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 | 5430710000000000 |
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 40 + Operational 40 + Leading and Managing 20 + 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

Will the Officer lead people, but has no supervisory responsibilities?  
☐ Yes  ☐ No  Number of personnel led  Up to 3

Grades of personnel led  GS-7 to GS-12, O1 to O2

2. Fiscal

Will the Officer have budget responsibility?  
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):

Dive Compressors
SOD 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></td>
</tr>
<tr>
<td></td>
<td></td>
<td>☐ Decisiveness ☐ Problem Solving ☐ Conflict Management</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☐ Customer Focus ☐ Entrepreneurship</td>
</tr>
<tr>
<td>LCDR (O4)</td>
<td>Leading Organizations</td>
<td>☐ Creativity &amp; Innovation ☐ Human Capital Management</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☐ Financial Management ☐ Technology Management</td>
</tr>
<tr>
<td>CDR (O5)</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>CAPT (O6) and RADM (O7/O8)</td>
<td>Leading Organizations</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
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<tr>
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<th>LEADERSHIP COMPETENCIES DEVELOPED IN THIS BILLET</th>
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<td>ENS (O1)</td>
<td>Leading Self</td>
<td>✗ Core Values &amp; Conduct ✗ Health &amp; Well Being ✗ Responsibility</td>
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<td>Leading Performance and Change</td>
<td>✗ Writing ✗ Team Building ✗ Leveraging Diversity</td>
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<td></td>
<td>✗ Influencing Others ✗ Developing Others ✗ Execution</td>
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<td>Leading Organizations</td>
<td>□ Decisiveness □ Problem Solving □ Conflict Management</td>
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<td></td>
<td></td>
<td>□ Vision □ Partnering</td>
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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)
- NOAA Divemaster certified
- Possible NOAA Dive Instructor certified
- Operational Risk Assessment/Management
- Time Management
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.
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
   OSBORN, NICOLAS. BECK, 154
   4936650
   Digitally signed by
   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

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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. MICHELLE, 1
   SOJKA, KRISTIN. MICHELLE, 1
   086929038
   Digitally signed by
   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: Michael Hopkins
   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: WATTAM, RYAN. CAULFIELD, 1107213097
   2021.07.28 14:32:41 -04'00'

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: MACINTYRE, DOUGLAS. ELLIS, 124
   MACINTYRE, DOUGLAS. ELLIS, 124
   9231513
   2021.08.19 16:12:09 -04'00'

2. Date: 

3. Name: CAPT Douglas E. MacIntyre, NOAA

4. Title/Position: Director, CPC