

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION

A. Billet Number	7673	B. Billet Title	Staff Scientist - FKNMS (Upper Region)
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	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	95230 Overseas Highway	B. Street Address	
C. City	Key Largo	D. State	Florida
E. Country	United States	F. Zip Code	33037
G. Office	+1 (305) 434-9376 x	H. Mobile	
I. Fax			

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor					
1. Name	Lisa Symons	2. Position	Deputy Superintendent, FKNMS	3. Grade	ZA IV
4. Email	lisa.symons@noaa.gov	5. Office	+1 (305) 434-9370 x	6. Mobile	
B. Reporting Officer (2nd Level Supervisor)					
1. Name	Sarah Fangman	2. Position	Superintendent, FKNMS	3. Grade	ZA V
4. Email	sarah.fangman@noaa.gov	5. Office	+1 (305) 809-4700 x	6. Mobile	
C. Reviewer (Normally the Reporting Officer's Supervisor)					
1. Name	CAPT James Crocker	2. Position	NOS Liason Officer	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	FKNMS	4. Branch	Upper Region
5. Section or Team	Science Team		
B. NOAA Goal/Subgoal	Ecosystems/Coral Reef Conservation	C. Program	Coral Reef Conservation (COR)
D. NOAA Org Code	NM5100	E. NFC Org Code	541014000501000000
F. Project-Task			

SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

Over 300 reported vessel groundings that cause significant damage to living marine resources and historic cultural resources within the Florida Keys National Marine Sanctuary (FKNMS) occur every year. These groundings are processed cooperatively by the FKNMS Damage Assessment, Restoration, and Resource Protection (DARRP) team, NOAA's Office of General Council for Natural Resources and Office of General Council for Law Enforcement, and the Florida Department of Environmental Protection. The FKNMS DARRP team is responsible for conducting a natural resource damage assessment for each injury incident and then restoring the injured areas back to, or as close as possible to, its original pre-injury state. The DARRP team focuses primarily on coral and seagrass restoration as the majority of injuries within FKNSM involve one of these two habitat types.

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

SCIENCE Team – Responds to vessel groundings, performs natural resource damage assessments, monitoring and restoration for resource injuries within FKNMS. Conducts emergency restoration/stabilization. Generate biological assessment report for each injury. Reports give precise detail and quantification of the extent of each injury to living resources. Perform remediation on the impacted coral or sea grass habitats with the goal of restoring the habitat to near-baseline level. Perform periodic monitoring of completed restoration projects to ensure that the resource's recovery process is progressing as predicted and take appropriate corrective action if necessary. Assists FKNMS Maritime Archaeologists and FKNSM Maritime Heritage Coordinator with supporting field operations, including but not limited to, remote sensing, diving, periodic cultural resource monitoring.

Unit Diving Supervisor – Monitors diving activities and provides oversight to ensure compliance with all standards and policies and actions taken to correct any violations. Reviews all dive plans and assists in the planning of diving activities and ensures all operations are in compliance. Maintains files on each diver in the unit; files contain, Letters of Certification and training records, current Letters of Reciprocity, gear and equipment records, diving incident documents (if any). Supervises, leads, and conducts training and proficiency dives for dive unit. Maintains all dive gear and support equipment and ensures that all such equipment is in safe operating condition. Completes minor on-site-field repair and maintenance on dive gear and support equipment, such as O-ring, hose, diagram, pin, and battery and full gauge replacement on tanks, regulators, and gauge consoles, strap replacements on knives, fins and masks, and minor wetsuit and drysuit seal repairs. Ensures all diving incidents are investigated within unit per Section 5.02 of NAO 209-123. As Volunteer Coordinator for the Volunteer Diver Program, manages all aspects of the program, including but not limited to, recruitment, training, and scheduling.

Other – Assist the FKNMS Operations Coordinator, as needed, with small boat safety, environmental compliance, and operational issues pertaining to the upper region office of FKNMS. Perform Operational Risk Assessments for all missions of associated small boats to ensure risks to personnel, vessels, the environment, and public relations is kept to an absolute minimum. Assist Education and Outreach Program Coordinators with the Team OCEAN program and other volunteer outreach activities and programs in the upper keys as needed. Assist other FKNMS volunteer coordinators with volunteer recruitment and training. Assist in reviewing the applications for permits and make recommendations to the permit coordinator, or other appropriate authority, in the capacity of an expert on coral reef and sea grass habitats. Assist FKNMS Maritime Heritage Coordinator with education and outreach events as needed. Develop a corporate knowledge of, and train appropriate personnel on, all applicable data collection and data processing media to include, but not limited to: video and still cameras and their underwater housings, underwater measuring equipment, Geographic Information Systems (GIS) software, bathymetric sensors, side-scan sonars, magnetometers, Agisoft software, etc.

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):

N/A

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 type="checkbox"/> Speaking
LT (O3)	Leading Others	<input checked="" type="checkbox"/> Writing <input type="checkbox"/> Team Building <input type="checkbox"/> Leveraging Diversity <input checked="" 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)	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)

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)

Given the extent and complexity of diving operations at FKNMS, a strong diving background is desirable but not required.

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).

Must be proficient in the use of Microsoft Office Suite. Must have completed the NOAA Small Boat Program Component Course.

Scientific diving experience and/or advanced diving certifications are desirable but not required. Familiarity with GIS software (i.e., ArcPro, Arc GIS, etc) desirable but not required. Knowledge of and familiarity with the Office of National Marine Sanctuaries is desirable but not required.

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 type="checkbox"/> Leveraging Diversity <input checked="" type="checkbox"/> Influencing Others <input checked="" type="checkbox"/> Developing Others <input checked="" type="checkbox"/> Execution
LCDR (O4)		<input 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 checked="" type="checkbox"/> Creativity & Innovation <input type="checkbox"/> Human Capital Management <input type="checkbox"/> Financial Management <input checked="" 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
Leading Organizations		
Leadership Development Comments (Optional)		

SECTION 11 - OPERATIONAL DEVELOPMENT

A. Marine Development <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 <input type="checkbox"/> Coxswain/OIC <input type="checkbox"/> HAZWOPER <input 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 checked="" type="checkbox"/> Advanced Working Diver <input type="checkbox"/> Master Diver <input type="checkbox"/> Dive Master <input type="checkbox"/> Dive Medic <input checked="" type="checkbox"/> Unit Diving Supervisor
D. Additional Operational Development (security clearances, special training) or Operational Development Comments (Optional) NOAA Diver Field Trainer Decompression Procedures (if applicable and project dependent) Advanced Nitrox (if applicable and project dependent)

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).

Resource Management: The officer will gain familiarity with the administrative and operational workings of a large National Marine Sanctuary and also gain insight into the process of developing methodologies and tactics for resource protection and ultimately result in the development of resource management options.

Personnel: The officer will be expected to direct both scientific and non-scientific personnel to assist in the completion of the scientific mission at hand. Through this direction, the officer will be able to develop the skills necessary to manage a diverse crew of personnel in a wide variety of situations.

Training Opportunities: The officer will have the ability to participate in numerous training opportunities, including but not limited to: NOAA Divemaster training, Unit Diving Supervisor Training, NOAA Diver Field Trainer training, decompression diver and advanced nitrox diver training, small boat safety training, HAZWOPER training, and other training deemed relevant to the site. The desired requirements listed under "Other Qualifications" may be attained either at the start of or during the course of their tour, including the NOAA Divemaster and Unit Diving Supervisor training and the NOAA Small Boat Operator's Course.

Inter/Intra-Agency Interaction: The officer will interact frequently with law enforcement officers, US Coast Guard service members, and other officials from both the State of Florida's Fish and Wildlife Commission and the National Park Service (NPS). The officer will participate in and cooperate with many universities and scientific institutions as they conduct studies in FKNMS. The officer will also interact frequently with NOAA's other line offices through cooperative efforts.

Professional Development: The Office of National Marine Sanctuaries (ONMS) will support the officer's professional development by providing challenging management and leadership opportunities, and taking advantage of their particular skills and interests, which will assist in the officer in preparing for advancement. According to the officer's and program's needs, additional responsibilities will be assigned in areas of education and outreach, research, and operations management.

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

-Performs natural resource damage assessments for injuries caused to living marine resources within FKNMS.

-Displays a high level of compositional and scientific expertise in writing reports dealing with natural resource damage assessments, restoration plans, restoration reports, etc.

-Is proficient in the use of equipment and software used to complete natural resource damage assessments and the reports associated with them (i.e., underwater video and still cameras, GIS mapping hardware and software, Microsoft Office Suite programs, Adobe photo editing software, Agisoft software, technical drawing software, etc.)

-Shows the ability to cooperate professionally with members of other government agencies and private contractors to complete natural resource damage assessments and restoration.

-Maintains diving proficiency and abides by the rules and regulations set forth by the NOAA Dive Control and Safety Board

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 KATCHENAGO.JOHN.MICHAEL.1269067841 Digitally signed by KATCHENAGO.JOHN.MICHAEL.1269067841 Date: 2019.02.05 10:41:31 -05'00' 2. Date 2019-02-01

3. Name LTJG John M. Katchenago, NOAA 4. Title/Position Staff Scientist/Unit Diving Supervisor, FKNMS

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 FANGMAN.MARY.SARAH.1365871716 Digitally signed by FANGMAN.MARY.SARAH.1365871716 Date: 2019.02.05 09:02:52 -05'00' 2. Date 2019-02-05

3. Name Sarah Fangman 4. Title/Position Superintendent, FKNMS

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.1160543635 Digitally signed by CROCKER.JAMES.M.1160543635 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, 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  By Direction Date 3/20/2019

3. Name CAPT Devin R. Brakob, NOAA 4. Title/Position Director, Commissioned Personnel Center

Print Form

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