

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION

A. Billet Number	2672	B. Billet Title	Science Operations/Dive Center Coordinator
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	No Overlap Required		
F. Duty Type	FIXED SHORE	G. Estimated Length of Assignment	3 years

SECTION 2 - DUTY STATION ADDRESS AND CONTACT INFORMATION

A. Street Address	NOAA Daniel K Inouye Regional Center	B. Street Address	1845 Wasp Blvd, Bldg #176				
C. City	Honolulu	D. State	Hawaii	E. Country	United States	F. Zip Code	96818
G. Office	+1 (808) 725-5000	x		H. Mobile		I. Fax	

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor							
1. Name	LT Kristin Sojka	2. Position	Science Operations Manager	3. Grade	O3		
4. Email	kristin.m.sojka@noaa.gov	5. Office	+1 (808) 725-5376	x		6. Mobile	
B. Reporting Officer (2nd Level Supervisor)							
1. Name	Noriko Shoji	2. Position	Science Operations Director	3. Grade	ZP IV		
4. Email	noriko.shoji@noaa.gov	5. Office	+1 (808) 725-5331	x		6. Mobile	+1 (808) 265-3836
C. Reviewer (Normally the Reporting Officer's Supervisor)							
1. Name	Michael Hopkins	2. Position	Executive Officer, NOAA Fisheries	3. Grade	O6		
4. Email	mike.hopkins@noaa.gov	5. Office	+1 (301) 427-8051	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	NMFS	2. Office, Center, or Lab	PIFSC		
3. Division	SOD	4. Branch		5. Section or Team	
B. NOAA Goal/Subgoal		C. Program			
D. NOAA Org Code	FT7000	E. NFC Org Code	543071000000000000	F. Project-Task	V8A5ANB

SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

The incumbent will serve as a Science Operation Coordinator and Dive Center Coordinator for the Pacific Islands Fisheries Science Center (PIFSC) headquartered in Honolulu, Hawaii. PIFSC's primary responsibility is to conduct quality and timely ecosystem science to support the stewardship of fisheries, protected species, and coral reef conservation in the central and western Pacific.

As the Science Operations Coordinator the incumbent will work with principle investigators to organize and execute science operations out of the PIFSC and will oversee on-site lab spaces. The incumbent will assist with reviewing, modifying, and editing Project Instructions. The incumbent may serve on a variety of teams assisting with field work in various capacities. The incumbent may also serve as a purchase card holder and property custodian.

As a Dive Center Coordinator for PIFSC, the incumbent will work closely with PIFSC principal investigators and the Center's Dive Unit Sup. Duties will include: Maintaining and building the dive center's systems: compressors, pumps, tanks and safety gear (O2 kits, First Aid kits). Assisting in safety inspections, both annual and tri-year Dive Unit Safety Assessment (DUSA). Assisting in dive training from certifying NOAA divers, specialty training such as Specialized Task Endorsements (STEs: Marine Debris, Lift Bag Ops), survey techniques, decompression diving and the annual fitness test and dive safety review.

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 in the logistics and execution of field research activities.
- Participate operational risk assessment and field logistic activities.
- Review and edit project instructions for ship operations.
- Conduct analysis, prepare graphs, and assist with drafting administrative reports.
- Prepare presentations for meetings and participate in meetings, conferences, and symposia.
- Participate as a scientist and/or Operations Lead on research cruises of 1-30 days duration.
- Ensuring the dive center facility is kept in good, operating condition.
- Maintaining supplies and safety gear out of the Dive Center.
- Act as an interface for the dive center facility to users and managers.
- Manage the fiscal responsibilities of the dive center.
- Act as the Property Custodian for the Science Operations Division
- Act as a purchase card holder

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):

Dive Compressors
SOD Property

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 type="checkbox"/> Writing <input 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)

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)

NOAA Certified Diver

Certified Technical Diver preferred

CPR, First Aid and Oxygen Administration

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).

- 1) B.S. in marine biology, fisheries, oceanography, or related field preferred.
- 2) Demonstrated skills to produce effective written reports and oral presentations.
- 3) Experience with laboratory and field techniques commonly used in fisheries and/or biological oceanographic research.
- 4) Knowledge of small boat safety and operations.
- 5) Knowledge of autonomous vehicles (AUV) and/or other advanced technologies preferred.
- 6) Knowledge of common computer software programs used in statistical analysis of data and preparation of scientific publications.

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 type="checkbox"/> Decisiveness <input checked="" 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 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 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 checked="" type="checkbox"/> Dive Master <input type="checkbox"/> Dive Medic</p> <p><input checked="" type="checkbox"/> Unit Diving Supervisor</p>
<p>D. Additional Operational Development (security clearances, special training) or Operational Development Comments (Optional)</p> <p>NOAA Divemaster certified Possible NOAA Dive Instructor certified Operational Risk Assessment/Management Time Management</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).

Contracting - COTR

Scientific - databases,

GIS, project management

Regulatory - Controlled Technologies

Leadership - Team Coordination Training principles, Adult Learning Principles, Leadership Skills

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

This assignment will provide the incumbent with an excellent opportunity for professional growth through the development of sound project management skills, as well as continued development of operational skills. The hands on experience with cross discipline research will be valuable towards developing an understanding of the types of information needed for ecosystem approaches to management.

The incumbent will also have ample opportunity to continue to refine operational skills as the IRC Dive Center Coordinator, ensuring PIFSC dive assets are fully functional and ready for operations and all requisite records (personnel training, boat inspections, maintenance, etc) are accurately maintained. Additional opportunities include: participation in a research project will be available that will enable the incumbent to be involved in all aspects of research, from the design and planning stage to the implementation of data collection to the analyses and final output generation. As well as opportunities to expand dive proficiencies and possibly gain instructor credentials.

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 OSBORN.NICOLAS.BECK.154 Digitally signed by OSBORN.NICOLAS.BECK.1544936650
4936650 Date: 2021.03.04 13:15:59 -10'00'

2. Date 2021-03-04

3. Name Nicolas Osborn, ENS NOAA

4. Title/Position Science Operations/Dive Center Coordinator

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 SOJKA.KRISTIN.MICHELLA.1 Digitally signed by SOJKA.KRISTIN.MICHELLA.1086929038
086929038 Date: 2021.03.04 13:35:58 -10'00'

2. Date 2021-03-04

3. Name LT Kristin Sojka

4. Title/Position Science Operations Manager

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  Digitally signed by HOPKINS.MICHAEL.LEE.1005253515
Date: 2021.03.19 17:25:05 -04'00'

2. Date 2021-03-19

3. Name CAPT Michael Hopkins

4. Title/Position Executive Officer, NOAA Fisheries

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 28 JUL 2021

3. Name CDR Ryan Wattam, NOAA

4. Title/Position Chief, OCMD

E. Director, NOAA Corps Endorsement

"I am the Authorized Representative of the Director, NOAA Corps Approve this billet."

1. Signature _____

2. Date _____

3. Name CAPT Douglas E. MacIntyre, NOAA

4. Title/Position Director, CPC

Print Form

Submit to CPC (Reviewer Use Only)