

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

A. Billet Number	7610	B. Billet Title	Vessel Operations Coordinator, FGBNMS		
C. Grade Requested	O2 - LTJG	D. Type of Submission	ANNUAL RECERTIFICATION		
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	4700 Avenue U	B. Street Address	Building 216				
C. City	Galveston	D. State	Texas	E. Country	United States	F. Zip Code	77551
G. Office	4093560392	x		H. Mobile		I. Fax	

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor							
1. Name	Dr. Michelle Johnston	2. Position	Sanctuary Superintendent	3. Grade	GS 14		
4. Email	michelle.a.johnston@noaa.gov	5. Office	4093560392	x		6. Mobile	
B. Reporting Officer (2nd Level Supervisor)							
1. Name	Matt Brookhart	2. Position	Eastern Regional Director	3. Grade	GS 15		
4. Email	matt.brookhart@noaa.gov	5. Office	3014524177	x		6. Mobile	
C. Reviewer (Normally the Reporting Officer's Supervisor)							
1. Name	CAPT Jason Mansour	2. Position	NOS Liaison Officer	3. Grade	O6		
4. Email	jason.mansour@noaa.gov	5. Office	2029365959	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	1014000405000000	F. Project-Task	

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 the 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 or Dockside. 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 en 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 will 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 to ensure safe personnel levels underway, participate in projects, and complete qualification for SRV Operator in Charge.

Assist the ONMS Facilities manager, 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 site's Oil Spill Contingency Plan and Hurricane Preparedness Plan. Assist with NOAA Ship in ports and logistics.

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

Contractors, divers, and volunteers

2. Fiscal

Will the Officer have budget responsibility?

Yes - All

Dollar Amount (K)

800k crew & boat

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, R 1504, utilized during dive operations off the SRV.

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 type="checkbox"/> Followership <input checked="" type="checkbox"/> Adaptability
LTJG (O2)		<input checked="" type="checkbox"/> Interpersonal Skills <input checked="" type="checkbox"/> Continuous Learning <input 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 type="checkbox"/> Leveraging Diversity <input type="checkbox"/> Influencing Others <input checked="" type="checkbox"/> Developing Others <input 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)

CPR, First Aid Training, BBP, and NOAA Small Boat Component Course. Highly desired NOAA Dive Master experience, but not required.

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

GRADE	LEADERSHIP MATURITY LEVEL	LEADERSHIP COMPETENCIES DEVELOPED IN THIS BILLET
ENS (O1)	Leading Self	<input type="checkbox"/> Core Values & Conduct <input type="checkbox"/> Health & Well Being <input type="checkbox"/> Responsibility <input type="checkbox"/> Followership <input type="checkbox"/> Adaptability
LTJG (O2)		<input type="checkbox"/> Interpersonal Skills <input type="checkbox"/> Continuous Learning <input type="checkbox"/> Technical Proficiency <input type="checkbox"/> Listening <input 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)		

SECTION 11 - OPERATIONAL DEVELOPMENT

A. Marine Development	
<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 checked="" type="checkbox"/> Buoy/Mooring Qualified <input type="checkbox"/> Trawl Qualified <input type="checkbox"/> Longline Qualified <input type="checkbox"/> Hydro Launch PIC <input type="checkbox"/> Foreign Port Calls	
B. Aviation Development	
<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	
C. Dive Development	
<input type="checkbox"/> Scientific Diver <input type="checkbox"/> Working Diver <input checked="" type="checkbox"/> Advanced Working Diver <input type="checkbox"/> Master Diver <input checked="" type="checkbox"/> Dive Master <input type="checkbox"/> Dive Medic <input type="checkbox"/> 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 and crew contract writing and managing. 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 minimal casualties and 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.

Support and be a good representative of OMAO and NOS.

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 BROGAN.KAITLYN.OLIVIA.1549564476 Digitally signed by BROGAN.KAITLYN.OLIVIA.1549564476
Date: 2023.12.13 13:15:47 -06'00'

2. Date 12/12/2023

3. Name LTJG Kaitlyn Brogan

4. Title/Position Vessel 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 JOHNSTON.MICHELLE.ANNE.1395868353 Digitally signed by JOHNSTON.MICHELLE.ANNE.1395868353
Date: 2023.12.14 11:46:14 -06'00'

2. Date 12/12/2023

3. Name Dr. Michelle Johnston

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 MANSOUR.JASON.ROBERT.1267666780 Digitally signed by MANSOUR.JASON.ROBERT.1267666780
Date: 2024.01.03 14:28:36 -05'00'

2. Date 03 JAN 2024

3. Name CAPT Jason Mansour, NOAA

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 COLEGROVE.ANDREW.RAYMOND.1292287646 Digitally signed by COLEGROVE.ANDREW.RAYMOND.1292287646
Date: 2024.04.02 14:47:52 -04'00'

2. Date 2024-04-02

3. Name CDR Andrew Colegrove, NOAA

4. Title/Position Chief, Officer Career Management Division

E. Director, NOAA Corps Endorsement

"I am the authorized representative of the Director, NOAA Corps and I approve this billet."

1. Signature  Digitally signed by VAN WESTENDORP.CHRISTIAAN.HENRY.1012828175
Date: 2024.04.26 13:29:16 -04'00'

2. Date 4/26/2024

3. Name CAPT Chris van Westendorp, NOAA

4. Title/Position Director, Commissioned Personnel Center

Print Form

Submit to CPC (Reviewer Use Only)