NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION

A. Billet Number 7670  
B. Billet Title Vessel Operations Coordinator, Pahanaumokukea 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  
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  
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  
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  
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 30 + Operational 40 + Leading and Managing 25 + Executive Leadership 5 = 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 1-12 per ops

Grades of personnel led GS9 to ZA-IV

2. Fiscal

Will the Officer have budget responsibility? ☐ Yes  ☐ No  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 Hiilimanu (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

<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>LT (O3)</td>
<td>Leading Others</td>
<td>☒ Interpersonal Skills ☒ Continuous Learning ☒ Technical Proficiency</td>
</tr>
<tr>
<td>LCDR (O4)</td>
<td>Leading Performance and Change</td>
<td>☒ Decisiveness ☒ Problem Solving ☐ Leveraging Diversity</td>
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<tr>
<td>CDR (O5)</td>
<td>Leading Organizations</td>
<td>☐ External Awareness ☐ Strategic Thinking ☐ Political Savvy</td>
</tr>
<tr>
<td>CAPT (O6) and RADM (O7/O8)</td>
<td>Vision ☒ Partnering</td>
<td>☐ Customer Focus ☐ Entrepreneurship</td>
</tr>
</tbody>
</table>

Leadership Prerequisite Comments (Optional)
### SECTION 8 - OPERATIONAL PREREQUISITES

**A. Marine Prerequisites**
- [x] Officer of the Deck
- [ ] Senior Watch Officer
- [ ] ECDIS
- [ ] Dynamic Positioning
- [ ] Boat Deployment
- [x] MedPIC
- [x] 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

<table>
<thead>
<tr>
<th>GRADE</th>
<th>LEADERSHIP MATURITY LEVEL</th>
<th>LEADERSHIP COMPETENCIES DEVELOPED IN THIS BILLET</th>
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<tr>
<td>ENS (01)</td>
<td>Leading Self</td>
<td>☒ Core Values &amp; Conduct ☒ Health &amp; Well Being ☒ Responsibility</td>
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<td></td>
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<td>☐ Followership ☒ Adaptability</td>
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<tr>
<td>LTJG (02)</td>
<td>Leading Others</td>
<td>☐ Interpersonal Skills ☒ Continuous Learning ☒ Technical Proficiency</td>
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<td>LT (03)</td>
<td>Leading Performance and Change</td>
<td>☒ Decisiveness ☒ Problem Solving ☐ Conflict Management</td>
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<td>LCDR (04)</td>
<td>Leading Organizations</td>
<td>☒ External Awareness ☐ Strategic Thinking ☐ Political Savvy</td>
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<td></td>
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<td>☐ Vision ☒ Partnering</td>
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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.
### 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."

<table>
<thead>
<tr>
<th>Signature</th>
<th>OWEN.HADLEY.ANNE 1410967070</th>
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<tr>
<td>Date</td>
<td>2016-02-26</td>
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<table>
<thead>
<tr>
<th>Name</th>
<th>LTJG Hadley A Owen</th>
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<tbody>
<tr>
<td>Title/Position</td>
<td>Marine Operations Coordinator, PWNM</td>
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### B. Supervisor's Statement

"I have reviewed this billet description and certify that it is a true and correct representation of this billet."

<table>
<thead>
<tr>
<th>Signature</th>
<th>LEONARD.JASON.CHRISSON.CHRIS.H. 1399574729</th>
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<tr>
<td>Date</td>
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<table>
<thead>
<tr>
<th>Name</th>
<th>Jason Leonard</th>
</tr>
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<tbody>
<tr>
<td>Title/Position</td>
<td>Field Operations Coordinator</td>
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### 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."

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<tr>
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<table>
<thead>
<tr>
<th>Name</th>
<th>CAPT Eric W. Berkowitz, NOAA</th>
</tr>
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<tbody>
<tr>
<td>Title/Position</td>
<td>NOS Liaison Officer</td>
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### D. Commissioned Personnel Center Endorsement

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

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<tr>
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<table>
<thead>
<tr>
<th>Name</th>
<th>CDR Devin R. Brakob, NOAA</th>
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<tbody>
<tr>
<td>Title/Position</td>
<td>Chief, Officer Career Management Division</td>
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### E. Director, NOAA Corps Endorsement

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

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<tr>
<td>Date</td>
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<table>
<thead>
<tr>
<th>Name</th>
<th>RADM David A. Score, NOAA</th>
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<tbody>
<tr>
<td>Title/Position</td>
<td>Director, NOAA Corps</td>
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</table>