

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION

A. Billet Number	7670	B. Billet Title	Vessel Operations Coordinator, Papahānaumokuākea Marine National Monument		
C. Grade Requested	O2 - LTJG	D. Type of Submission	OTHER - UPDATE OF TITLE, LOCATION & DETAILS		
E. Minimum amount of overlap between incumbent officer/reporting officer for continuity of duties	2 Months				
F. Duty Type	FIXED SHORE		G. Estimated Length of Assignment	3 years	

SECTION 2 - DUTY STATION ADDRESS AND CONTACT INFORMATION

A. Street Address	1845 Wasp Blvd, Bldg 176		B. Street Address	NOAA/Inouye Regional Center			
C. City	Honolulu	D. State	Hawaii	E. Country	United States	F. Zip Code	96826
G. Office	+1 (808) 725-5834	x		H. Mobile	NA	I. Fax	+1 (808) 455-3093

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor								
1. Name	Jason Leonard		2. Position	Field Operations Coordinator		3. Grade	ZA III	
4. Email	jason.leonard@noaa.gov		5. Office	+1 (808) 725-5801	x		6. Mobile	+1 (808) 436-8725
B. Reporting Officer (2nd Level Supervisor)								
1. Name	Athline Clark		2. Position	NOAA Superintendent, PMNM		3. Grade	ZA IV	
4. Email	athline.clark@noaa.gov		5. Office	+1 (808) 725-5804	x		6. Mobile	+1 (808) 445-0367
C. Reviewer (Normally the Reporting Officer's Supervisor)								
1. Name	Eric W. Berkowitz		2. Position	Chief, Hydrographic Surveys Division		3. Grade	O6	
4. Email	eric.w.berkowitz@noaa.gov		5. Office	+1 (301) 713-2700	x	124	6. Mobile	+1 (301) 204-2791

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		2. Office, Center, or Lab			
3. Division		4. Branch		5. Section or Team	

B. NOAA Goal/Subgoal		C. Program			
D. NOAA Org Code		E. NFC Org Code		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. The Office of National Marine Sanctuaries serves as the trustee for a network of 14 marine protected areas encompassing more than 170,000 square miles of marine and Great Lakes waters

Papahānaumokuākea Marine National Monument (PMNM) was established under the Antiquities Act in June of 2006. Designated as a UNESCO World Heritage Site in 2010, it is the first mixed (natural and cultural) UNESCO World Heritage Site in the United States. It is one of the largest marine conservation areas in the world, encompassing 139,797 square miles of the Pacific Ocean (362,073 square kilometers).

The Monument is co-managed with the State of Hawaii and the Department of the Interior. The mission of PMNM is to carry out seamless integrated management to ensure ecological integrity and achieve strong, long-term protection and perpetuation of NWHI ecosystems, Native Hawaiian culture, and heritage resources for current and future generations.

The Vessel Operations Coordinator (VOC) works as part of an integrated field team, including the Field Operations Coordinator and Marine Operations Specialist, in support of Research and Field Operations with NOAA's PMNM.

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

Vessel Operations Coordinator for the Papahānaumokuākea Marine National Monument, based out of Ford Island.

- Serve as Vessel Operations Coordinator (VOC) for the four vessels (one Class II and three Class I NOAA vessels) in the Monument small boat fleet, ensuring safe operation, inspection compliance (NOAA Small Boat Program ASBE/SBEX), and working operational status of boats and related trailers. Schedule and/or perform regular maintenance and repairs. Maintain ongoing records of regular and emergency maintenance of all vessels and trailers.
- Develop and maintain for each program vessel a Small Boat Operating Manual (SBOM) that complies with the NOAA Small Boat Program, OMAO, and regional and programmatic specifics for safe vessel operations.
- Supervise and train operators and small boat crew in areas of general operations, vessel-based dive operations, safety procedures, and applicable administrative procedures. Maintain current list of records for all qualified operators and crew.
- Track life-cycle costs for vessels in fleet. Prepare, manage, and execute their operating and maintenance budget. Track planned and emergency spending.
- As part of the Monument's field team, participate in vessel operations as used for dives, training, and/or other exercises in support of the Monument's mission, including 1 to 2 research cruises (approximately 30-days each) per season to the Monument, in the northwestern Hawaiian Islands, on the NOAA Ship Hi'ialakai.
- Provide vessel support for local, pre-season proficiency and training dives for both NOAA divers and divers approved through reciprocity agreements. Ensure all passengers are sufficiently trained regarding safe vessel-based dive operations, general small boat protocol, and emergency operations. Submit, track and maintain records of vessel float plans.
- If qualified, participate as support diver and/or working diver for hull inspections and other program-related operations.
- Maintain and develop reciprocal partnerships with inter/intra-agencies to ensure mission completion.
- Additional support and assistance for field team and research team, as needed.
- Participate in various training and education to help further officer's knowledge and effectiveness as VOC and OIC.

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):

Estimated replacement value:

R/V Hihimanu (R3602) -11m AMBAR, \$195,000; trailer, \$6,000
 R/V Malolo (R1903) - 19 ft Safe boat, \$100,000 ; trailer, \$5,000
 R/V Kaku (R1902) -19 ft Safe boat, \$100,000; trailer, \$5,000
 R/V Halalu (R1805) -19 ft Boston whaler, \$42,000; trailer, \$5,000

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 type="checkbox"/> Leveraging Diversity <input 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 type="checkbox"/> Conflict Management <input 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 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)

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)

Small boat experience, as gained through NOAA or prior operations, is essential for this position.

Dive experience is desirable 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).

-Successful completion of initial sea assignment with above standard Officer Evaluation Reports required; Officer of the Deck (Underway) qualification; CPR/First Aid training or STCW Medical Person-in-Charge qualification; and appropriate USCG license or certificate.

-Experience with small boat management, operations, maintenance and handling.

-Experience with dive operations, in particular as conducted from small boats.

-Operational knowledge of OMAO Small Boat Program policies.

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

-Dive experience is helpful but not required.

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 type="checkbox"/> Leveraging Diversity <input type="checkbox"/> Influencing Others <input checked="" type="checkbox"/> Developing Others <input type="checkbox"/> Execution
LCDR (O4)		<input checked="" type="checkbox"/> Decisiveness <input checked="" 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 checked="" 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 type="checkbox"/> Political Savvy <input type="checkbox"/> Vision <input checked="" type="checkbox"/> Partnering

Leadership Development Comments (Optional)

Once core responsibilities have been covered, officer may have the opportunity to pursue additional professional opportunities, as inclined.

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)

Occasional meetings of VOCs through NOAA's Small Boat Program may provide the opportunity to develop familiarity with procedures and policy-making as well as exposure to other small vessel operations within NOAA.

NOAA Diver training may be available depending on timing, budget, and officer's interest.

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).

Personnel: As the coordinator of multiple operational and research platforms, the officer will gain valuable experience in managing simultaneous field operations from both the program and the ship operations side. They will be responsible for safe execution of tasks and the safety of crew/scientists/divers on board their vessels. Opportunities for informal mentoring of student participants may occur as part of collaborations with UH training and educational programs.

Budget: The officer will gain familiarity with budget formulation and submission, as well as contracting. The officer will have both direct and indirect oversight of budget execution.

Training Opportunities: The officer will have the ability to participate in various training opportunities, including small boat safety training, program management instruction, and other training relevant to their site and responsibilities. The desired requirements listed under section 9 may be attained either at the start of or during the course of their tour.

Inter/Intra-Agency Interaction: The officer will interact with military and civilian members of the Navy and Coast Guard, as well as act as a coordinator for small boat assets working with other NOAA Line Offices. The officer will also interact with state and local educational and research agencies.

Professional Development: The ONMS and local PMNM office will support the officer's professional development by encouraging challenging management and leadership opportunities, as well as the development of the officer's particular skills and interests. According to the officer's and program's needs, additional responsibilities may be assigned in areas of education and outreach, research and resource protection, and/or analysis of program and partnership successes and challenges. These responsibilities will be essential in assisting the officer as they prepare for their professional advancement.

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

- Conduct all boat and dive operations with safety as the highest priority. Conduct and maintain logs of regular safety drills.
- Maintain all PMNM small boats for immediate use per all operational and safety standards.
- Under supervision from Field Operations Coordinator, develop and submit small boat budget and track progress to ensure the program stays within budget.
- Revise and update all relevant vessel and program related documentation, including but not limited to: Small Boat Operational Manuals, Vessel Stability Documents, Risk Assessments, current qualifications of OICs, updated PQSs, billet pass-down information, and inventory information for NOAA's Small Boat Program.
- Complete NOAA Corps collateral duties without impacting billet responsibilities. Submit timely and properly executed Officer Evaluation Reports.

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

OWEN.HADLEY.ANNE.1410967070
2016.02.26 14:01:11 -10'00'

2. Date 2016-02-26

3. Name LTJG Hadley A Owen

4. Title/Position Marine Operations Coordinator, PMNM

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

LEONARD.JASON.CHRISTOPHER CRI.1399574729

Digitally signed by LEONARD.JASON.CHRISTOPHER CRI.1399574729
DN: cn=LEONARD.JASON.CHRISTOPHER CRI.1399574729, ou=PMN, ou=OTHER,
ou=LEONARD.JASON.CHRISTOPHER CRI.1399574729
Date: 2016.02.29 13:23:16 -10'00'

2. Date 2016-02-29

3. Name Jason Leonard

4. Title/Position Field Operations Coordinator

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

2. Date 2016-06-14

3. Name CAPT Eric W. Berkowitz, NOAA

4. Title/Position NOS Liaison Officer

D. Commissioned Personnel Center Endorsement

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

1. Signature

2. Date 7/7/2016

3. Name CDR Devin R. Brakob, NOAA

4. Title/Position Chief, Officer Career Management Division

E. Director, NOAA Corps Endorsement

"I am the and I this billet."

1. Signature

RADM/NOAAS

2. Date 7/11/2016

3. Name RADM David A. Score, NOAA

4. Title/Position Director, NOAA Corps

Print Form

Submit to CPC (Reviewer Use Only)