learning  ☐ Technical Proficiency</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☑ Listening  ☑ Speaking</td>
</tr>
<tr>
<td>LT (03)</td>
<td>Leading Performance and Change</td>
<td>☐ Decisiveness  ☐ Problem Solving  ☐ Conflict Management</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☐ Customer Focus  ☐ Entrepreneurship</td>
</tr>
<tr>
<td>LCDR (04)</td>
<td>Leading Organizations</td>
<td>☐ Creativity &amp; Innovation  ☐ Human Capital Management</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☐ Financial Management  ☐ Technology Management</td>
</tr>
<tr>
<td>CDR (05)</td>
<td></td>
<td>☑ External Awareness  ☐ Strategic Thinking  ☐ Political Savvy</td>
</tr>
<tr>
<td>CAPT (06) and RADM (07/08)</td>
<td>Leading Organizations</td>
<td>☑ Vision  ☐ Partnering</td>
</tr>
</tbody>
</table>

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)
- CPR, First Aid Training, NOAA Small Boat Component Course

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).

Bachelor of Science degree in marine science field is desirable. Experience with small boat management, operations, maintenance, and handling are most essential requirement for this billet. The officer must be knowledgeable of NOAA small boat and dive program policies.
### SECTION 10 - LEADERSHIP DEVELOPMENT

<table>
<thead>
<tr>
<th>GRADE</th>
<th>LEADERSHIP MATURITY LEVEL</th>
<th>LEADERSHIP COMPETENCIES DEVELOPED IN THIS BILLET</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENS (O1)</td>
<td>Leading Self</td>
<td>□ Core Values &amp; Conduct □ Health &amp; Well Being □ Responsibility</td>
</tr>
<tr>
<td>□ Followship □ Adaptability</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LTJG (O2)</td>
<td>Leading Others</td>
<td>□ Interpersonal Skills □ Continuous Learning □ Technical Proficiency</td>
</tr>
<tr>
<td>□ Listening □ Speaking</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LT (O3)</td>
<td>Leading Performance and Change</td>
<td>□ Writing □ Team Building □ Leveraging Diversity</td>
</tr>
<tr>
<td>□ Influencing Others □ Developing Others □ Execution</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LCDR (O4)</td>
<td>Leading Performance and Change</td>
<td>□ Decisiveness □ Problem Solving □ Conflict Management</td>
</tr>
<tr>
<td>□ Customer Focus □ Entrepreneurship</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CDR (O5)</td>
<td>Leading Organizations</td>
<td>□ Creativity &amp; Innovation □ Human Capital Management</td>
</tr>
<tr>
<td>□ Financial Management □ Technology Management</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CAPT (O6)</td>
<td>Leading Organizations</td>
<td>□ External Awareness □ Strategic Thinking □ Political Savvy</td>
</tr>
<tr>
<td>and RADM (O7/O8)</td>
<td></td>
<td>□ Vision □ Partnering</td>
</tr>
</tbody>
</table>

Leadership Development Comments (Optional)

### 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).

Contracting Officer Technical Representative (COTR) training is important during oversight of vessel repair periods. Skills will be developed in small boat handling, vessel operations budget management, and project management.

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

High customer satisfaction from external partners which use sanctuary owned and operated research vessel.

Conduct all small boat operations with no accidents.

Maintain open communications with other vessel operation coordinators monthly.

Pass Annual Fleet Inspection with no Category 1 deficiencies and address all deficiencies within a month.
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 PICARD, DUSTIN RYAN 1012
2. Date 2017-12-05
3. Name LTJG Dustin Picard
4. Title/Position Marine Operations Coordinator

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 SCHMAHL, GEORGE P 1365
2. Date 2017-12-06
3. Name George P. Schmahl
4. Title/Position Sanctuary 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 CROCKETT, JAMES M 11605
2. Date 2017-12-29
3. Name CAPT James M. Crocker
4. Title/Position NOS 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
2. Date 2018-01-19
3. Name CDR Jeffrey Shoup, 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 1/29/2018
3. Name RADM Michael Silah, NOAA
4. Title/Position Director, NOAA Corps

Print Form Submit to CPC (Reviewer Use Only)