

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION

A. Billet Number	7621	B. Billet Title	Science and Marine Operations Officer
C. Grade Requested	O2 - LTJG	D. Type of Submission	REALIGNMENT OF DUTIES
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	33 East Quay Road	B. Street Address					
C. City	Key West	D. State	Florida	E. Country	United States	F. Zip Code	33040
G. Office	+1 (305) 809-4700	x	227	H. Mobile		I. Fax	+1 (305) 293-5011

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor							
1. Name	Beth Dieveney	2. Position	Deputy Superintendent for Science and Policy	3. Grade	ZA IV		
4. Email	beth.dieveney@noaa.gov	5. Office	+1 (305) 809-4700	x	228	6. Mobile	+1 (305) 797-6818
B. Reporting Officer (2nd Level Supervisor)							
1. Name	Sean Morton	2. Position	Superintendent	3. Grade	ZA IV		
4. Email	sean.morton@noaa.gov	5. Office	+1 (305) 809-4700	x	233	6. Mobile	+1 (305) 360-2585
C. Reviewer (Normally the Reporting Officer's Supervisor)							
1. Name	Albert Girimonte	2. Position	NOS Liaison Officer	3. Grade	O6		
4. Email	albert.girimonte@noaa.gov	5. Office	+1 (301) 713-3167	x	166	6. Mobile	+1 (813) 358-2768

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		4. Branch		5. Section or Team	

B. NOAA Goal/Subgoal	Ecosystems	C. Program	National Marine Sanctuary		
D. NOAA Org Code	ND6012	E. NFC Org Code	10-04-0005-00-00-00-00	F. Project-Task	

SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

Florida Keys National Marine Sanctuary (FKNMS) science program requires management and administration that focuses on coordinating research and monitoring projects, working with partners to secure funding and other support, communicating findings of the program, advising Sanctuary managers of relevant findings both by the program and from other sources, and engaging in other Office of National Marine Sanctuaries regional science efforts. This coordination role is substantial because of participation by a large number of governmental, academic and non-governmental scientists. Permitting administration, scheduling logistical support for fields operations, and being an active member of the FKNMS science team (e.g., as a NOAA small boat operator and NOAA diver) are integral to this activity. Work assignments may consider the background and expertise of the Officer.

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

Assist FKNMS Science Coordinator review and distribute scientific reports from research permit holders.

Assist FKNMS Science Coordinator and Permit Coordinator with the administration of the FKNMS permit program, including reviewing and providing comment on permit applications, issuance of permits, maintenance of on-site permit archive, and maintenance of permitting GIS database.

Assist Deputy Superintendent of Science and Policy with FKNMS management plan review, implementation, and other policy issues as needed.

Respond to various inquiries from the public for information about FKNMS regulations.

Assist FKNMS science team with resource injury assessments and restoration activities.

Manage and improve database to track FKNMS in-kind contributions to external marine research.

Achieve and maintain NOAA Science or Working Diver status to assist FKNMS dive teams and operations.

Provide technical and logistical support for FKNMS research and VIP activities, including scheduling and operating NOAA small boats and participating in NOAA dive missions as a diver.

Serve as the uniformed liaison between NOAA's FKNMS and other uniformed agencies (e.g. US Coast Guard, US Navy, US Army, US Air Force, etc.).

Provide logistical support to NOAA ships that port call in Key West.

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):

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 checked="" type="checkbox"/> Leveraging Diversity <input type="checkbox"/> Influencing Others <input type="checkbox"/> Developing Others <input checked="" 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)		<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)	Leading Organizations	<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)

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)

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).

While this billet is an entry level position, the ability to read/understand scientific documents and write concise environmental reports is required. Technical proficiency with computers is also required. A functioning knowledge of GIS is desired.

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)		

SECTION 11 - OPERATIONAL DEVELOPMENT

<p>A. Marine Development</p> <p><input type="checkbox"/> Officer of the Deck <input type="checkbox"/> Senior Watch Officer <input type="checkbox"/> ECDIS <input type="checkbox"/> Dynamic Positioning <input type="checkbox"/> Boat Deployment <input type="checkbox"/> MedPIC</p> <p><input checked="" type="checkbox"/> Coxswain/OIC <input checked="" type="checkbox"/> HAZWOPER <input type="checkbox"/> AUV Deployment <input type="checkbox"/> U/W UAS Deployment <input type="checkbox"/> Buoy/Mooring Qualified</p> <p><input type="checkbox"/> Trawl Qualified <input type="checkbox"/> Longline Qualified <input type="checkbox"/> Hydro Launch PIC <input type="checkbox"/> Foreign Port Calls</p>
<p>B. Aviation Development</p> <p><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</p> <p><input type="checkbox"/> Alaska/Wilderness Qualified <input type="checkbox"/> Flight Meteorologist <input type="checkbox"/> International Flights <input type="checkbox"/> UAS Pilot</p>
<p>C. Dive Development</p> <p><input checked="" type="checkbox"/> Scientific Diver <input checked="" type="checkbox"/> Working Diver <input type="checkbox"/> Advanced Working Diver <input type="checkbox"/> Master Diver <input type="checkbox"/> Dive Master <input type="checkbox"/> Dive Medic</p> <p><input type="checkbox"/> Unit Diving Supervisor</p>
<p>D. Additional Operational Development (security clearances, special training) or Operational Development Comments (Optional)</p> <p style="height: 80px;"></p>

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).

Scientific: document and publication development, permit review and project oversight, GIS training, NOAA Science/Working diver competency

Leadership: interagency partnering

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

Assist with the management of FKNMS permit correspondence by filing applications, signed permits, and permit reports within 30 days of receipt.

Evaluate and provide substantive comments on permit applications in consultation with FKNMS Science and Permit Coordinators by the date/deadline requested.

Assist with the development and maintenance of databases used for housing data relevant to the FKNMS Management plan (e.g., Vessel Grounding Database, Science Cruise data and dive logs, Dry Tortugas Ecological Reserve (North) permit database with printouts for Law Enforcement, etc.), quarterly.

Provide efficient logistical and technical support for visiting researchers and PIs as needed.

Review and provide substantive comments on injury assessment reports within two weeks of receiving each draft.

Assist with coordination of FKNMS staff and resources to aide scientists with permitted research (e.g., arrange or participate in field trips) that directly relates to the FKNMS science and management plan.

Provide administrative and technical support to the Sanctuary Advisory Council, and any of its working groups, as needed.

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 NGUYEN.LINH.KIM.1387011508
08

Digitally signed by NGUYEN LINH KIM.1387011508
DN: c=US, o=U.S. Government, ou=DoD, ou=PKI,
ou=NOAA, cn=NGUYEN LINH KIM 1387011508
Date: 2015.02.05 16:11:43 -0500

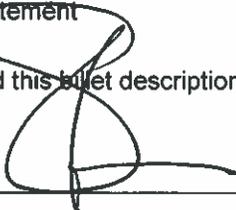
2. Date 2015-02-05

3. Name LTJG Linh Nguyen

4. Title/Position Science and Marine Operations

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 

2. Date 9 FEB 2015

3. Name Sean Morton

4. Title/Position FKNMS Superintendent

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  CAPT/NOAA

2. Date 13 FEB 2015

3. Name CAPT Albert Girimonte

4. Title/Position NOS 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 2015-01-21

3. Name CDR KURT ZEGOW, USN, NOAA

4. Title/Position Chief, Officer Career Management Div.

E. Director, NOAA Corps Endorsement

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

1. Signature 

2. Date 2015-01-23

3. Name RADM DAVID A. SCORE, USN

4. Title/Position Director, NOAA Corps

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