NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION

<table>
<thead>
<tr>
<th>A. Billet Number</th>
<th>2560</th>
</tr>
</thead>
<tbody>
<tr>
<td>B. Billet Title</td>
<td>Vessel and Dive Operations Officer</td>
</tr>
<tr>
<td>C. Grade Requested</td>
<td>O3 - LT</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>1 Month</td>
</tr>
<tr>
<td>F. Duty Type</td>
<td>FIXED SHORE</td>
</tr>
<tr>
<td>G. Estimated Length of Assignment</td>
<td>3 years</td>
</tr>
</tbody>
</table>

SECTION 2 - DUTY STATION ADDRESS AND CONTACT INFORMATION

<table>
<thead>
<tr>
<th>A. Street Address</th>
<th>Southeast Fisheries Science Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>B. Street Address</td>
<td>75 Virginia Beach Drive</td>
</tr>
<tr>
<td>C. City</td>
<td>Miami</td>
</tr>
<tr>
<td>D. State</td>
<td>Florida</td>
</tr>
<tr>
<td>E. Country</td>
<td>United States</td>
</tr>
<tr>
<td>F. Zip Code</td>
<td>33149</td>
</tr>
<tr>
<td>G. Office</td>
<td>+1 (305) 361-4494</td>
</tr>
<tr>
<td>H. Mobile</td>
<td></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>Dr. James Bohnsack</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Position</td>
<td>Director, Protected Resources and Bio Div.</td>
</tr>
<tr>
<td>3. Grade</td>
<td>ZP V</td>
</tr>
<tr>
<td>4. Email</td>
<td><a href="mailto:jim.bohnsack@noaa.gov">jim.bohnsack@noaa.gov</a></td>
</tr>
<tr>
<td>5. Office</td>
<td>+1 (305) 361-4252</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>Dr. James Bohnsack</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Position</td>
<td>Director, Protected Resources and Bio Div.</td>
</tr>
<tr>
<td>3. Grade</td>
<td>ZP V</td>
</tr>
<tr>
<td>4. Email</td>
<td></td>
</tr>
<tr>
<td>5. Office</td>
<td>+1 (305) 361-4252</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>CAPT Nicholas Chrobak</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Position</td>
<td>XO, NMFS</td>
</tr>
<tr>
<td>3. Grade</td>
<td>O6</td>
</tr>
<tr>
<td>4. Email</td>
<td><a href="mailto:nicholas.chrobak@noaa.gov">nicholas.chrobak@noaa.gov</a></td>
</tr>
<tr>
<td>5. Office</td>
<td>+1 (301) 427-8060</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 | NMFS |
2. Office, Center, or Lab | F/SEC4 |
3. Division | |
4. Branch | |
5. Section or Team | |

**B. NOAA Goal/Subgoal**

| | |

**C. Program**

| | |

**D. NOAA Org Code**

| | |

**E. NFC Org Code**

| | |

**F. Project-Task**

| | |
SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

The position of the Vessel and Dive Operations Officer for SEFSC-Miami is a combination of an Operations Officer, Vessel Operations Coordinator (VOC), NOAA Divemaster, and a Fisheries Research Biologist.

The Officer will oversee operations and maintenance of SEFSC-Miami's fleet of small boats in accordance with NOAA's Small Boat Program (SBP) serving numerous research groups and projects. The Officer will also serve as a Lead diver/Divemaster within the Fish Ecology Unit's research team where it will be necessary for the incumbent to learn scientific names and identify reef fish and coral of the region.

The Officer will also work with the Unit Dive Supervisor (UDS) to maintain the Dive Locker to the standards of NOAA's Dive Program (NDP)

The officer must be able to communicate with scientists and NOAA administration to ensure all vessels and dive equipment are in accordance with NOAA regulations and ready for a variety of field operations.

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

Vessel Operation Coordinator (VOC) for SEFSC-Miami small boat fleet including operations and maintenance
Upkeep and inspection of Dive Locker
Conduct Reef Visual Census (RVC) dives for Fish Ecology Unit
Coordinate planning of Fish Unit's field operations
Participate in research cruises on NOAA Ships when required
Augmentation as required
Property Management for Fish and Coral Unit
Purchasing Agent for Fish and Coral Unit
Other duties possibly assigned

6B. Division of Duties and Responsibilities, Total Must = 100%

Technical 45 + Operational 45 + Leading and Managing 10 + Executive Leadership 0 = 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 N/A

Will the Officer lead people, but has no supervisory responsibilities? ☐ Yes ☐ No Number of personnel led

Grades of personnel led Contractors, Interns, Temporary Workers

2. Fiscal

Will the Officer have budget responsibility? ☐ No Dollar Amount (K) N/A

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):

Small boats (around 5-10)
Dive Equipment (Property)
Fish Ecology Unit field Equipment (Property)
Coral Unit field Equipment (Property)

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</td>
<td></td>
<td>☐ External Awareness ☐ Strategic Thinking ☐ Political Savvy</td>
</tr>
<tr>
<td>RADM (O7/O8)</td>
<td></td>
<td>☐ Vision ☐ Partnering</td>
</tr>
</tbody>
</table>

Leadership Prerequisite Comments (Optional)
### SECTION 8 - OPERATIONAL PREREQUISITES

#### A. Marine Prerequisites

- [x] 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
- [x] 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)

- Small boat operations familiarity required.
- Small boat maintenance and trailer maintenance required.
- SCUBA equipment maintenance highly recommended.
- NOAA Working Diver REQUIRED
- NOAA Divermaster and DMT preferred
- NOAA MPIC preferred
- Education in Biology or Marine Science recommended

### 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).

Knowledge and experience in government contracts and budgeting is helpful, but not necessary.

Knowledge of Sunflower and property management is helpful, but not necessary.
## 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</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LTJG (02)</td>
<td>Leading Others</td>
<td>Interpersonal Skills</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LT (03)</td>
<td>Leading Performance and Change</td>
<td>Decisiveness</td>
</tr>
<tr>
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<td></td>
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<tr>
<td>LCDR (04)</td>
<td>Leading Organizations</td>
<td>External Awareness</td>
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<tr>
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<td></td>
<td></td>
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<tr>
<td>CDR (05)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CAPT (06)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RADM (07/08)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Leadership Development Comments (Optional)

## 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)

Dive Master is offered annually in Key West, FL.
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).

Professional Development: The officer being the vessel operations coordinator will work as a scientist planning and conducting field research on numerous research cruises that will prepare the officer for a tour as an operations officer aboard a NOAA research platform. The officer will be advancing his/her technical competency and proficiency with small boats and scientific diving as well as their scientific knowledge and research skills through hands on fish and coral surveys. This billet offers a great amount of responsibility and experience that will prepare an officer for his/her second sea tour while still offering the opportunity for field research.

Inter/Intra Agency Interaction: The officer will have the opportunity to interact on a daily basis with some of the best and brightest scientists from NOAA's SEFSC and the Cooperative Institute for Marine and Atmospheric Studies (CIMAS). In addition, the officer will have the chance to conduct field research for the National Coral Reef Monitoring Program (NCRMP) with various other NOAA Scientists and Partners including the University of Miami, The National Park Service, The U.S. Coast Guard and the Florida Fish and Wildlife Conservation Commission.

Graduate Studies: The University of Miami's Rosenstiel's School of Marine and Atmospheric Science (RSMAS) is located directly across the street from the lab with opportunities available for graduate studies.

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

Success will be measured based on the officer’s ability to support SEFSC-Miami’s small boat fleet and Dive Program through maintaining operational readiness as well as conducting field surveys.

The completion metrics of the National Coral Reef Monitoring Program (NCRMP) will serve as a direct measure of the officer and fish ecology units effectiveness.

Adaptability and teamwork are essential for success in this billet. Officer will often be called upon to collaborate with a multidisciplinary team of researchers and organizations to complete research objectives.
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 BOECK.JUSTIN.NICHOLAS 04468910
2. Date 2019-09-09
3. Name Justin Boeck LTJG/NOAA
4. Title/Position Vessel and Dive Operations Officer

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 BOHNSACK.JAMES.A 2460
2. Date 2019-09-09
3. Name Dr. James Bohnsack
4. Title/Position Director, Protected Resources and Bio Div.

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 CHROBAK.NICHOLAS.JAMES 1241660199
2. Date 2019-09-09
3. Name Nicholas Chrobak CAPT/NOAA
4. Title/Position XO, NMFS

D. Commissioned Personnel Center Endorsement

"I am the OMAO/CPC Officer Career Management Division representative. I recommend approval of this billet."

1. Signature CAPT Jeffrey C. Taylor, NOAA
2. Date 14 Nov 2019
3. Name CAPT 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 approve this billet."

1. Signature CAPT Devin R. Brakob, NOAA
2. Date 12/06/2019
3. Name CAPT Devin R. Brakob, NOAA
4. Title/Position Director, Commissioned Personnel Center