

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION

A. Billet Number	2390	B. Billet Title	Manager, Environmental Products
C. Grade Requested	O3 - LT	D. Type of Submission	CHANGE OF DUTY STATION
E. Minimum amount of overlap between incumbent officer/reporting officer for continuity of duties	No Overlap Required		
F. Duty Type	FIXED SHORE	G. Estimated Length of Assignment	3 years

SECTION 2 - DUTY STATION ADDRESS AND CONTACT INFORMATION

A. Street Address	Environmental Research Division	B. Street Address	99 Pacific Street, Suite 255A				
C. City	Monterey	D. State	California	E. Country	United States	F. Zip Code	93940
G. Office	+1 (831) 648-8515	x		H. Mobile		I. Fax	+1 (831) 648-8440

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor							
1. Name	Steven Bograd	2. Position	Supervisory Research Oceanographer	3. Grade	ZP IV		
4. Email	steven.bograd@noaa.gov	5. Office	+1 (831) 648-8314	x		6. Mobile	
B. Reporting Officer (2nd Level Supervisor)							
1. Name	John Crofts	2. Position	Executive Assistant to the Director, SWFSC	3. Grade	O5		
4. Email	john.crofts@noaa.gov	5. Office	+1 (858) 546-7150	x		6. Mobile	
C. Reviewer (Normally the Reporting Officer's Supervisor)							
1. Name	Mike Ellis	2. Position	Executive Officer, NMFS	3. Grade	O6		
4. Email	mike.ellis@noaa.gov	5. Office	+1 (301) 427-8060	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	SWFSC			
3. Division	ERD	4. Branch	Climate and Ecosystem	5. Section or Team		
B. NOAA Goal/Subgoal			C. Program			
D. NOAA Org Code			E. NFC Org Code			F. Project-Task

SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

The SWFSC is the research arm of NOAA's National Marine Fisheries Service in the Southwest Region. Center scientists conduct marine biological, economic and oceanographic research, observations and monitoring of living marine resources and their environment. Center scientists also conduct research on the impacts of environmental variability and climate change on marine ecosystems and on fishery and conservation socio-economics. The ultimate goal of these scientific efforts is to ensure that the region's marine and anadromous fish, marine mammal, marine turtle, seabird, and invertebrate populations remain at sustainable and healthy levels, as functioning parts of their ecosystem and to enhance the quality of life for the public.

The Environmental Research Division of the Southwest Fisheries Science Center provides innovative science-based analyses, products, and information on environmental variability to meet the research and management needs of the SWFSC, NMFS, and NOAA, and serves the agency's mission of stewardship of living marine resources and the promotion of healthy ecosystems.

The Environmental Research Division (ERD) endeavors to assess, understand, and predict the effects of climate and environmental variability - from global to local scales - that are important to fish populations, protected species, and marine ecosystems; and deliver integrated scientific information for sound decision-making and ecosystem management.

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, particularly the technical duties, are expected to shift on a regular basis due to the dynamic nature of SWFSC/ERD research priorities. The officer will be expected to participate in a wide range of field operations which will likely include time at sea on NOAA ships. The following projects provide examples of potential duties and responsibilities.

Develop and operate a monthly coastal pelagic species (CPS) sampling protocol using both UAS imagery and small boat acoustics. The project will allow finer temporal sampling than is achieved via FSVs, and allow acoustic/visual confirmation of schools from the drone observations. Officer responsible for obtaining necessary permits, conducting ORM's for each mission, coordinating operations, and participating in field work. Officer may be expected to maintain unit UAS aircraft, extract data from aerial images, and compile and present data.

Process and document historical acoustic datasets collected via FSVs by multi-frequency sonars. Assist with development of automated acoustic protocol that could be used on future surveys to process and archive real-time data.

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?

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):

Officer may be responsible for operation of drone aircraft and for maintenance of associated equipment.

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)

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).

Completion of one full sea tour on a NOAA vessel.

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 checked="" 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
Leading Organizations		
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 checked="" 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)

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 Cateogry A, scientific papers/publications, GIS); engineering (marine survey, ABYC, ABS, FAA); regulatory (US Code, CFR); information technology (databases, networks, programming).

Incumbent will develop understanding and appreciation of survey design, risk management, and diverse scientific operations.

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

- Officer plans and safely executes operational projects.
- Officer produces reports and metrics that capture accomplishments.
- Officer develops the skills to coordinate research operations conducted on multiple platforms.
- Officer develops analytical skills to analyze data.

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

Steven Bograd

Digitally signed by Steven Bograd
DN: cn=Steven Bograd, o=NOAA SWFSC, ou=Environmental
Research Division, email=steven.bograd@noaa.gov, c=US
Date: 2017.12.07 12:03:25 -08'00'

2. Date 2017-12-07

3. Name Steven Bograd

4. Title/Position Supervisory Research Oceanographer

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

GARFIELD.NEWELL.III.12286
31570

Digitally signed by GARFIELD.NEWELL.III.1228631570
DN: c=US, o=U.S. Government, ou=DoD, ou=PKI,
ou=OTHER, cn=GARFIELD.NEWELL.III.1228631570
Date: 2017.12.07 14:22:31 -08'00'

2. Date 2017-12-07

3. Name Newell Garfield

4. Title/Position Director, Environmental Research 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

ELLIS.MICHAEL.FREDERICK.
1118145549

Digitally signed by
ELLIS.MICHAEL.FREDERICK.1118145549
Date: 2018.05.10 12:58:32 -04'00'

2. Date 2018-05-10

3. Name CAPT Michael F. Ellis, NOAA

4. Title/Position NMFS - XO

D. Commissioned Personnel Center Endorsement

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

1. Signature

KUZIRIAN.STEPHEN.C.12756
37170

Digitally signed by
KUZIRIAN.STEPHEN.C.1275637170
Date: 2018.05.10 13:06:12 -04'00'

2. Date 2018-05-10

3. Name LCDR Stephen C. Kuzirian, NOAA

4. Title/Position Chief, Officer Assignment Branch

E. Director, NOAA Corps Endorsement

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

1. Signature



2. Date 5/10/2018

3. Name RADM Michael J. Silah, NOAA

By Direction

4. Title/Position Director, NOAA Corps

Print Form

Submit to CPC (Reviewer Use Only)