

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION

A. Billet Number	0773	B. Billet Title	Operations Officer, NOAA Ship Ferdinand R. Hassler		
C. Grade Requested	O2 - LTJG	D. Type of Submission	ANNUAL RECERTIFICATION		
E. Minimum amount of overlap between incumbent officer/reporting officer for continuity of duties	2 weeks				
F. Duty Type	SEA	G. Estimated Length of Assignment	1 - 2.5 Years		

SECTION 2 - DUTY STATION ADDRESS AND CONTACT INFORMATION

A. Street Address	NOAA Ship Ferdinand R. Hassler		B. Street Address	29 Wentworth Rd. C/o UNH Marine Complx	
C. City	New Castle	D. State	New Hampshire	E. Country	United States
F. Zip Code	03854				
G. Office	+1 (603) 431-4500	x		H. Mobile	+1 (603) 812-8748
I. Fax					

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor					
1. Name	XO, Ferdinand R. Hassler		2. Position	XO, Ferdinand R. Hassler	
3. Grade	O4				
4. Email	xo.ferdinand.hassler@noaa.gov		5. Office	+1 (603) 812-8748 x	
6. Mobile					
B. Reporting Officer (2nd Level Supervisor)					
1. Name	CO, Ferdinand R. Hassler		2. Position	CO, Ferdinand R. Hassler	
3. Grade	O5				
4. Email	co.ferdinand.hassler@noaa.gov		5. Office	+1 (603) 812-8748 x	
6. Mobile					
C. Reviewer (Normally the Reporting Officer's Supervisor)					
1. Name	XO, Marine Ops Center - Atlantic		2. Position	XO, Marine Ops Center - Atlantic	
3. Grade	O5				
4. Email	co.moc.atlantic@noaa.gov		5. Office	+1 (757) 441-6778 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	OMAO	2. Office, Center, or Lab	Marine Operations		
3. Division	MO	4. Branch	MOC-A	5. Section or Team	Ferdinand R. Hassler
B. NOAA Goal/Subgoal	Science and Technology Enterprise		C. Program	Marine Operations and Maintenance	
D. NOAA Org Code	14	E. NFC Org Code	08-02-0001-09-46-00-00	F. Project-Task	PFH

SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

DOC Strategic Goal: Promote environmental stewardship

NOAA Mission: Science, Service, and Stewardship

NOAA Science and Technology Enterprise Objective: Accurate and reliable data from sustained and integrated Earth observing systems

OMAO Mission: To safely and efficiently operate NOAA ships and aircraft, incorporate emerging data acquisition technologies, and provide a specialized professional team responsive to NOAA programs

Ship Specific Mission: NOAA Ship Ferdinand R. Hassler is a coastal survey ship. Its primary mission is to collect and process the data needed to maintain and update the nautical charts along the U.S. East Coast, Gulf of Mexico, Puerto Rico, and the U.S. Virgin Islands. Accurate charts are critical for the safe shipping of goods and services to and from our shores. Additionally, the ship is equipped for testing and evaluation of hydrographic survey equipment and techniques, and limited physical oceanographic observations

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

Operations Officer (OPS) – As direct representative of the CO, is responsible for standing both inport and underway OOD watches in accordance with Standing Orders, Navigation Rules, and best marine practices. This officer is also responsible for gaining proficiency in all mission related systems and the hydrographic standards set by the OPS, the CO, and the Office of Coast Survey. As Operations Officer (OPS), is responsible for gaining the proficiency and qualifications to become a Senior Watch Officer, and in completing all ship's business as tasked by the XO.

SAFETY & OPERATIONS:

1. Serve as Operations Officer (OPS):

- 1.a. Maintains ship's bridge (certificates, licenses, logs, navigational publications, charts, flags)
- 1.b. Plans voyages (tracklines, reviews Coast Pilot and Notice to Mariners, secures approval from CO)
- 1.c. Assists with fleet inspection and ensures the vessel is in compliance with NOAA, OSHA, USCG and ABS regulations
- 1.d. GMDSS maintenance.

2. Serves as apprentice to the XO:

- 2.a. Develops knowledge of the ship's finances, including the ability to author and submit purchase orders, maintain a record of the ship's financial obligations, reconcile purchase orders, and supervises the ship's Impest fund;
- 2.b. Serve as Damage Control Officer, Fleet Inspection Officer, Environmental Compliance Officer, Training Officer, Property Officer, and all other collateral duties assigned by the XO.

3. Assists with OPS duties:

- 3.a. Develops an expert knowledge of ship's survey hardware and software and the ability to install programs and equipment and troubleshoot issues to maintain the capability to acquire quality data,
- 3.b. Coordinates survey projects with OPS and program priorities, implements acquisition of data, provides quality control of data, and authors reports on survey projects in accordance with standards set by the OPS, the CO, and the office of Coast Survey;
- 3.c. Prepares and posts the ship's Plan of the Day / Plan of the Week - coordinating with CO, XO and Department Heads;
- 3.d. Drafts Operational Risk Assessments as required and actively participates in daily and operation specific risk assessments.

LEADERSHIP & SUPERVISION:

1. Provide technical direction to all personnel associated with the ships navigation including port logistics;
2. If necessary, directs junior officers and survey personnel in the performance of mission related duties;
3. If necessary, trains JOODs towards qualification as OOD Inport and Underway;
4. Work towards SWO qualification, including an oral exam with at least two qualified SWOs. In the absence of the CO and XO while the ship is in port, serves as Officer-In-Charge.

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 10-15

Grades of personnel led

Ship's Crew, Program Personnel, MOC Personnel, Hydrographic Industry Representatives

2. Fiscal

Will the Officer have budget responsibility? 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):

In the role of OOD and OPS, this officer works directly with the Commanding Officer to plan transits and with the Operations Officer to plan survey work. The officer in this billet must maintain the ship's bridge and be prepared to depart from a pier with approved voyage plans, track lines and updated charts and publications. This officer is responsible for a full survey acquisition and processing watch, assisting/leading readiness planning and taking on sheet manager responsibilities.

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 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 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)

During prior assignments (sea and possibly shore), demonstrated solid foundation in the competencies for Leading Self and the communication competencies for Leading Others. Through successful past performance, showed potential for assuming greater leadership responsibility.

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)

- Meet physical standards for officers on sea duty as required by OMAO Medical Services Division
- Secret security clearance and current US Official Passport
- Successful completion of REFTRA or equivalents (evaluated on a case by case basis) within 12 months of reporting if coming from a land assignment
- Hydrographer-In-Charge, Survey Launch Cox'n, MPIC, HAZWOPR, & Ship Security Officer training (preferred)

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).

- Familiar with the practical aspects of the officer personnel system: OERs, records (OPF Online), payroll (leave), awards, training, promotion process, etc.
- Familiar with travel regulations and the procedures associated with authorizations and vouchers.
- Exposure to federal procurement and requirements for use of a purchase card, purchase order, and larger contract mechanisms (shipyards).
- Operation Risk Assessment and Project Management training are desirable in prospective OPS.
- Possible interest and desire in Hydrographic Research Assistant, UNH billet, ability to coordinate with the Hydrographic Research Assistant, UNH

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 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 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)		
This officer will lead performance and change to accomplish the mission (Execution) through interactions with ship's crew and program personnel (Team Building & Influencing Others).		

SECTION 11 - OPERATIONAL DEVELOPMENT

A. Marine Development	
<input checked="" type="checkbox"/> Officer of the Deck <input checked="" type="checkbox"/> Senior Watch Officer <input checked="" type="checkbox"/> ECDIS <input type="checkbox"/> Dynamic Positioning <input checked="" type="checkbox"/> Boat Deployment <input checked="" type="checkbox"/> MedPIC <input checked="" type="checkbox"/> Coxswain/OIC <input checked="" type="checkbox"/> HAZWOPER <input checked="" type="checkbox"/> AUV Deployment <input type="checkbox"/> U/W UAS Deployment <input type="checkbox"/> Buoy/Mooring Qualified <input type="checkbox"/> Trawl Qualified <input type="checkbox"/> Longline Qualified <input type="checkbox"/> Hydro Launch PIC <input type="checkbox"/> Foreign Port Calls	
B. Aviation Development	
<input type="checkbox"/> Co-Pilot <input type="checkbox"/> Pilot <input type="checkbox"/> Aircraft Commander <input type="checkbox"/> Mission Commander <input type="checkbox"/> Instructor Pilot <input type="checkbox"/> Hurricane Qualified <input type="checkbox"/> Alaska/Wilderness Qualified <input type="checkbox"/> Flight Meteorologist <input type="checkbox"/> International Flights <input type="checkbox"/> UAS Pilot	
C. Dive Development	
<input type="checkbox"/> Scientific Diver <input type="checkbox"/> Working Diver <input type="checkbox"/> Advanced Working Diver <input type="checkbox"/> Master Diver <input checked="" type="checkbox"/> Dive Master <input type="checkbox"/> Dive Medic <input type="checkbox"/> Unit Diving Supervisor	
D. Additional Operational Development (security clearances, special training) or Operational Development Comments (Optional)	
Additional developmental activities can be required prior to OOD Underway and SWO qualification. Officers are strongly encouraged to pursue other developmental opportunities in the marine profession or maintain these capabilities if already existing, some of which may be prerequisites for future XO and CO assignments, ship dependent. Officers are also encouraged to collaborate with UNH Center for Coastal and Ocean Mapping Joint Hydrographic Center research and obtain additional hydrographic training.	

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).

OPS should become familiar enough with the following to serve as a mentor or manage the activity for others:

- NOAA Corps officer personnel system: OERs, records (OPF Online), payroll (leave), awards, training, promotion process, etc.
- Travel regulations and the procedures associated with authorizations and vouchers.
- Time and attendance for wage mariners; including a more in-depth exposure to the various Union contracts aboard ship
- Procurement authorization and tracking with respect to purchase cards and purchase orders

Logistic oversight and coordination responsibilities will prepare the incumbent for a wide variety of positions throughout NOAA programs. In particular, experience will be gained in Project Management, Performance Based Management with associated metric reporting and definition, and Operational Risk Management and Assessment.

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

- Qualification as OOD Underway
- Qualification as a SWO
- Performance of OPS duties indicates potential for assuming greater leadership responsibilities
- Apprentice to XO duties indicates potential for assuming greater responsibility for personnel leadership and management.

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 GUBERSKI.MEGAN.REBECCA.1283261189 Digitally signed by GUBERSKI.MEGAN.REBECCA.1283261189 Date: 2019.09.17 11:23:46 -04'00'

2. Date 2019-09-17

3. Name Megan R. Guberski, LCDR/NOAA

4. Title/Position Executive Officer, NOAA Ship F.R. Hassler

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 Mark A. Blankenship Digitally signed by BLANKENSHIP.MARK.ANTHONY.1052425537 Date: 2019.09.16 22:53:55 -04'00'

2. Date 2019-09-16

3. Name Mark A. Blankenship, LCDR/NOAA

4. Title/Position Commanding Officer, NOAA Ship F.R. Hassler

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 Matthew J. Jaskoski Digitally signed by JASKOSKI.MATTHEW.J.1275636262 Date: 2019.09.19 14:50:12 -04'00'

2. Date 2019-09-19

3. Name Matthew J. Jaskoski CDR/NOAA

4. Title/Position Executive Officer, MOC-Atlantic

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

2. Date 23 Sep 2019

3. Name Jeffrey C. Taylor CDR/NOAA

4. Title/Position Chief, Officer Career Management Division

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 "By Direction"

2. Date 12/06/2019

3. Name Devin R. Brakob CAPT/NOAA

4. Title/Position Director, Commissioned Personnel Center

Print Form

Submit to CPC (Reviewer Use Only)