# NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

## SECTION 1 - GENERAL INFORMATION

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

## SECTION 2 - DUTY STATION ADDRESS AND CONTACT INFORMATION

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

## SECTION 3 - OFFICER EVALUATION REPORTING

### A. Supervisor

<table>
<thead>
<tr>
<th>1. Name</th>
<th>XO, Ferdinand R. Hassler</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Position</td>
<td>XO, Ferdinand R. Hassler</td>
</tr>
<tr>
<td>3. Grade</td>
<td>O4</td>
</tr>
<tr>
<td>4. Email</td>
<td><a href="mailto:xo.ferdinand.hassler@noaa.gov">xo.ferdinand.hassler@noaa.gov</a></td>
</tr>
<tr>
<td>5. Office</td>
<td>+1 (603) 812-8748</td>
</tr>
<tr>
<td>6. Mobile</td>
<td></td>
</tr>
</tbody>
</table>

### B. Reporting Officer (2nd Level Supervisor)

<table>
<thead>
<tr>
<th>1. Name</th>
<th>CO, Ferdinand R. Hassler</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Position</td>
<td>CO, Ferdinand R. Hassler</td>
</tr>
<tr>
<td>3. Grade</td>
<td>O5</td>
</tr>
<tr>
<td>4. Email</td>
<td><a href="mailto:co.ferdinand.hassler@noaa.gov">co.ferdinand.hassler@noaa.gov</a></td>
</tr>
<tr>
<td>5. Office</td>
<td>+1 (603) 812-8748</td>
</tr>
<tr>
<td>6. Mobile</td>
<td></td>
</tr>
</tbody>
</table>

### C. Reviewer (Normally the Reporting Officer's Supervisor)

<table>
<thead>
<tr>
<th>1. Name</th>
<th>XO, Marine Ops Center - Atlantic</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Position</td>
<td>XO, Marine Ops Center - Atlantic</td>
</tr>
<tr>
<td>3. Grade</td>
<td>O5</td>
</tr>
<tr>
<td>4. Email</td>
<td><a href="mailto:co.moc.atlantic@noaa.gov">co.moc.atlantic@noaa.gov</a></td>
</tr>
<tr>
<td>5. Office</td>
<td>+1 (757) 441-6778</td>
</tr>
<tr>
<td>6. Mobile</td>
<td></td>
</tr>
</tbody>
</table>

## 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 |
6. NOAA Goal/Subgoal | Science and Technology Enterprise |
7. Program | Marine Operations and Maintenance |
8. NOAA Org Code | 14 |
9. E. NFC Org Code | 08-02-0001-09-46-00-00 |
10. 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

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 Imprest 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%

<table>
<thead>
<tr>
<th>Technical</th>
<th>Operational</th>
<th>Leading and Managing</th>
<th>Executive Leadership</th>
</tr>
</thead>
<tbody>
<tr>
<td>20</td>
<td>55</td>
<td>25</td>
<td>0</td>
</tr>
</tbody>
</table>

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

2. Fiscal

Will the Officer have budget responsibility? ☐ Yes ☐ 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

<table>
<thead>
<tr>
<th>GRADE</th>
<th>LEADERSHIP MATURITY LEVEL</th>
<th>LEADERSHIP COMPETENCIES NEEDED FOR THIS BILLET</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENS (O1)</td>
<td>Leading Self</td>
<td>☑ Core Values &amp; Conduct ☑ Health &amp; Well Being ☑ Responsibility</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☑ Followership ☑ Adaptability</td>
</tr>
<tr>
<td>LTJG (O2)</td>
<td>Leading Others</td>
<td>☑ Interpersonal Skills ☑ Continuous Learning ☑ Technical Proficiency</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☑ Listening ☑ Speaking</td>
</tr>
<tr>
<td>LT (O3)</td>
<td>Leading Performance and Change</td>
<td>☑ Writing ☑ Team Building ☑ Leveraging Diversity</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☑ Influencing Others ☑ Developing Others ☑ Execution</td>
</tr>
<tr>
<td>LCDR (O4)</td>
<td>Leading Organizations</td>
<td>☑ Decisiveness ☑ Problem Solving ☑ Conflict Management</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☑ Customer Focus ☑ Entrepreneurship</td>
</tr>
<tr>
<td>CDR (O5)</td>
<td></td>
<td>☑ Creativity &amp; Innovation ☑ Human Capital Management</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☑ Financial Management ☑ Technology Management</td>
</tr>
<tr>
<td>CAPT (O6) and RADM (O7/O8)</td>
<td>Leading Organizations</td>
<td>☑ External Awareness ☑ Strategic Thinking ☑ Political Savvy</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☑ Vision ☑ Partnering</td>
</tr>
</tbody>
</table>

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
- [x] Officer of the Deck
- [ ] Senior Watch Officer
- [ ] ECDIS
- [ ] Dynamic Positioning
- [x] Boat Deployment
- [ ] MedPIC
- [x] Coxswain/OIC
- [ ] HAZWOPER
- [ ] AUV Deployment
- [ ] U/W UAS Deployment
- [ ] Buoy/Mooring Qualified
- [ ] Trawl Qualified
- [ ] Longline Qualified
- [x] 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

<table>
<thead>
<tr>
<th>GRADE</th>
<th>LEADERSHIP MATURITY LEVEL</th>
<th>LEADERSHIP COMPETENCIES DEVELOPED IN THIS BILLET</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENS (01)</td>
<td>Leading Self</td>
<td>✔️ Core Values &amp; Conduct ✔️ Health &amp; Well Being ✔️ Responsibility</td>
</tr>
<tr>
<td></td>
<td></td>
<td>✔️ Followship ✔️ Adaptability</td>
</tr>
<tr>
<td>LTJG (02)</td>
<td>Leading Others</td>
<td>✔️ Interpersonal Skills ✔️ Continuous Learning ✔️ Technical Proficiency</td>
</tr>
<tr>
<td></td>
<td></td>
<td>✔️ Listening ✔️ Speaking</td>
</tr>
<tr>
<td>LT (03)</td>
<td>Leading Performance and Change</td>
<td>➡️ Writing ➡️ Team Building ➡️ Leveraging Diversity</td>
</tr>
<tr>
<td></td>
<td></td>
<td>✔️ Influencing Others ✔️ Developing Others ✔️ Execution</td>
</tr>
<tr>
<td>LCDR (04)</td>
<td>Leading Performance and Change</td>
<td>➡️ Decisiveness ➡️ Problem Solving ➡️ Conflict Management</td>
</tr>
<tr>
<td></td>
<td></td>
<td>✔️ Customer Focus ✔️ Entrepreneurship</td>
</tr>
<tr>
<td>CDR (05)</td>
<td></td>
<td>➡️ Creativity &amp; Innovation ➡️ Human Capital Management</td>
</tr>
<tr>
<td></td>
<td></td>
<td>✔️ Financial Management ✔️ Technology Management</td>
</tr>
<tr>
<td>CAPT (06)</td>
<td>Leading Organizations</td>
<td>➡️ External Awareness ➡️ Strategic Thinking ➡️ Political Savvy</td>
</tr>
<tr>
<td></td>
<td></td>
<td>✔️ Vision ✔️ Partnering</td>
</tr>
<tr>
<td>RADM (07/08)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

- ✔️ 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)

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
   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: BLANKENSHIP, MARK, ANTHONY
   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: JASKOSKI, MATTHEW, J
   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: JASKOSKI, MATTHEW, J
   Digitally signed by JASKOSKI, MATTHEW, J, 1275636262
   Date: 2019-09-19 14:50:12 -04'00'

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: BRKOB, DEBRA, CAPT/NOAA
   "By Direction"
   Date: 2019-09-19

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)