

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION

A. Billet Number	2546	B. Billet Title	Staff Scientist
C. Grade Requested	O2 - LTJG	D. Type of Submission	ANNUAL RECERTIFICATION
E. Minimum amount of overlap between incumbent officer/reporting officer for continuity of duties	1 Month		
F. Duty Type	FIXED SHORE	G. Estimated Length of Assignment	3 years

SECTION 2 - DUTY STATION ADDRESS AND CONTACT INFORMATION

A. Street Address	3500 Delwood Beach Rd.	B. Street Address	National Marine Fisheries Service				
C. City	Panama City	D. State	Florida	E. Country	United States	F. Zip Code	32408
G. Office	+1 (850) 234-6541	x	212	H. Mobile		I. Fax	

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor							
1. Name	Robert Allman	2. Position	Fisheries Biologist	3. Grade	GS 13		
4. Email	Robert.Allman@noaa.gov	5. Office	+1 (850) 234-6541	x	206	6. Mobile	
B. Reporting Officer (2nd Level Supervisor)							
1. Name	Guy Davenport	2. Position	Laboratory Director	3. Grade	ZP IV		
4. Email	Guy.Davenport@noaa.gov	5. Office	+1 (850) 234-6541	x	203	6. Mobile	
C. Reviewer (Normally the Reporting Officer's Supervisor)							
1. Name	Captain Michael S. Gallagher	2. Position	Executive Officer, NMFS	3. Grade	O6		
4. Email	Michael.S.Gallagher@noaa.gov	5. Office	+1 (301) 713-2239	x	182	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			
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	

SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

This is an excellent assignment for an innovative, self-motivated individual with an interest in marine ecology, fisheries biology, or stock assessment. There is freedom and flexibility in the design of projects and responsibilities. The Laboratory is interested in fulfilling the specific needs of officers, and of the NOAA Corps in general, while expanding the capabilities of the Laboratory.

The Panama City Laboratory staff is divided into several groups engaged in research on reef fishes, mackerels, sharks, sturgeon, and their habitats as well as on coral reef habitats and their fish communities. The incumbent will be assigned to a research group based on interest, academic background, experience, and Laboratory needs. Research focuses mainly on the following areas: age, growth, reproduction, distribution, abundance, recruitment, population assessments and modeling, ecological dynamics, food habits, juvenile and adult habitats, essential fish habitat, fishery management, fish-habitat interactions, and marine protected areas (MPA).

SECTION 6 - DUTIES AND RESPONSIBILITIES

6A. Description of Duties and Responsibilities

- Conduct vessel operations, maintenance, and troubleshooting in support of research activities.
- Deploy and retrieve camera array, chevron fish traps, longline gear, hook and line gear, ROV, small trawls, etc...
- Deputy Vessel Operations Coordinator: ensure safety procedures are followed by all vessel operators.
- Research planning, data collection and analyses, preparation of talks for national meetings, and publication in peer-reviewed journals.
- Assist in management of research programs presently administered by the Laboratory.
- Liaison with Naval Support Activity, Panama City. Primarily developing and renewing memorandums of agreement (MOA)
- Supervisory responsibilities of one to five NMFS employees, contractors, or graduate/undergraduate student interns when in charge of sampling trips or daily activities.
- Participate in outreach and education.
- Participate in activities as they arise to better the labs image and ability to serve the community and environment.
- Participate in diving operations if qualified.

Additional Duties:

- Otolith, Spine, or Vertebra processing, sectioning, and aging
- Data analysis
- Interpretation of sidescan data identifying possible fish habitat
- Identify fish species from underwater video and photographs

Time Breakdown:

1/4 conducting vessel operations in the bay and offshore

1/4 miscellaneous tasks

1/2 working on project to produce published paper or achieve an advanced degree

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):

Ability to manage personnel and resources in a cost effective and responsible manner. While conducting field operations, the Officer will be responsible for delicate sampling equipment such as underwater camera gear, ROV, electronic sensors, sidescan sonar array, etc... The cheapest of this equipment runs ~\$1000.00

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)

Ability to show leadership skills through unsupervised execution of research projects both in the field and in the laboratory.

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)

SCUBA certification as NOAA scientific diver or working diver is highly desirable.

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).

- Most important is an interest in fisheries science.
- Excel, Word and good written and oral communication is a must.
- Capability as a NOAA Small Boat operator, and familiarity with small boat maintenance and upkeep.
- Ability to spend long hours or multiple days in the field (handling gear such as camera arrays, longlines, etc...).
- Any data analysis experience (i.e. experience with statistical software), reports/publications would be great. Also, any course work and/or work experience in fisheries science.
- Ability to write in a professional manner with products suitable for publication in peer reviewed scientific literature

The following qualifications are highly desirable but not required:

- Ability to use GIS software for spatial and time series analysis.
- Knowledge of and ability to identify reef fish common on the continental shelf of the southeastern US.
- Familiarity with aging, reproduction, and growth of reef fishes and a general knowledge of the stock assessment process.
- Familiarity with multibeam and side scan acoustic seafloor mapping and the ability to integrate maps with fishery and habitat data.
- Ability to relate fishery issues to the public in a variety of formats and venues.

SECTION 10 - LEADERSHIP DEVELOPMENT

GRADE	LEADERSHIP MATURITY LEVEL	LEADERSHIP COMPETENCIES DEVELOPED IN THIS BILLET
ENS (O1)	Leading Self	<input type="checkbox"/> Core Values & Conduct <input type="checkbox"/> Health & Well Being <input type="checkbox"/> Responsibility <input type="checkbox"/> Followership <input 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 <input type="checkbox"/> Officer of the Deck <input type="checkbox"/> Senior Watch Officer <input type="checkbox"/> ECDIS <input type="checkbox"/> Dynamic Positioning <input checked="" type="checkbox"/> Boat Deployment <input type="checkbox"/> MedPIC <input checked="" type="checkbox"/> Coxswain/OIC <input type="checkbox"/> HAZWOPER <input checked="" type="checkbox"/> AUV Deployment <input type="checkbox"/> UW 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 type="checkbox"/> UAS Pilot
C. Dive Development <input checked="" type="checkbox"/> Scientific Diver <input checked="" 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 Category A, scientific papers/publications, GIS); engineering (marine survey, ABYC, ABS, FAA); regulatory (US Code, CFR); information technology (databases, networks, programming).

This billet may range from non-supervisory to technical supervisory, depending upon the duties and responsibilities that are assigned to the officer. The responsibilities are flexible and can be modified depending upon seniority and grade of the officer. The billet offers a good mix of research and operational duties as well as some management opportunities. The assignment allows the officer to gain familiarity with the working of a NMFS research laboratory and also gives insight into the process of developing research that ultimately results in the development of resource management options. The officer also may have an opportunity to work with university research laboratories as well as federal, state, and local agencies. The Panama City Laboratory is an integral partner in cooperative research activities of a number of universities. This billet is intended as a career development step from a low- to mid-level marine fisheries oriented officer. The NOAA Corps Officer assigned here will be given considerable responsibilities, and by participating in a number of different projects and solving various problems the officer will develop skills in planning, communication, organization, supervision, and interaction with scientific staff in future at-sea operations. These skills will help officers as they advance in rank. Postgraduate study in a field applicable to Laboratory goals is encouraged.

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

Qualification as a Small boat Operator for all laboratory vessels
Completion of additional training and continued education
Publication of a peer-reviewed paper or Acquisition of an advanced degree

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 LTJG Justin Keesee

Digitally signed by LTJG Justin Keesee
DN: cn=LTJG Justin Keesee, o=NOAA Corps,
email=justin.keesee@noaa.gov, c=US
Date: 2010.12.20 10:52:21 -0600

2. Date 2010-12-20

3. Name LTJG Justin Keesee

4. Title/Position NOAA Corps Officer / Fisheries Scientist

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 Guy Davenport

Digitally signed by Guy Davenport
DN: cn=Guy Davenport, o=SEFSC/Panama City Lab, ou=DOC/
NOAA/NMFS, email=Guy.Davenport@noaa.gov, c=US
Date: 2010.12.21 14:37:55 -0600

2. Date 2010-12-21

3. Name Guy Davenport

4. Title/Position Lab Director

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 Michael Gallagher

Digitally signed by Michael Gallagher
DN: cn=Michael Gallagher, o=NMFS, ou=NMFS,
email=michael.s.gallagher@noaa.gov, c=US
Date: 2011.01.04 10:33:53 -0500

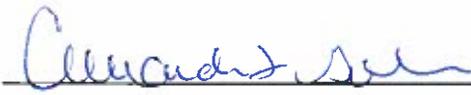
2. Date

3. Name

4. Title/Position

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 11/22/2011

3. Name LT Amanda Goeller, NOAA

4. Title/Position Chief, Officer Assignment Branch

D. Director, NOAA Corps Endorsement

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

1. Signature 

2. Date 5/1/2012

3. Name CAPT Anne Lynch, NOAA

4. Title/Position Director, Commissioned Personnel Center

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