

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION

A. Billet Number	7652	B. Billet Title	Marine Operations Coordinator, NMSAS		
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	2 years		

SECTION 2 - DUTY STATION ADDRESS AND CONTACT INFORMATION

A. Street Address	P.O. Box 4318	B. Street Address					
C. City	Pago Pago	D. State	AS	E. Country	United States	F. Zip Code	96799
G. Office	+1 (684) 633-6500	x		H. Mobile		I. Fax	

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor							
1. Name	Atuatasi Lelei Peau	2. Position	Deputy Superintendent	3. Grade	ZA IV		
4. Email	Atuatasi-Lelei.Peau@noaa.gov	5. Office	+1 (684) 633-6500	x		6. Mobile	
B. Reporting Officer (2nd Level Supervisor)							
1. Name	Allen Tom	2. Position	Director, ONMS Pacific Islands Region	3. Grade	ZA V		
4. Email	allen.tom@noaa.gov	5. Office	+1 (808) 879-2818	x		6. Mobile	
C. Reviewer (Normally the Reporting Officer's Supervisor)							
1. Name	James Crocker, CAPT	2. Position	NOS Liason Officer	3. Grade	O6		
4. Email	james.m.crocker@noaa.gov	5. Office	+1 (240) 533-0095	x		6. Mobile	+1 (202) 329-4285

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	Pacific Islands Region	4. Branch	NMSAS	5. Section or Team	
B. NOAA Goal/Subgoal			C. Program		
Ecosystems			Coastal Marine Resources		
D. NOAA Org Code	NM7200	E. NFC Org Code	10-14-0007-02-00-00-00	F. Project-Task	

SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

The Office of the National Marine Sanctuaries (ONMS) mission 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 managements 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 officer will serve at the National Marine Sanctuary of American Samoa (NMSAS) office in Pago Pago, American Samoa, and report to the Sanctuary's Deputy Superintendent. NMSAS expanded in 2012 and now consists of four protected areas and two management areas. The NMSAS sites protect 13,508 square miles of marine waters home to numerous corals, invertebrates, fish, and other marine species. The expansion increased the need for research, monitoring, and oversight efforts.

The officer 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, assist in sourcing research partners, and serve in roles related to facilities, safety, vessels and aircraft, when necessary. In addition, the officer will serve as the liaison to the U.S. Coast Guard, NOAA Office of Law Enforcement, and other agencies with small boat operations in American Samoa.

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

Responsible for the safe operation, inspection compliance, life cycle costs and material condition of the vessels and vessel storage facilities under their supervision, including the management of the Vessel Inventory Management System for applicable assets.

Develop and maintain a Vessel Operations Manual (VOM) for the R/V Manuma, a Class II vessel owned and operated by NMSAS. Assist in the development of a VOM for any acquired or purchased vessels.

Work with applicable field personnel to ensure compliance with the NOS Vessel Policy and NOAA Small Boat Program (SBP), and tailor specific VOMs to address site and region-specific operational risks and issues likely to develop.

Serve as liaison to the U.S. Coast Guard, NOAA Office of Law Enforcement, National Park Service, and other agencies with small boat operations in American Samoa.

Assist in administrative duties to include: developing vessel operational plans, dive unit oversight, submission of reports and requests, government procurement by means of a purchase card, property management, and safety.

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):

10m Ambar (R3302) vessel with twin 200-hp Evinrude E-tech outboards. Vessel estimated at \$250K.

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 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 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 checked="" type="checkbox"/> Financial Management <input checked="" 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 checked="" type="checkbox"/> Partnering

Leadership Prerequisite Comments (Optional)

The officer should have basic leadership training and experience. They will be expected to fill leadership roles in problem solving, conflict management, project development, event planning, and customer sourcing. Technical and computer proficiencies will assist the officer when overseeing repair contracts and maintenance tasks. The incumbent will be entrusted with facility and vessel assets and thus shall have strong ethical and moral values, and be expected to ensure these assets are used safely, responsibly, and in keeping with program and government objectives.

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)

Diving Medical Technician desired but not required.
Buoy/ Mooring qualifications desired 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 Resources related fields is desirable, but not required.

Experience with small boat management, operations, maintenance, and handling are essential, as well as operational knowledge of NOAA's Small Boat Program policies and procedures. Officer shall have a strong background and understanding of small boat systems and maintenance. It is important that the officer have technical understanding of small boat systems in order to aid in assessing and troubleshooting problems that arise. In addition, the officer shall be a proficient and experienced small boat operator. A minimum of 2 years experience operations small boats is desired.

The officer should be a Government purchase card holder and familiar with procurement regulations.

COR training is preferred, but not required. To manage the facilities and vessels the officer must liaison with various contractors during construction, repair, and service phases.

Buoy and mooring qualifications is desired, but not required. The officer should be familiar with the different installation processes and maintenance requirements to sustain existing moorings within the Sanctuary sites.

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 type="checkbox"/> Entrepreneurship
CDR (O5)	Leading Performance and Change	<input type="checkbox"/> Creativity & Innovation <input type="checkbox"/> Human Capital Management <input checked="" type="checkbox"/> Financial Management <input checked="" type="checkbox"/> Technology Management
CAPT (O6) and RADM (O7/O8)		<input checked="" type="checkbox"/> External Awareness <input type="checkbox"/> Strategic Thinking <input checked="" type="checkbox"/> Political Savvy <input type="checkbox"/> Vision <input checked="" type="checkbox"/> Partnering

Leadership Development Comments (Optional)

The officer will gain leadership experience through oversight of vessel operations and projects within the NMSAS. The officer will gain valuable experience learning to work with and manage individuals from diverse backgrounds and experiences. The officer will have the opportunity to execute budgets, oversee projects, develop operational plans, participate in inter-agency collaborations, and identify program or research partners. Opportunities to further develop problem solving skills, conflict management, and influencing others will arise.

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)

UAS pilot training would assist in the develop of monitoring projects.

COR trainings would enable the officer to assist in the acquisition of additional vessels, as well as manage future repair efforts.

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).

Project Coordination: As the coordinator for vessels at the site, the officer will gain valuable experience in managing simultaneous operations in both an administrative and field setting.

Budget: The officer will gain experience with budget formulation and submission, as well as contracting. The officer will have both budget execution and formulation responsibilities within the scope of these duties. Direct and indirect oversight of related funding also applies.

Training Opportunities: The officer will have the ability to participate in various training opportunities, such as dive, small boat safety, project management, and budget management trainings. Other training may be approved if deemed relevant to the site. The desired requirements listed under "Other Qualifications" may be attained either at the beginning of their tour, or over the course of the assignment.

Inter/ Intra- Agency Interaction: The officer will interact frequently with military and civilian members of the U.S. Coast Guard, NOAA Office of Law Enforcement, the National Park Service, Marine Patrol, and other agencies with small boat and diving operations in American Samoa.

Developing Partnerships: The officer will assist in identifying partnerships with research groups, Universities, and other organizations to support the site's small boat program and NOAA's scientific missions.

Professional Development: The Office of National Marine Sanctuaries (ONMS) will support the officer's professional development by providing challenging management and leadership opportunities, and taking advantage of their particular skills and interests, which will assist the officer in preparing for advancement. According to the needs of the officer and their program, additional responsibilities will be assigned in areas of education and outreach, research, and resource protection.

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

Efficient use of resources in maintaining and improving overall vessel programs.

Creative and cost effective solutions to address imminent and potential challenges.

Effective time management; able to manage competing priorities.

Ability to anticipate needs, communicate solutions, and foster cooperation amongst the site, its staff, and their partners.

Conduct all boat and dive operations with zero mishaps, accidents, or near-misses. Identify potential risks and implement mitigation measures for operations.

Develop and submit small boat budgets and mission matrices, and track progress to ensure the program remains 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 CIMILLUCA.SEAN.D.1245515274 Digitally signed by CIMILLUCA.SEAN.D.1245515274 Date: 2019.02.27 15:07:41 -05'00' 2. Date 2019-02-21

3. Name CDR Sean D. Cimilluca 4. Title/Position Management Analyst

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 PEAU.LELEI.M.1501739231 Digitally signed by PEAU.LELEI.M.1501739231 Date: 2019.02.27 08:51:07 -11'00' 2. Date 2019-02-27

3. Name Atuatasi Lelei-Peau 4. Title/Position Deputy 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 CROCKER.JAMES.M.1160543635 Digitally signed by CROCKER.JAMES.M.1160543635 2. Date 2019-03-11

3. Name CAPT James Crocker, NOAA 4. Title/Position NOS Line Office 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 *[Handwritten Signature]* 2. Date 15 MAR 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 *[Handwritten Signature]* 2. Date 3/20/2019

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

By Direction

Print Form

Submit to CPC (Reviewer Use Only)