

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION CD Billet #: 9027

A. Billet Number	2362	B. Billet Title	Cetacean Photo Specialist
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	2 weeks		
F. Duty Type	FIXED SHORE	G. Estimated Length of Assignment	3 years

SECTION 2 - DUTY STATION ADDRESS AND CONTACT INFORMATION

A. Street Address	3333 N. Torrey Pines Court	B. Street Address					
C. City	La Jolla	D. State	California	E. Country	United States	F. Zip Code	92037
G. Office	+1 (858) 546-7077	x		H. Mobile		I. Fax	+1 (858) 546-7003

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor							
1. Name	Wayne Perryman	2. Position	Director, Cetacean Health and Life History	3. Grade	ZP IV		
4. Email	Wayne.Perryman@noaa.gov	5. Office	+1 (858) 546-7014	x		6. Mobile	858-228-66
B. Reporting Officer (2nd Level Supervisor)							
1. Name		2. Position		3. Grade			
4. Email		5. Office		x		6. Mobile	
C. Reviewer (Normally the Reporting Officer's Supervisor)							
1. Name	Michael Gallagher	2. Position	Executive Officer, NMFS	3. Grade	O6		
4. Email	michael.s.gallagher@noaa.gov	5. Office	+1 (301) 713-2239	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	Southwest Fisheries Science Center		
3. Division	Protected Resources	4. Branch		5. Section or Team	
B. NOAA Goal/Subgoal		C. Program	Cetacean Health and Life History		
D. NOAA Org Code	FR7400	E. NFC Org Code	30510002	F. Project-Task	J8P2ANB - PSW

SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

The officer will be a member of the Cetacean Health and Life History program, which continues to develop new tools for the assessment of marine mammals and contributes data to mandated research efforts including regular abundance estimates. The Cetacean Health and Life History Program works closely with other members of NMFS/Southwest Fisheries Science Center/Protected Resources Division to monitor the life history, condition and health of populations. The officer will participate in ongoing field research and data collection for projects involving large and small cetaceans both at sea and from shore stations.

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

The officer will participate in activities including but not limited to: extracting data from aerial or shipboard photographs in the form of measurements and counts, land-based field observations, written contributions to reports on results of analyses, equipment and budget maintenance, continued development of the program web site, and participation in the center's marine mammal stranding network. In addition the officer will manage and track the Program budget (\$200-400K). After a year as a team member, the officer will be expected to take the lead on various field sampling projects. He/She will be expected to spend as much as 3 months/year in the field.

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):

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 type="checkbox"/> Speaking
LT (O3)	Leading Others	<input checked="" type="checkbox"/> Writing <input checked="" type="checkbox"/> Team Building <input type="checkbox"/> Leveraging Diversity <input 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 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)

Officer should be skilled in building and using collaborative and cooperative relationships in a team setting to maximize output with limited resources and time.

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)

None

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).

Proficiency with Photoshop, Microsoft Office Suite, ARC GIS (9.3 or above) are desired but not required.

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 type="checkbox"/> Speaking
LT (O3)	Leading Others	<input checked="" type="checkbox"/> Writing <input checked="" type="checkbox"/> Team Building <input type="checkbox"/> Leveraging Diversity <input 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 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

A. Marine Development <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 <input 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 <input type="checkbox"/> Trawl Qualified <input type="checkbox"/> Longline Qualified <input type="checkbox"/> Hydro Launch PIC <input type="checkbox"/> Foreign Port Calls
B. Aviation Development <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 <input type="checkbox"/> Alaska/Wilderness Qualified <input type="checkbox"/> Flight Meteorologist <input type="checkbox"/> International Flights <input type="checkbox"/> UAS Pilot
C. Dive Development <input type="checkbox"/> Scientific Diver <input type="checkbox"/> Working Diver <input type="checkbox"/> Advanced Working Diver <input type="checkbox"/> Master Diver <input type="checkbox"/> Dive Master <input type="checkbox"/> Dive Medic <input type="checkbox"/> Unit Diving Supervisor
D. Additional Operational Development (security clearances, special training) or Operational Development Comments (Optional) <div style="height: 80px;"></div>

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).

Basic computer skills, meticulous work habits, strong sense of team, and the ability to adapt to a wide range of challenges. Officer may make a power point presentation to the Division on one day and perform a necropsy on a foul smelling carcass the next.

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

Success will be measured by the officer's ability to support the program over a wide range of field and laboratory tasks. The assignment will include managing independent projects, web site design, and participation in a variety of field efforts at sea or aboard aircraft.

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: 2011.01.04 09:36:54 -0500

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 

2. Date

3. Name

4. Title/Position

E. Director, NOAA Corps Endorsement

"I am the and I this billet."

1. Signature 

2. Date

3. Name

4. Title/Position