

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

TO: DIRECTOR, COMMISSIONED PERSONNEL CENTER, CPC

FROM: DR. FRANKLIN B. SCHWING
ROUTING CODE: F/SWC6
ADDRESS:

THRU (Liaison Officer):
NOAA - NMAO - NMFS LIAISON OFFICER

NMFS PACIFIC FISHERIES ENVIRONMENTAL LAB (PFEL)
1352 LIGHTHOUSE AVENUE
PACIFIC GROVE, CALIFORNIA 93950

BILLET TITLE: EXECUTIVE OFFICER, PFEL
BILLET #: 2391

PHONE NUMBER: (831) 648-8515

RANK REQUESTED: (0-2, 0-3, 0-4, etc.) 0-4

(This block to be completed by liaison officer)
IS THIS A NEW BILLET: YES NO
BILLET PRIORITY: A, B, C, R

GS/GM EQUIVALENT:

IMMEDIATE SUPERVISOR:
DR. FRANKLIN B. SCHWING

TITLE:
ACTING DIRECTOR, PFEL

PHONE NUMBER:
(831) 648-8515

EDUCATIONAL REQUIREMENTS:
BACHELOR OR MASTER'S DEGREE IN PHYSICAL SCIENCES RELATED FIELD

OTHER QUALIFICATIONS (INCLUDE PARTICULAR SECURITY CLEARANCES, SKILLS, ETC...)
Coursework or experience in budget development and formulation, financial accounting, program planning, project management, and simplified acquisition procedures. Strong interpersonal skills and knowledge of NOAA budgetary and administrative procedures.

1. GENERAL DESCRIPTION OF BILLET:

The officer is assigned to the NMFS Southwest Fisheries Science Center (SWFSC), Pacific Fisheries Environmental Laboratory (PFEL). The incumbent will work with the Director on a range of tasks commensurate with Executive Officer/Deputy Director of a research institution.

The officer will serve as the Laboratory's Financial/Budget Officer and will be responsible for preparation and monitoring budget operating plans, tracking reimbursements, grants coordination and reconciliation of expenditures.

The officer will provide general administrative support (facility management, policy definition, strategic planning and marketing, organizational development and human resource management) to institute best practices and promote efficient operation with available resources.

The officer will be available to assist on special projects and aid in field support, as required.

The opportunity for the incumbent to become involved in research, either as collaborator or independent investigator, is included within the framework of this billet.

2. DUTIES AND RESPONSIBILITIES:

a. Is this a supervisory billet? YES NO

b. If so, state number and grade of personnel supervised. Number: _____ Grade(s): _____

Fiscally balance laboratory's budget integrating various Excel spreadsheets, NOAA Facilities Cost Accounting System, NOAA Fisheries Office of Management and Budget Financial Reporting System (FRS), and NOAA's Commerce Administrative Management System (CAMS). The officer will provide division principal investigators and SWFSC Financial Officers with timely, efficient and pragmatic fiscal oversight and guidance of allocated funding resources (reconciling expenditures, reimbursements, user fees, monitoring labor, travel and non-labor costs and contracts). Cost analysis to provide recommendations to management for planning actual costs vs. budget estimates and evaluation of near term needs vs. long term vision.

The officer will serve as Authorizing/Approving Official for Commerce purchase cards. The officer will participate in facility team committees in areas of facility improvement, technology development, safety and emergency preparations and EEO. Officer will supervise officer assigned Billet #2391. CoastWatch Operations Officer - W. Coast Region

CONTINUE IN ITEM 4

3. CAREER DEVELOPMENT OPPORTUNITIES:

This billet provides a unique opportunity to expand and apply fiscal management skills and develop knowledge of NOAA, NMFS, and SWFSC budgetary and administrative procedures, strategic direction, costing methodologies, and evaluation of current programs using performance and outcome measures (data gathered, products derived and customers served).

The officer will develop an in-depth functional understanding of NOAA, NMFS, NESDIS and contract institute administration, budget policies and procedures. The officer will have the opportunity to attend conferences, seminars and training related to research, administration and budget planning.

The location of Pacific Fisheries Environmental Laboratory (PFEL) on the Monterey Peninsula is proximate to several universities including the US Naval Postgraduate School in Monterey, CA. The billet offers opportunity for limited study and pursuit of graduate studies related to billet duties or PFEL mission.

4. ADDITIONAL COMMENTS:

This is a Category A Billet located at the NMFS - SWFSC - F/SWC6 - Pacific Fisheries Environmental Laboratory in Pacific Grove, California.

History:

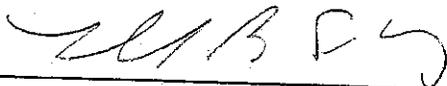
The Pacific Fisheries Environmental Group (PFEG) was established in 1969, as part of the Bureau of Commercial Fisheries, later incorporated into National Marine Fisheries Service. PFEG represented a unique collaboration with the US Navy's Fleet Numerical Meteorology and Oceanography Center (FNMOC) developing environmental databases and products regarding marine weather, climate variability and ocean dynamics. PFEG's mission being to develop the analysis to provide a means to effectively understand the effects of environmental variability on fisheries over a broad range of scientific and economic management and operational concerns of US Government and US Commercial Fishing Industry.

PFEG moved seven times during 1969-1996, always remaining on the Monterey Peninsula to allow continued collaboration and data links with FNMOC. This relationship demonstrated a longstanding example of dual use of military environmental data assets. The 4.5 acres on which the facility resides were originally part of a parcel acquired by the US Coast Guard for the Point Pinos Lighthouse. In 1952, the Navy constructed a building on site, designed to withstand the blast of an atom bomb, to serve as an air interceptor training facility for Navy Pilots and ground personnel during the Cold War. In 1963, the facility became home to part of the FNMOC and was used as a computing and archival center for meteorological and oceanographic products. In 1996, the FNMOC/Naval Reserve Center was formally transferred from the Navy to NOAA NMFS.

The Pacific Fisheries Environmental Laboratory (PFEL) is recognized domestically and internationally for superior scientific excellence and outreach in research related to understanding environmental variability affecting stewardship of living marine resources, recovery and maintenance of marine protected species, data assimilation and distribution of marine environmental products and time series databases critical in marine research. PFEL is also active in extensive expansion of CoastWatch ocean satellite remote sensing capabilities through NOAA/NASA/NESDIS/NMFS partnerships.

For more information visit:
<http://www.pfeg.noaa.gov/>
<http://coastwatch.noaa.gov/>
<http://swfsc.nmfs.noaa.gov/>

SIGNATURE OF SUPERVISOR:



DATE:

2/28/05