

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION

A. Billet Number	7633	B. Billet Title	Vessel Operations Coordinator, CINMS		
C. Grade Requested	O3 - LT	D. Type of Submission	ANNUAL RECERTIFICATION		
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	Channel Islands NMS, UC Santa Barbara	B. Street Address	BLDG 514, MC 6155				
C. City	Santa Barbara	D. State	California	E. Country	United States	F. Zip Code	93106
G. Office	+1 (805) 893-6420	x		H. Mobile	+1 (805) 450-1504	I. Fax	+1 (805) 893-6438

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor							
1. Name	Todd Jacobs	2. Position	Deputy Superintendent for Operations	3. Grade	GS 14		
4. Email	Todd.Jacobs@noaa.gov	5. Office	+1 (805) 893-6417	x		6. Mobile	+1 (805) 689-8920
B. Reporting Officer (2nd Level Supervisor)							
1. Name	Chris Mobley	2. Position	Sanctuary Superintendent	3. Grade	GS 14		
4. Email	chris.mobley@noaa.gov	5. Office	+1 (805) 893-6416	x		6. Mobile	+1 (805) 259-6540
C. Reviewer (Normally the Reporting Officer's Supervisor)							
1. Name	Elizabeth Kretovic	2. Position	NOS Line Office Liaison	3. Grade	O6		
4. Email	elizabeth.kretovic@noaa.gov	5. Office	+1 (240) 847-8215	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	West Coast Region	4. Branch	CINMS	5. Section or Team		
B. NOAA Goal/Subgoal			Ecosystems	C. Program		01-30-50-001
D. NOAA Org Code	NM6100	E. NFC Org Code	10-14-0006-01-00-00-00	F. Project-Task	01U8KMX42P00	

SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

The Office of National Marine Sanctuaries exists within the National Ocean Service, and its mission is to manage a nationwide system of marine sanctuaries based on the identification and designation of special marine areas for the long-term benefit of the public. Comprehensive management plans are developed for each site to ensure their continued preservation and accessibility for current and future generations, and on-site programs for research, education and outreach, cultural legacy and resource protection are carried out to further the mission of the ONMS. The Channel Islands National Marine Sanctuary is a marine protected area of the Pacific ocean encompassing 1470 square miles off of the coast of California. A wide variety of vessel operations are needed throughout the sanctuary to help achieve management plan goals.

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 Channel Islands National Marine Sanctuary office in Santa Barbara, CA, and will be responsible for managing day-to-day operations of existing vessels, leading efforts to acquire replacement or additional assets, implementing field operations designed to achieve site-specific goals and objectives, and serve in roles related to facilities, safety and vessels.

- Responsible for the safe operation, inspection compliance, life cycle costs and material condition of the boats under his or her supervision.
- Work with applicable field personnel to ensure compliance with all NOAA small boat, diving, and general safety policies, guidelines, and reporting requirements, and tailor specific Vessel Operations Manuals to address site and region-specific operational risks and issues common to all boats owned, operated or maintained by their program.
- Participate in vessel operations, approximately one week of underway time per month as Operator in Charge (OIC), crew member, and/or NOAA diver.
- Conduct field season planning and scheduling, as well as lead proposal process for allocating sea days with CINMS staff.
- Responsible for planning and executing operations, and coordinating vessel personnel and maintenance activities.
- Assemble statements of work for crew contracts, yard periods, and major maintenance items.
- Responsible for vessel maintaining and executing vessel budget, including appropriated funds to CINMS, as well as incoming funds from other federal and non-federal partners that use the vessel.
- Conduct training and personnel qualification check outs with vessel operators.
- Coordinate with a variety of federal and state agencies, NGOs and Universities to conduct joint projects off of CINMS vessels.

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):

R6201 R/V Shearwater, good condition, operated 60-120 days annually, replacement value 4 million dollars +
 R2801 R/V Shark Cat, fair condition, operated less than 50 days annually, replacement value 350 thousand dollars
 R2501, good condition, not currently in operation, replacement value 250 thousand dollars
 R1306, Shearwater skiff, good condition, operated less than 50 days annually, replacement value 15 thousand dollars
 R1305, fair condition, not currently in operation, replacement value 15 thousand dollars
 GSA Vehicles (4)

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 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 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 type="checkbox"/> Partnering

Leadership Prerequisite Comments (Optional)

As the vessel operations coordinator the Corps officer will collaborate closely with sanctuary leadership on ensuring sustained safety and excellence of all field operations. No specific training prerequisites beyond BOTC are required, but any training and experience in leading others, leading performance and change, conflict resolution, and strategic thinking would be helpful.

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)

Knowledge of operating small vessels in challenging environments; high sea states, congested waterways, changing weather conditions. The officer must be an excellent boat handler, as they will need to become operator-qualified on all CINMS vessels. The officer should be familiar with operating a vessel while deploying equipment and while supporting dive operations.

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).

Experience with small boat management, operations, maintenance, and handling, as well as operational knowledge of NOAA's Small Boat Program policies and procedures.

COTR training, or experience working with contractors is preferred, but not required. To manage the vessels, the officer must liaise with a variety of contractors doing repairs and services.

Procurement and Purchase Card training is strongly preferred.

Bachelor of Science Degree in marine resources related field is desirable, but not required.

Budget and management experience desired.

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 checked="" type="checkbox"/> Interpersonal Skills <input type="checkbox"/> Continuous Learning <input 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 checked="" 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 type="checkbox"/> Partnering

Leadership Development Comments (Optional)

The officer will gain leadership experience through oversight of vessel operations and projects. The officer will plan and execute budgets, develop operational plans, and participate in or lead inter-agency collaborations.

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).

- Planning and executing vessel operations, personnel and maintenance budget.
- Qualification at conducting ROV, AUV, mooring deployment and recovery, CTD, plankton net tows and dive operations from sanctuary vessels.
- Planning and executing a proposal and award process to allocate sea days for sanctuary vessels to internal and external partners.
- Write/review and execute memorandums of agreement (MOAs) with other federal agencies to provide vessel support.
- Budget experience overseeing all vessel funds, including ORF, PAC, other NOAA funds, other federal funding through MOAs, and non-federal partner contributions. Develop and improve on best practices for funds management and budget development.
- Experience overseeing shipyard periods and major repair for sanctuary vessels.
- Experience preparing statements of work for crew and repair contracts, managing contract burn rates and inspecting work.
- Experience leading a small team of contractors to conduct safe and efficient research vessel operations throughout the sanctuary.
- Intimate knowledge of operating vessels in the Channel Islands.

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

In accordance with all requirements described in the NOAA Administrative Order 209-125 and the NOAA Small Boat Standards and Procedures Manual, ensure that assigned small boats are effectively maintained, inspected, repaired, and that the reporting and tracking responsibilities are accomplished in a compliant and timely manner, such that mission operations can consistently occur on schedule, exercising authority to discontinue operations due to safety concerns, inclement weather, and/or vessel readiness.

While ensuring compliance with standards and procedures, identify and utilize innovative and creative methods to manage the accomplishment of the mission, function, and program activities, to advocate for and obtain resources required, and to identify and address problems and issues.

Independently acquire and maintain relevant and appropriate job skills to ensure thorough understanding of policies, procedures, and waterfront activities and risk through continuing educational opportunities such as training, meetings, conferences, etc. Identify and promote opportunities for learning and development by operators and crew members.

- Successfully plan and execute field season for vessels in support of sanctuary management plan priorities.
- Ensure that all vessel operations are in compliance with appropriate NOAA, State and Federal regulations.
- Ensure that all vessels are operated safely.
- Successfully staff each field operation with appropriately trained and qualified crew.
- Successfully address items found during fleet inspections.
- Successfully become qualified to operate all CINMS research vessels.
- Develop and submit small boat budget and track progress to ensure the program stays within budget.

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 *Kristin Raja* RAJA.KRISTIN.MICHELLE.1410966502
2019.10.02 10:00:02 -07'00' 2. Date 2019-10-02

3. Name LT Kristin M. Raja, NOAA 4. Title/Position CINMS 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 MOBLEY.CHRISTOPHER.T.11 Digitally signed by
MOBLEY.CHRISTOPHER.T.1166578210
66578210 Date: 2019.10.02 14:10:58 -07'00' 2. Date 2019-10-02

3. Name Christopher T. Mobley 4. Title/Position CINMS 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 KRETOVIC.ELIZABETH.I.1008 Digitally signed by
KRETOVIC.ELIZABETH.I.1008453450
453450 Date: 2019.10.17 07:07:28 -04'00' 2. Date 2019-10-17

3. Name Captain Elizabeth I. Kretovic, NOAA 4. Title/Position NOS Line Office Liaison

D. Commissioned Personnel Center Endorsement

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

1. Signature *Jeffrey C. Taylor* CDR/NOAA 2. Date 31-Oct-2019

3. Name CDR Jeffrey C. Taylor, 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 *Devin R. Brakob* CAPT, NOAA **By Direction** 2. Date 1/2/2020

3. Name CAPT Devin R. Brakob, NOAA 4. Title/Position Director, Commissioned Personnel Center

Print Form

Submit to CPC (Reviewer Use Only)