

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION

A. Billet Number	2222	B. Billet Title	Resource Specialist, Habitat Conservation		
C. Grade Requested	O3 - LT	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	NOAA National Marine Fisheries Service		B. Street Address	222 West 7th Avenue, Room 552	
C. City	Anchorage	D. State	Alaska	E. Country	United States
F. Zip Code	99513				
G. Office	+1 (907) 271-5006	x		H. Mobile	
I. Fax	+1 (907) 271-3030				

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor					
1. Name	Matthew Eagleton	2. Position	Deputy Assistant Regional Administrator	3. Grade	ZP IV
4. Email	matthew.eagleton@noaa.gov	5. Office	+1 (907) 271-6354	x	
6. Mobile					
B. Reporting Officer (2nd Level Supervisor)					
1. Name	Gretchen Harrington	2. Position	Assistant Regional Administrator	3. Grade	ZP V
4. Email	gretchen.harrington@noaa.gov	5. Office	+1 (907) 586-7824	x	
6. Mobile					
C. Reviewer (Normally the Reporting Officer's Supervisor)					
1. Name	Doug Mecum	2. Position	Deputy Regional Administrator	3. Grade	ZP V
4. Email	doug.mecum@noaa.gov	5. Office	+1 (907) 586-7221	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	Alaska Regional Office (AKRO)		
3. Division	HCD	4. Branch	Anchorage Field Office	5. Section or Team	
B. NOAA Goal/Subgoal	Healthy Oceans (Ecosystems)		C. Program	Habitat	
D. NOAA Org Code	FS5400	E. NFC Org Code	30-60-0005-04-00-00-00	F. Project-Task	

SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

The officer serves as a Special Assistant and Resource Specialist to the Acting Regional Administrator for Habitat Conservation, focusing on activities involving federally managed fisheries and fish habitat. The Region will provide considerable indoctrination to this position, however the officer is expected to self-direct his/her program.

The officer's primary function is to support the Alaska Region's Division of Habitat Conservation. In this capacity, the officer is responsible for inter-agency consultations under Sec. 305 (b) of the Magnuson-Stevens Fishery Conservation and Management Act (MSA) regarding actions that may affect species and habitats of concern to NOAA.

The officer also serves as a direct liaison with the United States Coast Guard (USCG) regarding Regional Response Team efforts to protect marine resources from an oil spill in the marine environment. The officer coordinates with agency biologists and staff to relay pertinent concerns and available information to the USCG, state agencies, and stakeholders during a spill and to ensure any necessary consultations are conducted.

The officer represents the NFMS Alaska Region on several spill planning work groups and inter-agency and public functions. The officer represents the Alaska Region in the review and update of Area Plans, including wildlife and sensitive area response plans within Alaska. The officer may represent the Region at Regional Response Team meetings. This billet is located within the NMFS Field Office, Anchorage, Alaska, but includes flexibility to be geographically repositioned to the Regional Office located in Juneau, Alaska. Any re-location will be taken under consideration prior to filling the billet to ensure orders are accurate.

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

-Conduct inter-agency consultations under the MSA and conserve NOAA trust resources under other pertinent environmental laws.

-Utilize marine background and knowledge of maritime industries to review federal actions and recommend measures to conserve, enhance, or protect marine resources.

-Prepare clear and concise written products such as agency comment letters and technical reviews of development proposals, environmental documents, and biological assessments.

-Serve as an expert regional agency representative for NOAA resources to the Federal On-Scene Coordinator through coordination within NMFS and with federal and state agencies during oil spill planning, response, and consultations.

-Maintain close contact with the NOAA Scientific Support Coordinator and Regional Response Team representative regarding scientific and technical aspects of spill response.

-conduct any other large-scale inter-agency collaborations as needed, such as Programmatic Consultations with the U.S. Coast Guard or U.S. Navy, and Fish and Wildlife Coordination Act Reports with multiple agencies.

-Participate in field work related to research activities and field trips to project sites, as needed.

-Obtain training to enable the officer to fulfill agency missions (see Section 11D - Operational Development).

-Stay current on pertinent subject matter via literature, conferences, symposiums, etc.

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):

Officer will share responsibilities to manage GSA-leased vehicles and other governmental assets; assist GSA Fleet Officer and act for this position as needed.

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 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 checked="" type="checkbox"/> Decisiveness <input checked="" type="checkbox"/> Problem Solving <input checked="" type="checkbox"/> Conflict Management <input checked="" 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)

It is extremely important for the officer to be adaptable and open to accepting an array of projects. The ability to recognize NOAA's mission and to apply this in representing our trust resources is key.

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)

Previous experience and familiarity with environmental policies such as the National Environmental Policy Act (NEPA) and MSA is highly encouraged but not required.

Previous spill response planning and/or field experience, HAZWOPER, and Incident Command System (ICS) training helpful but not required. Experience as a ship's environmental compliance officer would be extremely valuable.

Due to the nature of billet, while not required, knowledge of Alaskan logistics will assist NMFS's mission. Officer will review projects and/or respond to spills involving various ports in Alaskan waters, vessels of different platforms, and aircraft operations.

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).

Effective written and verbal communication skills and teamwork ability are required.

Effective analytical skills are required for reviews of complex issues and environmental impact assessments.

If no previous experience with environmental policy, a willingness and ability to quickly understand multi-faceted environmental laws such as MSA and NEPA would be a strength.

Natural Science or Biology background and previous work with fish and/or marine habitat would be advantageous.

Past scientific research, lab experience, or familiarization with the natural resource management statutes and regulations applying to NMFS would be helpful, but not required.

GIS experience desirable, 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 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 checked="" type="checkbox"/> Decisiveness <input checked="" type="checkbox"/> Problem Solving <input checked="" type="checkbox"/> Conflict Management <input checked="" 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 checked="" type="checkbox"/> External Awareness <input type="checkbox"/> Strategic Thinking <input checked="" type="checkbox"/> Political Savvy <input type="checkbox"/> Vision <input checked="" type="checkbox"/> Partnering

Leadership Development Comments (Optional)

This billet involves a number of inter-agency communications within Alaska federal action agencies and at the headquarters levels, including with the U.S. Navy and Coast Guard. This billet is high profile, with the officer representing the Region on several issues of national significance, such as spill response and large scale oil and gas projects. The officer will increase his/her external awareness and political savvy greatly in learning to coordinate such tasks between agencies and in the public eye. This will develop the officer's ability to manage conflict on issues which invoke a great deal of passion within the state and globally.

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)

HAZWOPER, NOAA Office of Response and Restoration's Science of Spills, Environmental Policy Training (MSA, NEPA, FWCA), Basic and Analytical Writing Courses, FEMA Incident Command System, GIS

This billet is supportive of the Officer's need to maintain sea readiness through participation in NOAA Corps Augmentation Pool. Officer will be given time to stay current with required training and resources as well as promotional education requirements, including coursework.

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 provides the Officer with the opportunity to work with representatives from federal and state agencies and have direct contact with local conservation groups, commercial fishing, native organizations, petroleum industry, and coastal communities.

This position offers high visibility with constituents of the Alaska and Northwest Regions. The responsibility and level of this billet promotes growth for the Officer. This billet exposes an officer to regional management skills in the administration of sensitive issues such as conserving healthy habitats to sustain fishing resources. Incumbent will work with difficult situations in which initiative and perseverance are key elements for success.

The officer will become well versed in the policies and activities related to programs mandated by the MSA, NEPA, and other pertinent environmental laws.

There are opportunities for the individual to seek further education and training at a local university and through government such as the local military installation.

The Officer will develop his/her writing and analytical skills and will gain valuable experience in understanding environmental impact assessment, oil spill planning and response, and training such as the Science of Spills and HAZWOPER.

The Officer will use GIS to assist in spill response as well as improve EFH maps and consultations.

The Alaska Region supports the Officer's volunteer efforts to participate in recruiting events, such as high school and college career fairs, the Alaska State Fair, etc., representing both the NOAA Corps and NMFS Alaska Region.

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

-Successfully represents NMFS Alaska Region's trust resources and priorities within NOAA and to other federal and state agencies, response teams, native populations, the public, etc.

-Completes thorough and timely technical reviews of environmental impact assessment documents and completes inter-agency consultations for sec. 305 of the MSA / Essential Fish Habitat following NMFS guidelines.

-Completes written products such as draft agency comment letters in a timely manner, focusing on the issues of greatest significance for marine and anadromous fish and their habitats.

-Provides timely, accurate, and personable responses to public inquiries.

-Gains and distributes subject matter expertise on diverse topics such as science of spills, spill research, presence of marine resources and sensitive habitats in an area, and current and future development projects that may affect living marine resources.

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 AMES.LYDIA.ANN
HUMMEL.1504466937

Digitally signed by AMES.LYDIA.ANN
HUMMEL.1504466937
Date: 2019.07.11 16:46:02 -08'00'

2. Date 2019-07-11

3. Name Lydia Ames

4. Title/Position Resource Specialist, Habitat Conservation Division

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 EAGLETON.MATTHEW.PAUL
1151897971

Digitally signed by
EAGLETON.MATTHEW.PAUL.1151897971
Date: 2019.07.12 09:40:43 -08'00'

2. Date 2019-07-12

3. Name Matthew Paul Eagleton

4. Title/Position Deputy, Habitat Conservation Division

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 CHROBAK.NICHOLAS.JAMES
.1241660199

Digitally signed by
CHROBAK.NICHOLAS.JAMES.1241660199
Date: 2019.07.19 09:09:16 -04'00'

2. Date 2019-07-19

3. Name Commander Nicholas J. Chrobak, NOAA

4. Title/Position Executive Officer, NMFS

D. Commissioned Personnel Center Endorsement

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

1. Signature

CDR/NOAA

2. Date 22 Jul 2019

3. Name CDR Jeffrey C. Taylor, NOAA

4. Title/Position Chief, Officer Career Management Division

E. Director, NOAA Corps Endorsement

By Direction

"I am the authorized representative of the Director, NOAA Corps and I approve this billet."

1. Signature

CAPT Devin R. Brakob, NOAA

2. Date 7/31/2019

3. Name CAPT Devin R. Brakob, NOAA

4. Title/Position Director, CPC

Print Form

Submit to CPC (Reviewer Use Only)