

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION

 CD Billet #: 9439 from JO, MF

A. Billet Number	2341	B. Billet Title	Special Assistant, Protected Resources Division
C. Grade Requested	O2 - LTJG	D. Type of Submission	PROPOSED NEW BILLET
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	NMFS / SWRO / Central Valley Office	B. Street Address	650 Capitol Mall, Suite 8-300				
C. City	Sacramento	D. State	California	E. Country	United States	F. Zip Code	95814
G. Office	+1 (916) 930-3600	x		H. Mobile		I. Fax	

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor							
1. Name	Maria Rea	2. Position	Area Coordinator	3. Grade	ZP IV		
4. Email	maria.rea@noaa.gov	5. Office	+1 (916) 930-3623	x		6. Mobile	
B. Reporting Officer (2nd Level Supervisor)							
1. Name	Chris Yates	2. Position	Assistant Regional Administrator	3. Grade	ZP V		
4. Email	Chris.Yates@noaa.gov	5. Office	+1 (562) 980-4007	x		6. Mobile	
C. Reviewer (Normally the Reporting Officer's Supervisor)							
1. Name	Mark Ablondi	2. Position	XO, NMFS	3. Grade	O6		
4. Email		5. Office		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	SWRO		
3. Division	PRD	4. Branch	Central Valley Office	5. Section or Team	
B. NOAA Goal/Subject	Ecosystems	C. Program			
D. NOAA Org Code		E. NFC Org Code		F. Project-Task	

SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

The incumbent serves as Special Assistant to the supervisor of the NMFS Southwest Regional Office's Central Valley Area Office. The work of the office focuses on NMFS Trust species and water supply issues in California's Central Valley. The incumbent would be called upon to assist in a variety of high profile issues, including restoring salmon habitat and stocks to the San Joaquin River, analyzing water use and diversion practices in and around the San Francisco Bay Delta, and negotiating with water users to remove dams along tributaries to the Sacramento River. These are projects of national attention and significance that seek to balance the survival of threatened and endangered fish species with water use for human needs.

SECTION 6 - DUTIES AND RESPONSIBILITIES

6A. Description of Duties and Responsibilities

This position will support the NMFS activities related to the Bay Delta Conservation Plan (BDCP), the State Water Project Operations Criteria and Plan (OCAP) and the San Joaquin River restoration project by:

1. assisting in making real-time decisions on flows and exports through a series of dams and reservoirs in California's large Central Valley,
2. providing technical assistance for the Bay Delta Conservation Plan and the NMFS Habitat Conservation Plan for the Delta,
3. providing advice to the U.S Bureau of Reclamation and US Fish and Wildlife Service on the impacts of projects on endangered and threatened fish species,
4. supporting preparation for litigation,
5. assisting in the development of NMFS species recovery plans, and
6. coordinating the preparation of responses to NMFS Headquarters's taskers and assignments.

Specific duties would be varied and depend on office needs and incumbent's qualifications. They would expose a junior officer to the wide range of processes and activities typically used in NMFS's Protected Resources Division work.

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?

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):

No Government assets directly managed but the officer may have opportunities to operate government owned boats and equipment in the course of his/her duties.

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 type="checkbox"/> Technical Proficiency <input checked="" type="checkbox"/> Listening <input checked="" 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 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)

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).

Excellent writing and interpersonal communication skills are required.

A knowledge of fish biology and/or hydrology and of the Endangered Species Act is desired.

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 type="checkbox"/> Health & Well Being <input checked="" type="checkbox"/> Responsibility <input 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 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 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)

This billet will afford the officer an opportunity to develop their teamwork and inter-agency networking skills. This office operates in a highly political and regulatory environment and thus has to continually meet high-profile deadlines. The officer will be part of multiple teams that must accomplish their assignments under heavy scrutiny. To be successful, the officer will need to work well with others and learn how to get the most out of his/her teammates and networking associates. Though not explicit, the officer will need to learn how to lead individuals and teams in a non-formal manner.

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)

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).

This billet will provide the officer with experience and understanding of one of the most difficult and important conservation issues addressed by NOAA Fisheries. Skills that will be developed by this billet include:

- knowledge of the biology of endangered and threatened fish species.
- understanding of the implementation and interpretation of the Endangered Species Act, including major NMFS activities such as Section 7 consultations and recovery planning,
- writing ability, including drafting memos for NMFS leadership, NOAA leadership and letters to Congress,
- negotiating skills,
- planning and managing multiple projects,
- time management skills,
- interacting with outside agencies - federal, state, university, and NGO, and
- understanding the Federal bureaucracy, especially as it relates to western water management.

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

- Writing assignments are completed on time.
- Writing assignments are coherent and easy to understand.
- Topic research is efficient and effective.
- Actions requested of others are clearly articulated and have specific, reasonable deadlines.
- Project planning is realistic.
- Actively monitors completion of sub-tasks by team members.
- Interactions with team members is constructive.
- Interactions with constituents and representatives of other agencies is service oriented.
- Policy advice is sound.

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 _____

2. Date

3. Name

4. Title/Position

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 _____

2. Date

3. Name

4. Title/Position

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 Gallagher**

Digitally signed by Michael Gallagher
DN: cn=Michael Gallagher, o=NMFS, ou=NMFS,
email=michael.s.gallagher@noaa.gov, c=US
Date: 2011.03.29 12:46:14 -04'00'

2. Date

3. Name

4. Title/Position

D. Commissioned Personnel Center Endorsement

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

1. Signature **Nathan H. Hancock**

Digitally signed by Nathan H. Hancock
DN: cn=Nathan H. Hancock, o=CPC, ou=Assignments
Branch, email=nathan.hancock@noaa.gov, c=US
Date: 2011.03.29 12:59:46 -04'00'

2. Date

3. Name

4. Title/Position

D. Director, NOAA Corps Endorsement

"I am the and I this billet."

1. Signature 

2. Date

3. Name

4. Title/Position