NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION

A. Billet Number 7674  
B. Billet Title Maui Facility and Vessel Coordinator, HIHWMS

C. Grade Requested 03 - 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 726 South Kihei Road  
B. Street Address

C. City Kihei  
D. State Hawaii  
E. Country United States  
F. Zip Code 96753

G. Office +1 (808) 879-2818  
H. Mobile +1 (808) 264-3043  
I. Fax +1 (808) 874-3815

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor

1. Name Josh Jankot  
2. Position Sanctuary Superintendent (Acting)  
3. Grade ZA IV

4. Email josh.jankot@noaa.gov  
5. Office +1 (808) 879-2818  
6. Mobile

B. Reporting Officer (2nd Level Supervisor)

1. Name Allen Tom  
2. Position Director, ONMS Pacific Island Region  
3. Grade ZA V

4. Email allen.tom@noaa.gov  
5. Office +1 (808) 879-2818  
6. Mobile

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

1. Name CAPT James Crocker  
2. Position Line Office Liaison Officer, NOS  
3. Grade O6

4. Email james.m.crocker@noaa.gov  
5. Office +1 (240) 533-0095  
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 Pacific Region  
4. Branch HIHWMS  
5. Section or Team

B. NOAA Goal/Subgoal Ecosystems/GMMP  
C. Program ONMS

D. NOAA Org Code NM7100  
E. NFC Org Code 5401400070100000  
F. Project-Task
SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

The Office of 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 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 Hawaiian Islands Humpback Whale National Marine Sanctuary (HIHWNMS) was designated by Congress in 1992 to protect humpback whales and their habitat in Hawaii. This is accomplished through education, outreach and research. HIHWNMS has three offices located on three of the Main Hawaiian Islands. The officer will serve at the HIHWNMS office in Kihei, HI (Maui) and will be responsible for the overall facility and vessel operations management.

SECTION 6 - DUTIES AND RESPONSIBILITIES

1. Vessel Operation Coordinator (VOC) for all HIHWNMS vessels (36’ Small Boat KOHOLA, multiple inflatable response boats, multiple kayaks). Duties include but not limited to compliance with NOAA Small Boat Standards and Procedures Manual, safe operation of all vessels, life cycle cost analysis, reporting vessel data to headquarters, maintaining material condition of vessels and the management of both the ONMS Vessel Information Management System (VIMS) and the Small Boat Program Vessel Inventory Management System (VIMs). Schedule, coordinate and manage small boat operations, maintenance and training programs. This includes but is not limited to assigning operational and maintenance schedules for contracted captains and engineer technicians, approving float plans, overseeing repairs, filing CASREPs and accident reports, keeping the Small Boat Safety Board and Superintendent informed of vessel and program status, acquiring goods, tools and services and coordinating with local state, federal or other agencies for permits, permissions or joint exercises.

2. Captain KOHOLA: Participate in vessel operations for up to 15 days of underway time per month and up to 100 days per year, or as cleared by the Superintendent. (Average of about 60 days per year on the water.) Work flexible schedule with longer days potentially including weekends during the whale season from December through April.

3. Core member of the Large Whale Entanglement Response Team: Serve in multiple roles including coxswain, safety officer, training officer, assisting with tool development and implementation, and documenter. Be on-call from 0600-1700 during whale season (November-April).

4. Safety Officer: Duties may include organizing and tracking staff and volunteer training, ensure proper personal protective equipment is used for operations and maintenance, perform risk assessments, develop standard operating procedures, schedule and lead drills, review and update HIHWNMS Emergency Preparedness Plan, perform site safety inspections, inspect and manage chemicals on site, test AEDs, inspect first aid kits and other duties including natural disaster preparation and remediation.

5. Facility Operations Coordinator for Kihei Campus: Coordinate scheduled and as-needed service calls, serve as on-site liaison for construction projects, serve as security and safety officer, maintain short-term and long-term maintenance lists for site, coordinate all maintenance and repair projects with Maintenance Worker assisting as needed and serve as IT representative.

6. Administrative Support: Duties may include assisting with the planning of site’s budget, managing and executing Kihei Campus and Vessel operational and maintenance budgets, submission of reports and requests from headquarters, review of sanctuary educational and outreach materials, organization of site records, property management, procurement of supplies, creating statements of work, performing background research for purchase orders or contracts, assisting with contracting and acquisitions. (Upon acquiring COR Level 1 qualification, officer can gain experience with contracting that can lead to Level 2 qualification.) Serve as liaison to the U.S. Coast Guard, NOAA Office of Law Enforcement, Department of Land and Natural Resources, Koho’olawe Island Reserve Commission and other agencies with small boat operations.

7. Additional duties: Management and leadership opportunities that take advantage of officer’s particular skills and interests. May be called upon to act in supervisor roles including Acting Superintendent, managing the team of staff and coordinating partners.

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

| Technical | 30 | Operational | 40 | Leading and Managing | 30 | Executive Leadership | 0 | = 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  [ ] Equivalent to GS5-9

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?  Yes - Planning and Budgeting  Dollar Amount (K) 100K

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):

36' NOAA Small Boat KOHOLA, R3603, HIIHWNMS, $300K
16' Inflatable vessel - $20k
GSA Vehicle - $15K
HIIHWNMS Kihei Facility - $15 million

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>
<td></td>
<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</td>
<td>Leading Performance and Change</td>
<td>☐ Decisiveness ☒ Problem Solving ☒ Conflict Management</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☒ Customer Focus ☐ Entrepreneurship</td>
</tr>
<tr>
<td>LCDR (O4)</td>
<td>Leading Organizations</td>
<td>☐ Creativity &amp; Innovation ☐ Human Capital Management</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☐ Financial Management ☐ Technology Management</td>
</tr>
<tr>
<td>CDR (O5)</td>
<td></td>
<td>☐ External Awareness ☐ Strategic Thinking ☐ Political Savvy</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☐ Vision ☐ Partnering</td>
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<tr>
<td>CAPT (O6)</td>
<td></td>
<td></td>
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<tr>
<td>and</td>
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<tr>
<td>RADM (O7/08)</td>
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</tbody>
</table>

Leadership Prerequisite Comments (Optional)

The officer should have basic leadership training and experience. He/She will be expected to take leadership roles in team building, problem solving, technical proficiency and customer focus. He/She will be entrusted with facility and vessel assets and must have strong ethical and moral values to ensure all assets are used safely and in a responsible manner that is in line with government and program intentions.
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)

Not required but desired:
HAZWOPER
MedPIC
U/W UAS Deployment
UAS Pilot
Working Diver

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 in 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 in order to assess and troubleshoot problems that arise and perform maintenance as required. In addition, the officer shall be a proficient and experienced small boat operator confident and qualified to direct and train captains with 10 plus years experience. A minimum of 2 years experience operating small boats is desirable. A solid background in risk assessment and in roles such as safety officer necessary.

Experience operating small boats during the following operations or conditions are also desired:
- deploying gear over the side
- deploying divers
- operating in high wind environments
- operating in close proximity to other vessels
- mooring Mediterranean style
- operating in close proximity to marine mammals
- operating small inflatable boats with a hand tiller

Successful completion of initial sea assignment with above standard Officer Evaluation Reports as well as Officer of the Deck (Underway) Qualification.

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

Desired but not required; however, must be able to obtain upon reporting:
- Purchase Card Holder
- Property Custodian
- COR Level 1
## SECTION 10 - LEADERSHIP DEVELOPMENT

<table>
<thead>
<tr>
<th>GRADE</th>
<th>LEADERSHIP MATURITY LEVEL</th>
<th>LEADERSHIP COMPETENCIES DEVELOPED IN THIS BILLET</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENS (01)</td>
<td>Leading Self</td>
<td>Core Values &amp; Conduct, Health &amp; Well Being, Responsibility, Followership, Adaptability, Interpersonal Skills, Continuous Learning, Technical Proficiency, Listening, Speaking</td>
</tr>
<tr>
<td>LTJG (02)</td>
<td>Leading Others</td>
<td>Writing, Team Building, Leveraging Diversity, Influencing Others, Developing Others, Execution, Decisiveness, Problem Solving, Conflict Management</td>
</tr>
<tr>
<td>LT (03)</td>
<td>Leading Performance and Change</td>
<td>Customer Focus, Entrepreneurship</td>
</tr>
<tr>
<td>CDR (05)</td>
<td>Leading Performance and Change</td>
<td></td>
</tr>
<tr>
<td>CAPT (06) and RADM (07/08)</td>
<td>Leading Organizations</td>
<td>External Awareness, Strategic Thinking, Political Savvy, Vision, Partnering</td>
</tr>
</tbody>
</table>

Leadership Development Comments (Optional)

The role of VOC will present opportunities to grow in the fields of problem solving, customer focus, decisiveness, execution, team building, listening and speaking. Officer will develop technical writing and be allowed opportunity for continuous learning while assisting with the technical components of contracting statements of work. Leadership opportunities with captains and volunteer programs will allow officer to practice influencing and developing others, leveraging diversity and conflict management.

## 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)

Excellent opportunity to further develop small boat operational skills. Proficiency at driving small boats in hazardous conditions (around large marine mammals and in winds > 30 knots). Safety officer during large whale entanglement response efforts. Technical training officer for seasoned captains. Budget practice providing introduction prior to XO budgetary duties as well as practice working with contractors on large projects including facilities and vessel yard period. Ability to augment up to 30 days per year during the off-season (May-October).
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).

Professional Development: The ONMS will support the officer's professional development by providing challenging management and leadership opportunities, taking advantage of their particular skills and interests, which will prepare the officer for future billets. According to the officer's and program's needs, additional responsibilities will be assigned in areas of education and outreach, research, and resource protection.

Project Coordination: As the coordinator for both vessel and facility the officer will gain valuable experience in managing simultaneous operations in both the field and at the site. This includes managing personnel, funds, resources, and timeline.

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

Training Opportunities: The officer will have the ability to participate in numerous training opportunities, including contracting courses, small boat safety training, leadership courses, professional USCG licensing, as well as other training deemed relevant to the site.

Inter/Intra-Agency Interaction: The officer will interact frequently with military and civilian members of the USCG, NOAA OLE, DLNR, KIRC, and other agencies with small boat operations in Hawaii.

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

- Keep vessels compliant with Small Boat Operations Manual, to include but not limited to maintaining qualified captains, operational ready vessels, and all safety equipment up to date.
- Schedule projects that optimize use of vessels while maintaining maintenance of vessels and not overtaxing captains or other resources.
- Effectively manage time and competing priorities.
- Anticipate needs, communicate solutions and foster cooperation to get results.
- File CASREPs promptly and organize repairs efficiently to minimize days the vessels are not operational.
- Receive positive feedback from projects on boat operations, safety, and success of missions. Address any concerns quickly.
- Take proactive actions to limit accidents or incidents. Report all accidents and incidents timely and timely enact recommendations to reduce repeat occurrences.
- Keep budget up to date and inform Superintendent of any unforeseen expenditures as early as possible.
- Be creative and cost effective in solutions to address challenges that arise.
- Keep Superintendent informed of short-term and long-term needs list for vessels and facility.
- Hold self and others personally and professional accountable. Always represent ONMS and NOAA Corps accurately and professionally.
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 THOMPSON. SARA. MICHELLE 1177635819
2. Date 2019-01-17
3. Name Sara Thompson
4. Title/Position Facility and Vessel Operations Officer, HIHW

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 TOM ALLEN T. 1365890338
2. Date 2019-01-18
3. Name Allen Tom
4. Title/Position Regional Director

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. 1160543
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
2. Date 15 Mar 2019
3. Name CDR Jeffrey C. Taylor, NOAA
4. Title/Position Chief, OCMD

E. Director, NOAA Corps Endorsement

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

1. Signature
2. Date 3/20/2019
3. Name CAPT Devin R. Brakob, NOAA
4. Title/Position Director, CPC