

## NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

### SECTION 1 - GENERAL INFORMATION

A. Billet Number	7674	B. Billet Title	Maui Facility and Vessel Coordinator, HIHWNMS		
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	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	x	226	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	x	228	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	x	225	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	x		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	HIHWNMS	5. Section or Team	
B. NOAA Goal/Subgoal	Ecosystems/CMRP	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

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

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 engine 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.)
7. 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.
8. 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  + 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):

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

## 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 type="checkbox"/> Execution
LCDR (O4)		<input 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 type="checkbox"/> Financial Management <input 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 type="checkbox"/> Partnering

### 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

GRADE	LEADERSHIP MATURITY LEVEL	LEADERSHIP COMPETENCIES DEVELOPED IN THIS BILLET
ENS (O1)	Leading Self	<input type="checkbox"/> Core Values & Conduct <input type="checkbox"/> Health & Well Being <input checked="" type="checkbox"/> Responsibility <input 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 type="checkbox"/> Financial Management <input 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 type="checkbox"/> Partnering
Leadership Development Comments (Optional)		
<p>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.</p>		

## 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 Digitally signed by THOMPSON.SARA.MICHELLE.1177635819  
.1177635819 Date: 2019.01.17 09:41:07 -10'00' 2. Date 2019-01-17

3. Name Sara Thompson 4. Title/Position Facility and Vessel Operations Officer, HIHWNM

**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 Digitally signed by TOM.ALLEN.T.1365890338  
Date: 2019.01.18 04:15:12 -10'00' 2. Date                     

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 Digitally signed by CROCKER.JAMES.M.1160543635  
635 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 *Jeffrey C. Taylor* CDR/NOAA 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 *Devin R. Brakob* CAPT, NOAA By Direction Date 3/20/2019

3. Name CAPT Devin R. Brakob, NOAA 4. Title/Position Director, CPC

Print Form

Submit to CPC (Reviewer Use Only)