Well Defined Roles & Responsibilities

- **VOC’s Programmatic Responsibilities**
  - Maintaining up to date inventory
  - Tracking metrics
  - Reporting accidents

- **VOC’s Administrative Responsibilities**
  - Maintaining certification letters & training certificates
  - Developing, conducting, and documenting appropriate drills
  - Annually reviewing, updating, and approving each small boat’s Baseline Assessment
  - Conducting risk assessment
  - Tracking active Float Plans

- **VOC’s Administrative Authorities**
  - Developing Personal Qualifications Standards
  - Removing delinquent operators & revoking SBO’s qualification
  - Requiring additional training
  - Elevating unresolved boat/operational issues
Well Defined Roles & Responsibilities

- VOC’s Responsibilities for Operation, Maintenance, and Inspection
  - Scheduling required inspections & reporting inspection results
  - Documenting completion of required preventative and corrective maintenance
  - Documenting equipment malfunctions, and corrective actions taken

- VOC’s Authority over Operation, Maintenance, and Inspection
  - Stopping any small boat operation due to safety or weather concerns
  - Taking boats out of service due to required repairs or condition concerns
  - Issuing Category I safety deficiencies
  - Ensuring all small boat modifications comply with the Manual
Collateral and Less Well Defined Responsibilities

- Accident reporting: as the VOC assure you are in the loop and if necessary follow-up with mitigating steps
- Outside agencies or NGOs on NOAA boats – liability, cost sharing, safety gear
- Outside agencies or NGOs using NOAA boats – inspections, repairs, maintenance…
- Non-NOAA operators – qualification letters, PQS,…
Balancing Program Duties with your VOC Role

- Handling conflict without impacting your performance review
- Budget limitations and still getting the work done
- Conflict with programs not willing to support boat repairs or preventative maintenance (Science comes first attitude)
- Pressure to use an inadequate boat to get the work done
Interpretation of the SBSPM

- Diversity of boats and operations create limits to some of the SBSPM directives (Kayaks to SRVs)

- Some parts of the manual are intentionally left to the discretion of the VOC or OIC based on the operations, available boat, intended route and experience. (example: Table #4 Carriage requirements)

- When in doubt contact your VPC or LOSBO for input and guidance

- If required it can be elevated to the SBP and SBSB
Procurement and Budgets

- SOWs for new boats and working with the contracting office
- Making sure adequate budgets are in place for maintenance and repairs
- Stopping operations, if required until repairs and maintenance are complete
- Writing shipyard SOWs, contracting and oversight
Other Duties

- Provide continuing education opportunities (both formal and hands on)
- Promote advanced and specialized training (PQS)
- Respond to SBP data requests
- Attend NOAA Small Boat Summits
Other Defined Roles & Responsibilities

- **Vessel Program Coordinators (VPC)**
  - Assist LOSBO with communications & policy implementation
  - Reports issues to LOSBO
  - Provides assistance as needed

- **Line Office Small Boat Officer (LOSBO)**
  - Represents Line Office & individual Programs on the Small Boat Safety Board
  - Provides oversite & assistance to Line Office Programs to carry out safe & effective operations
  - Coordinate Line Office compliance with policies
  - Has the authority to issue “No Sail” orders
Questions?