

# NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

## SECTION 1 - GENERAL INFORMATION CD Billet Number: 9029

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. NFC Org Code  F. Project-Task

Routing Code: F/PIC

## SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

The incumbent will serve as a researcher and Small Boats Vessel Operations Coordinator (VOC) 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 a PIFSC researcher, the incumbent will work closely with a Center principal investigator on a specific project, which will be determined based on interest, background, and aptitude. Projects may involve multidisciplinary ecosystem research aimed to help better understand ecosystem dynamics, impacts, and responses to natural and anthropogenic perturbations. Duties will include project planning, field data collection and analysis, operation and maintenance of scientific equipment, as well as scientific writing and editing.

As a Small Boats Vessel Operations Coordinator for PIFSC, the incumbent will work closely with PIFSC principal investigators and the Center's Lead VOC. Duties will include managing and monitoring float plans, ensuring all boat operators receive appropriate training, conducting/scheduling ASBE and SBEX boat inspections, and finding resources if the Center's needs cannot be met with existing assets. In addition, the incumbent will also work closely with the COTR to coordinate PIFSC NOAA charter vessel activities on Class III and SRV.

## SECTION 6 - DUTIES AND RESPONSIBILITIES

### 6A. Description of Duties and Responsibilities

- 1) Assist in the design and execution of laboratory and field experiments.
  - 2) Participate in data collection and analysis; organize and maintain data and samples collected and experimental results with appropriate software.
  - 3) Conduct analysis, plot data, and assist with manuscript preparation for publication in scientific journals and administrative reports.
  - 4) Prepare presentations for scientific meetings and participate in meetings, conferences, and symposia.
  - 5) Participate as a scientist on research cruises of 1-30 days duration.
  - 6) Manage and monitor float plans, and ensure all boat operators receive appropriate training, and conduct/schedule ASBE and SBEX boat inspections.
- Assist with PIFSC charter vessel activities.

### 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):

Approximately 10 Class A and Class I boats, total dollar value ~\$200K

## 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 checked="" type="checkbox"/> Writing <input 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 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).

- 1) B.S. in marine biology, fisheries, oceanography, or related field.
- 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 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

### 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)

Advanced boat operator  
 BYC Inspection Standards for Motorboats  
 Boating Instructor/Adult Learning Principles  
 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, scientific papers/publications, project management

Regulatory - Protected Species/Marine Mammal and regulations

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 scientific skills, as well as continued development of operational and project management skills. Projects for both independent and collaborative research 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. The hands on experience with cross discipline research will be a 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 a PIFSC VOC, ensuring PIFSC boat assets are fully functional and ready for operations and all requisite records (personnel training, boat inspections, maintenance, etc) are accurately maintained.

Cooperative relationships and adjacency of the PIFSC to the University of Hawaii at Manoa facilitates opportunities for graduate study in marine sciences.

# 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 **Michael Gallagher**

Digitally signed by Michael Gallagher  
DN: cn=Michael Gallagher, o=NMFS, ou=NMFS,  
email=michael.s.gallagher@noaa.gov, c=US  
Date: 2010.05.27 15:47:55 -0400

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 **Michael Gallagher**

Digitally signed by Michael Gallagher  
DN: cn=Michael Gallagher, o=NMFS, ou=NMFS,  
email=michael.s.gallagher@noaa.gov, c=US  
Date: 2010.05.27 15:49:23 -0400

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."

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: 2010.05.27 15:50:19 -0400

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: 2010.04.20 11:49:10 -0400

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