NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION

A. Billet Number 7640  B. Billet Title Olympic Coast National Marine Sanctuary Vessel Operations Coordinator

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 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 115 E. Railroad Ave, Suite 301  B. Street Address

C. City Port Angeles  D. State Washington  E. Country United States  F. Zip Code 98362

G. Office +1 (360) 457-6622 x 14  H. Mobile +1 (360) 460-8263  I. Fax +1 (360) 457-8496

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor

1. Name George Galasso  2. Position Assistant Manager  3. Grade

4. Email george.galasso@noaa.gov  5. Office +1 (360) 457-6622 x 14  6. Mobile +1 (360) 460-8230

B. Reporting Officer (2nd Level Supervisor)

1. Name Carol Bernthal  2. Position Sanctuary Superintendent  3. Grade

4. Email carol.bernthal@noaa.gov  5. Office +1 (360) 457-6622 x 11  6. Mobile +1 (360) 460-2822

C. Reviewer (Normally the Reporting Officer’s Supervisor)

1. Name Ted Liljestolen  2. Position Deputy Director, ONMS  3. Grade SES-All

4. Email ted.liljestolen@noaa.gov  5. Office +1 (301) 713-7253 x 6  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  4. Branch OCNMS  5. Section or Team

B. NOAA Goal/Subgoal Ecosystems  C. Program

D. NOAA Org Code NM6500  E. NFC Org Code 10-14-0006-06-00-00  F. Project-Task
SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

Olympic Coast National Marine Sanctuary spans 3,310 square miles of marine waters off the rugged Olympic Peninsula coast in Washington State. The sanctuary extends as much as 40 miles offshore covering a considerable expanse of continental shelf and several major submarine canyons. The sanctuary includes a productive upwelling zone, home to marine mammal, fish, and seabird fauna, diverse populations of kelp and intertidal algae, thriving invertebrate communities and highly productive phyto- and zooplankton communities which serve as primary producers for higher organisms. The sanctuary is also rich in cultural resources with over 150 documented historical shipwrecks and the vibrant contemporary tribal cultures of the Makah, Quileute, Hoh, and Quinault Nations.

OCNMS was designated a national marine sanctuary in 1994 and is managed by the National Oceanic and Atmospheric Administration's (NOAA) National Ocean Service (NOS) Office of National Marine Sanctuaries (ONMS).

OCNMS currently maintains two small boats. The primary platform, R/V TATOOSH, is a 38’ aluminum monohull work boat built in 1994. The other is a 22’ rigid hulled inflatable used for local near shore work.

SECTION 6 - DUTIES AND RESPONSIBILITIES

6A. Description of Duties and Responsibilities

The officer will serve at the Olympic Coast National Marine Sanctuary office in Port Angeles, WA and will be responsible for managing day-to-day operations of existing vessels, leading efforts to achieve field operational goals, acquire replacement of additional assets, and serve in roles related to facilities, safety and vessels. Specific duties and responsibilities are as follows:

- Coordinate use of sanctuary assets to meet research and education goals
- Oversee the use, maintenance and safety of sanctuary vessels
- Coordinate field season scheduling for sanctuary assets (vessels, lodging, etc.)
- Schedule, prepare for and respond to annual OMAO Small Boat Inspections
- Become a qualified OIC on sanctuary vessels
- Manage the Field Operations portion of the Annual Operating Plan including planning, tracking and projecting needs
- Track and record staff-wide training needs and requirements

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

<table>
<thead>
<tr>
<th>Technical</th>
<th>Operational</th>
<th>Leading and Managing</th>
<th>Executive Leadership</th>
<th>Total</th>
</tr>
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<tbody>
<tr>
<td>25</td>
<td>50</td>
<td>25</td>
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<td>100%</td>
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</table>
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: Contract Vessel Captain

2. Fiscal

Will the Officer have budget responsibility?  Yes - All  Dollar Amount (K) 55

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):

Boats: 38’ Mono Hull, R3801, RV Tatoosh
       22’ RHIB, R2201, OC-2

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 (O1)</td>
<td>Leading Self</td>
<td>☑ Core Values &amp; Conduct ☑ Health &amp; Well Being ☑ Responsibility</td>
</tr>
<tr>
<td></td>
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<td>☑ Followership ☑ Adaptability</td>
</tr>
<tr>
<td>LTJG (O2)</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 (O3)</td>
<td>Leading Performance and Change</td>
<td>☐ Writing ☐ Team Building ☐ Leveraging Diversity</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☐ Influencing Others ☑ Developing Others ☑ Execution</td>
</tr>
<tr>
<td>LCDR (O4)</td>
<td>Leading Organizations</td>
<td>☐ Decisiveness ☐ Problem Solving ☐ Conflict Management</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☐ Customer Focus ☐ Entrepreneurship</td>
</tr>
<tr>
<td>CDR (O5)</td>
<td></td>
<td>☐ Creativity &amp; Innovation ☐ Human Capital Management</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☐ Financial Management ☐ Technology Management</td>
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<tr>
<td>CAPT (O6) and RADM (O7/O8)</td>
<td>Leading Organizations</td>
<td>☐ External Awareness ☐ Strategic Thinking ☐ Political Savvy</td>
</tr>
<tr>
<td></td>
<td></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)

Experience operating small vessels in challenging environments; high sea states, changing weather conditions, rugged coastline, open oceans, etc. The officer must be an excellent ship handler, as they will need to become OIC qualified on all OCNMS vessels. The officer should be familiar with operating a vessel while deploying equipment. Knowledge of jet propulsion systems and NOAA working diver certification is preferred.

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).

COTR training or experience working with contractors is preferred.
### SECTION 10 - LEADERSHIP DEVELOPMENT

<table>
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<th>LEADERSHIP COMPETENCIES DEVELOPED IN THIS BILLET</th>
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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).

- Planning and successful execution of vessel operations, personnel and maintenance budget.
- Qualification of performing site specific research including trawl nets, instrument deployment / recovery and dive operation from various sanctuary platforms.
- Plan and execute sea days aboard the sanctuary vessels.
- Experience in the oversight of boat yard periods and major repairs.
- Prepare statements of work for repair contracts and knowledge of agency procurement regulations/systems.
- Work with and lead a contract captain who will conduct safe, efficient vessel operations in and out of the sanctuary.
- Hands on knowledge of operation vessels in and around coastal Washington.

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

- Successfully plan and execute field season for assets in support of the priorities set forth by the sanctuary management plan
- Successfully ensure that all vessel operations are in compliance with appropriate NOAA, State, and Federal regulations
- Successfully ensure that all vessels are operated safely
- Successfully staff each field operation with appropriately trained, qualified crew
- Successfully address items found during fleet inspections
- Successfully become OIC qualified on OCNMS research vessels
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 Allison R. Mahaney
   Digitally signed by Allison R. Mahaney
   Date: 2010-04-26 13:17:49 -07'00'

2. Date 2010-04-26

3. Name LTJG Allison R. Mahaney

4. Title/Position Vessel Operations Coordinator, OCNMS

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
   Digitally signed by George Galasso
   Date: 2010-04-26 21:01:39 -07'00'

2. Date 2010-04-26

3. Name George Galasso

4. Title/Position Assistant 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 Captain Michele Finn
   Digitally signed by Captain Michele Finn
   Date: 2010-04-28 13:28:06 -04'00'

2. Date 2010-04-28

3. Name Captain Michele Finn

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
   Digitally signed by Amanda Goeller
   Date: 2011-02-10 09:16:22 -08'00'

2. Date 2011-02-10

3. Name LT Amanda Goeller

4. Title/Position Chief, Officer Assignment Branch

D. Director, NOAA Corps Endorsement

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

1. Signature
   Digitally signed by CAPT Anne Lynch
   Date: 2012-01-16 09:21:20 -08'00'

2. Date 2012-01-16

3. Name CAPT Anne Lynch

4. Title/Position Director, Commissioned Personnel Center

Submit to CPC (Reviewer Use Only)