

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION CD Billet #: 9023

A. Billet Number B. Billet Title

C. Grade Requested D. Type of Submission

E. Minimum amount of overlap between incumbent officer/reporting officer for continuity of duties

F. Duty Type G. Estimated Length of Assignment

SECTION 2 - DUTY STATION ADDRESS AND CONTACT INFORMATION

A. Street Address B. Street Address

C. City D. State E. Country F. Zip Code

G. Office x H. Mobile I. Fax

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor

1. Name 2. Position 3. Grade

4. Email 5. Office x 6. Mobile

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 2. Position 3. Grade

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 2. Office, Center, or Lab

3. Division 4. Branch 5. Section or Team

B. NOAA Goal/Subgoal C. Program

D. NOAA Org Code E. NFG Org Code F. Project/Task

Routing Code: F/SWC

SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

The Advanced Survey Technology Officer (ASTO) for the Southwest Fisheries Science Center (SWFSC) will be engaged in research projects conducted by the Advanced Survey Technology Program (AST). The billet will require participation and leadership in the area of operational testing and deployment of sensors and sensor platforms in various stages of development. Sensors are typically acoustic or optical, or both. Sensor platforms include ships, small boats, buoys, drifters, animals, autonomous underwater vehicles (AUVs), and potentially even unmanned aerial vehicles (UAVs) and satellites. The primary responsibilities of the billet will be to plan, prepare for, conduct, and document the testing and deployment of advanced sensor and platform technologies in coordination with other NOAA partners and stakeholders including DOD, USFWS, EPA, ONR, industry, international scientific organizations, and academia.

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

Duties and responsibilities, specifically the technical duties, should be expected to change frequently due to the cutting-edge and fast paced nature of the AST focus. Latitude exists to further refine the duties and responsibilities based on the interests and experience of the officer.

TECHNICAL 33%: Collection, processing, and documentation of data from multi-frequency echosounders and multi-beam sonars; assistance with the design, testing, and implementation of other advanced survey technologies such as an autonomous underwater vehicle (AUV) and a broad bandwidth multi-scattering hyperbaric tank.

OPERATIONAL, 34%: Operation and maintenance of AST's Class I and Class III research motorboats; implementation of the NOAA Small Boat Safety Program requirements including small boat exams and providing operator training and platform scheduling.

LEADING AND MANAGING, 33%: Coordinating and scheduling operational testing of AST's projects with NOAA assets and NOAA partners; planning and accounting AST's budget including research proposal cost estimation, procurement, and budget management; and supervising up to two NOAA employees when in-charge of a research project or survey.

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 i.e., GS-7 to GS-12, O1 to O3

Will the Officer lead people, but has no supervisory responsibilities? Yes No Number of personnel led 2

Grades of personnel led i.e., GS-7 to GS-12, O1 to O3

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):

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)

1) Boat handling and marine engineering standard proficiency (training as MPIC and coxswain/ OIC are desirable but not mandatory); 2) good computer, writing and oral skills; 3) strong initiative and ability to work independently; 4) ability to identify and correct challenges encountered during operational deployment and testing of sampling technologies within resource constraints to ensure mission success.

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).

BS/BA in marine science, engineering, applied mathematics or physics, or biology is required. Education and experience with acoustic mapping of biological scatterers, bathymetry, and or bottom types is highly desired. A knowledge of programming languages (MATLAB, R, Visual Basic, etc.) and ArcGIS would be beneficial. Officer will receive training in Myriax Echoview acoustic processing software, other training opportunities may become available.

SECTION 10 - LEADERSHIP DEVELOPMENT

GRADE	LEADERSHIP MATURITY LEVEL	LEADERSHIP COMPETENCIES DEVELOPED IN THIS BILLET
ENS (O1)	Leading Self	<input type="checkbox"/> Core Values & Conduct <input type="checkbox"/> Health & Well Being <input type="checkbox"/> Responsibility <input type="checkbox"/> Followership <input 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 checked="" type="checkbox"/> Decisiveness <input checked="" type="checkbox"/> Problem Solving <input checked="" type="checkbox"/> Conflict Management <input type="checkbox"/> Customer Focus <input checked="" type="checkbox"/> Entrepreneurship
CDR (O5)	Leading Performance and Change	<input checked="" 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 checked="" type="checkbox"/> External Awareness <input checked="" type="checkbox"/> Strategic Thinking <input type="checkbox"/> Political Savvy <input checked="" type="checkbox"/> Vision <input checked="" type="checkbox"/> Partnering
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)

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 is intended to further the career development for a hydrographic or fisheries-oriented officer with a desire and interest in applications of cutting edge technology toward improving living marine resource assessments. This assignment allows the officer to gain familiarity with the workings of a NMFS research laboratory and insights into the process of gathering and analyzing information that ultimately results in fisheries regulation. This billet offers a balanced mix of technical, operational and leadership/management opportunities. As such, the officer will be given a lot of responsibility. By participating in a number of different projects and solving problems, the officer will develop or further refine skills in operational planning and preparation, communication, organization, and supervision. The experience gained as the officer should be immensely valued by OMAO and directly applicable to the potential for success of the officer in subsequent assignments as an Operations Officer aboard DYSON class FSVs. The Officer will gain valuable leadership experience through occasional operation of the AST Class III research motorboat.

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

Contribute to the development of acoustic and optical techniques for efficiently surveying habits, distributions, and abundances of fishes and zooplankton. 1. Participate in research and development projects related to sampling technologies for improving the accuracies, precisions, and efficiencies of fisheries surveys. 2. Plan and conduct experiments and technology development activities. 3. Thoroughly document in written and electronic form, all research apparatus, activities, and results. 4. Meticulously archive all data, processing steps, results, and metadata.

Document all research and development activities and make the results broadly available. 1. Document research and development in reports, published technical memorandum, and peer-reviewed journal articles. 2. Present research and survey results on the AST web site and via oral and poster presentations at seminars, meetings, and symposia.

Apply sampling technologies to surveys of habitat, distributions, and abundances of fish and zooplankton. 1. Participate in ship-based fisheries surveys for periods of up to 45 days, not to exceed 90 days per year. 2. Perform data collection, archive, analysis, and documentation activities. 3. Purchase, setup, maintain, improve, and utilize survey apparatus and instrumentation.

Be responsible for purchasing and accounting activities, including purchase order requests, credit card use and reconciling, and accounting spreadsheet maintenance. 1. Research purchases necessary for equipment development and survey activities. 2. Orchestrate contracts and the purchase of equipment and supplies following all government regulations and procedures. 3. Reconcile credit card purchases. 4. Maintain accurate accounting of all purchases and reconcile quarterly with the FRS.

Outfit, maintain, and captain two instrumented small craft for fisheries surveys. 1. Maintain instrumented small craft, subsystems, and scientific equipment for maximal safety, function, and longevity. 2. Captain vessel, direct mate, and liaise with researchers to conduct safe and efficient surveys. 3. Orchestrate boat transportation, launching, short-term moorage, and long-term parked storage as needed. 4. Modify and upgrade the boat, subsystems, and or equipment as needed for survey missions. 5. Coordinate boat usage and collect use fees for boat upgrades, modifications, maintenance and repairs.

Coordinate NOAA Small Boat Program and Training.

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 09:32:46 -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 **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: 2011.03.08 13:41:08 -0500

2. Date

3. Name

4. Title/Position

E. Director, NOAA Corps Endorsement

"I am the and I approve this billet."

1. Signature 

2. Date

3. Name

4. Title/Position