

### NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

#### SECTION 1 - GENERAL INFORMATION

A. Billet Number	2400	B. Billet Title	Northeast Fisheries Science Center Executive Assistant
C. Grade Requested	O5 - CDR	D. Type of Submission	PROPOSED NEW BILLET
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

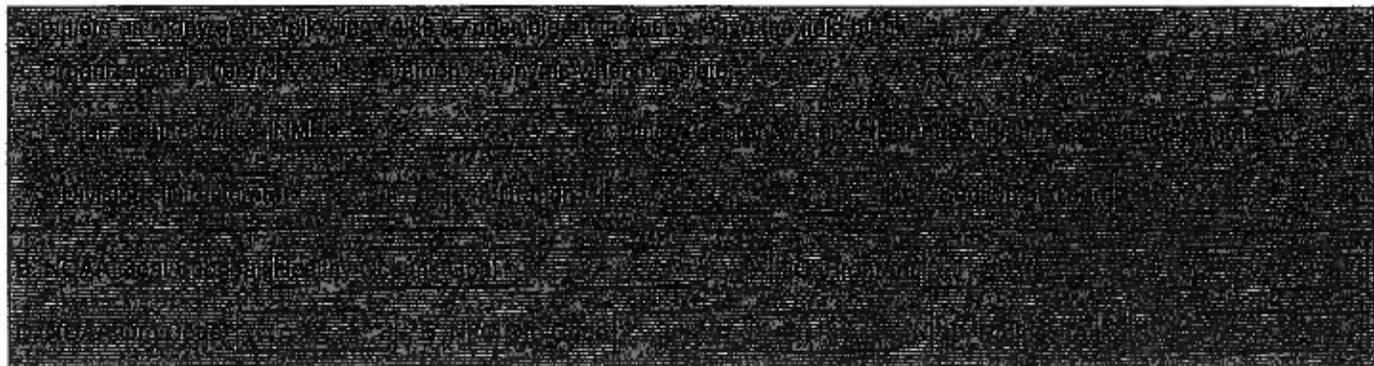
#### SECTION 2 - DUTY STATION ADDRESS AND CONTACT INFORMATION

A. Street Address	NOAA Fisheries	B. Street Address	166 Water St.				
C. City	Woods Hole	D. State	Massachusetts	E. Country	United States	F. Zip Code	02543
G. Office		x		H. Mobile		I. Fax	

#### SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor							
1. Name	Jack Moakley	2. Position	Division Chief, OMI	3. Grade	ZP V		
4. Email	Jack.Moakley@noaa.gov	5. Office	+1 (508) 495-2233	x		6. Mobile	
B. Reporting Officer (2nd Level Supervisor)							
1. Name	Dr. Russell Brown	2. Position	Deputy Science & Research Director, NEFSC	3. Grade	ZP V		
4. Email	Russell.Brown@noaa.gov	5. Office	+1 (508) 495-2233	x		6. Mobile	
C. Reviewer (Normally the Reporting Officer's Supervisor)							
1. Name	CAPT Todd C. Stiles	2. Position	Executive Officer, NMFS	3. Grade	O6		
4. Email	Todd.C.Stiles@noaa.gov	5. Office	+1 (301) 427-8060	x		6. Mobile	+1 (301) 873-5663

#### SECTION 4 - ACCOUNTING AND ORGANIZATION



## SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

The Northeast Fisheries Science Center is responsible for the provision of science to support fisheries, protected species, habitat and ecosystem management in the northeast region (Maine to North Carolina). Center scientists conduct marine biological, oceanographic, social and economic 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 evaluate social and economic impacts related to conservation and management activities. The goal of these scientific efforts is to ensure that the region's marine and anadromous fish, marine mammal, sea turtle and invertebrate populations are managed at healthy and sustainable levels, as functioning parts of the marine ecosystem.

Responsibilities include providing science to support management of healthy fish stocks for commercial, recreational and subsistence fishing, conserving and recovering populations of protected species; sustaining ecosystem services; and coordinating with domestic and international organizations to implement and monitor fishery agreements and treaties.

This billet is located within the Directorate of the Northeast Fisheries Science Center (NEFSC). The incumbent will be responsible for developing and overseeing high level relatively short term projects that involve communication, coordination and negotiations with managing entities both within and outside the NEFSC.

## 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

The incumbent will be asked to advise the Directorate and lead on critical activities including:

Provide counsel and guidance on NEFSC strategic direction, policy advice, and operational guidance to the Director and Deputy Director on a variety of critical tasks to promote efficient and high quality execution of NEFSC responsibilities. Serve as focal point on congressional outreach and coordination to include high level political personnel and sensitive NMFS regional issues.

Participate in Strategic Science and Facilities Planning for short and longer term exercises. Review, analyze and recommend organizational structure options. Participate in workforce planning activities including organizational analysis and develop succession plans for strategic hiring.

Operational Efficiency Coordinator: Leads Directorate coordination meetings to maximize productivity and efficiency of Directorate responses to requests from HQ, GARFO, Councils and other research and management partners. Improves coordination, problem identification, and problem solving on a regional level (i.e., GARFO and NEFSC).

NOAA and Leased Vessel Coordination: Serves as an in-house expert on vessel operations including OMAO operated, UNOLS, and leased commercial vessels to optimize platform use to achieve the Center scientific mission.

Manages the solicitation and evaluation of awards including Gold, Silver and Bronze medals, Distinguished Career Award, Technology Transfer Award, Employee and Team Member of the Year Awards. Participates in the NOAA Fisheries PMAC evaluation process.

Serves as lead or co-lead on the execution of Continuity of Operations Plan and local Hurricane and Storm preparedness plans.

Develops spend plans and manages budgets for Directorate related activities up to \$250,000. Maintains a government purchase card account for micro-purchases and serves as the Approval Official for up to six (6) card holders.

Serves as Reporting Officer for NOAA Corps Officers assigned to NEFSC billets. Provide mentoring and guidance to junior NOAA Corps officers assigned to the NEFSC.

### 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):**

The Officer will not be directly responsible for managing Government assets.

**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 checked="" type="checkbox"/> Entrepreneurship
CDR (O5)	Leading Performance and Change	<input checked="" type="checkbox"/> Creativity & Innovation <input checked="" type="checkbox"/> Human Capital Management <input checked="" type="checkbox"/> Financial Management <input checked="" 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)**

Experience analogous to an Executive Officer on a NOAA vessel .

Successful candidate should be a good communicator who displays initiative and can listen, synthesize, analyze, report, adapt, and persuade.

## 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)

- Possession of a current CAC card
- Possession of a valid drivers licence
- Possession of or ability to be certified as a Government Purchase Card Holder and Approving Official
- Proficiency in Word, PowerPoint and Excel. Aptitude to learn NEFSC databases and systems.

## 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).

- Vessel and personnel experience at the Executive Office or Commanding Officer level
- Budget: MARS and CBS experience or the aptitude to learn these systems.
- Personnel: Experience or aptitude to work with OMAO CPC and NOAA Workforce Management

## 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 checked="" type="checkbox"/> Conflict Management <input checked="" type="checkbox"/> Customer Focus <input checked="" type="checkbox"/> Entrepreneurship
CDR (O5)	Leading Performance and Change	<input checked="" type="checkbox"/> Creativity & Innovation <input checked="" type="checkbox"/> Human Capital Management <input checked="" type="checkbox"/> Financial Management <input checked="" type="checkbox"/> Technology Management
CAPT (O6) and RADM (O7/O8)		<input checked="" type="checkbox"/> External Awareness <input checked="" type="checkbox"/> Strategic Thinking <input checked="" type="checkbox"/> Political Savvy <input checked="" type="checkbox"/> Vision <input checked="" type="checkbox"/> Partnering
Leadership Development Comments (Optional)		
- This incumbent will be working closely with individuals and teams at the highest levels of this FMC as well as other FMC's, including NMFS HQ. Additionally, there will be opportunities to interact and influence non-federal personnel in leadership positions.		

## 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).

- Strategic Planning and Management
- Personnel: Strategic Workforce Planning, Coordination with Workforce Management
- Regulatory: New England and Mid-Atlantic Fishery Management Council and Atlantic States Marine Fisheries Commission coordination
- Procurement: government purchase card use, approving official responsibilities

## SECTION 13 - CRITICAL SUCCESS CRITERIA

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

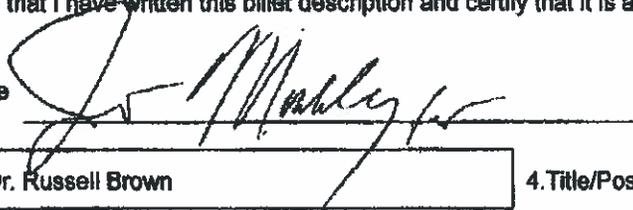
- Developing milestones for assigned activities
- Meeting milestones
- Success (or not) of achieving desired other assigned goals/objectives
- Demonstrated initiative (show why/how the NEFSC is better off now than prior to your arrival)
- Positive reviews from co-workers and external partners
- Perform at a high level as an integral senior member of the NEFSC leadership team (as evaluated by the Deputy Director)

**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 2014-02-24

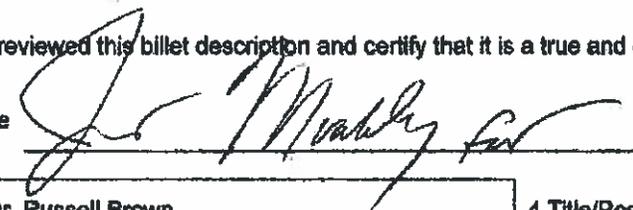
3. Name Dr. Russell Brown

4. Title/Position Deputy Science & Research Director, NEFSC

**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 2014-02-24

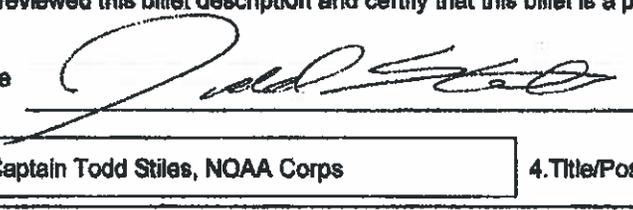
3. Name Dr. Russell Brown

4. Title/Position Deputy Science & Research Director, NEFSC

**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



2. Date 2014-02-24

3. Name Captain Todd Stiles, NOAA Corps

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



2. Date 2014-01-20

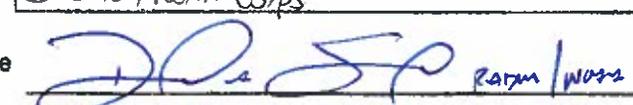
3. Name LCDR Amanda Goeller, NOAA

4. Title/Position Chief, Office Assignment Branch

**E. Director, NOAA Corps Endorsement**

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

1. Signature



2. Date 2014-04-22

3. Name RADM David A. Surr, NOAA

4. Title/Position Director, NOAA Corps

PERM Form

Submit to ODC (Reviewer Use Only)