

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION

A. Billet Number	2550	B. Billet Title	Florida Bay Operations Officer		
C. Grade Requested	O2 - LTJG	D. Type of Submission	REALIGNMENT OF DUTIES		
E. Minimum amount of overlap between incumbent officer/reporting officer for continuity of duties	1 week				
F. Duty Type	FIXED SHORE	G. Estimated Length of Assignment	3 years		

SECTION 2 - DUTY STATION ADDRESS AND CONTACT INFORMATION

A. Street Address	NOAA/SEFSC	B. Street Address	75 Virginia Beach Drive				
C. City	Miami	D. State	Florida	E. Country	United States	F. Zip Code	33149
G. Office	+1 (305) 361-4573	x		H. Mobile		I. Fax	+1 (305) 365-4103

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor							
1. Name	John Lamkin	2. Position	Director, Early Life History Laboratory	3. Grade	ZP IV		
4. Email	john.lamkin@noaa.gov	5. Office	+1 (305) 361-4226	x		6. Mobile	
B. Reporting Officer (2nd Level Supervisor)							
1. Name	James Bohnsack	2. Position	Chief, PRBD	3. Grade	ZP V		
4. Email	jim.bohnsack@noaa.gov	5. Office	+1 (305) 361-4252	x		6. Mobile	
C. Reviewer (Normally the Reporting Officer's Supervisor)							
1. Name	Carl Newman	2. Position	Executive Officer, NMFS	3. Grade	O6		
4. Email	carl.e.newman@noaa.gov	5. Office	+1 (301) 427-8060	x		6. Mobile	+1 (301) 325-7930

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	SEFSC-Miami		
3. Division	PRBD	4. Branch	Biodiversity Investigations	5. Section or Team	Early Life History
B. NOAA Goal/Subgoal: Ecosystem/Healthy Oceans					
C. Program					
D. NOAA Org Code	FN7200	E. NFG Org Code	30-31-0002-00-00-00-00	F. Project/Task	

SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

The Early Life History (ELH) Laboratory is a multi-disciplinary team of scientists dedicated to early life history research to support applied fisheries management and habitat conservation in the ecosystems of the Southeast Atlantic, Gulf of Mexico, and Caribbean. Most marine fish species produce large numbers of eggs and larvae that spend days, weeks, or months at sea drifting with ocean currents undergoing very complex developmental changes with various factors influencing each stage of development. Investigating the distribution and abundance of larval fish is a key tool in the development of industry-independent estimates of spawning stock as well as recruitment and other ecological indices. The ELH Lab studies the ecology and influence of oceanographic processes on the dynamic early life history of marine fishes working towards the conservation and preservation of certain species of interest. Current projects focus on the growth and ageing, as well as climate change and oil impacts on a variety of highly migratory species larvae including Atlantic bluefin tuna and billfishes.

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

50% Science and Technical Support

The officer will work under the guidance of senior-level research scientists participating in various research projects that are of NOAA importance. A portion of the officer's duties will be assisting with the planning and execution of field data collection. Most sample collection will occur aboard NOAA vessels where the officer will serve as a liaison between the ELH group and the vessel's Operations Officer. The officer will handle a majority of the logistics involved in the planning and execution of any field sampling including (but not limited to) the preparation of voyage plans, clearances/permits and procurement of supplies and equipment. The officer will also have the opportunity to sail as a member of the science party for 30 days during the lab's annual cruise. In addition to participating in sample collection in the field, the officer will also have a hands-on role in ongoing day-to-day laboratory work on shore assisting with sample processing, quality control/assurance as well as data input/analysis. The officer may conduct independent research in pursuit of a graduate degree, and will have the opportunity to take an active role in ongoing research in the lab with the possibility of publishing scientific papers as a principal author and/or assisting in joint authorship of papers produced by the ELH lab.

50% Administrative Support

The officer will spend a portion of his/her time managing the lab's budget. This will include familiarization with proposals and spend plans as well as an active role in fiscal planning and budgeting. As a part of the budget process, the officer will handle contracts and grants in addition to purchase card spending, assuring that funds are spent in a proper and efficient manner. The officer will also serve as the property contact for the ELH lab and conduct the annual property inventory.

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):

No

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 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)

Being a NOAA diver is not a prerequisite but dive orders can usually be issued at the officer's request.
Small boat experience is desirable, but not necessary.

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).

Knowledge/experience in government contracts and budgeting is helpful, but not necessary.

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 type="checkbox"/> Leveraging Diversity <input checked="" type="checkbox"/> Influencing Others <input 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
Leadership Development Comments (Optional)		

SECTION 11 - OPERATIONAL DEVELOPMENT

<p>A. Marine Development</p> <p><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</p> <p><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</p> <p><input type="checkbox"/> Trawl Qualified <input type="checkbox"/> Longline Qualified <input type="checkbox"/> Hydro Launch PIC <input type="checkbox"/> Foreign Port Calls</p>
<p>B. Aviation Development</p> <p><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</p> <p><input type="checkbox"/> Alaska/Wilderness Qualified <input type="checkbox"/> Flight Meteorologist <input type="checkbox"/> International Flights <input type="checkbox"/> UAS Pilot</p>
<p>C. Dive Development</p> <p><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</p> <p><input type="checkbox"/> Unit Diving Supervisor</p>
<p>D. Additional Operational Development (security clearances, special training) or Operational Development Comments (Optional)</p> <p style="height: 80px;"></p>

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).

Professional Development: The officer will develop an intimate familiarity with the conduct of research programs from initial proposal writing and budget planning to contracting and budget execution. Upon completion of the assignment, officer will have had the experience and responsibility of handling funding from various projects and assuring funds were spent properly and responsibly, giving the officer the experience and familiarity necessary to handle a ship's budget as a future executive officer. Furthermore, working closely with vessel operations officers as a scientist during the planning and execution of research cruises will prepare the officer for a tour as an operations officer aboard a NOAA research platform. The officer will be able to advance his/her scientific knowledge and research skills through hands on participation in the gathering, analysis and presentation of data. This billet offers a great amount responsibility and experience that will prepare an officer for his/her second sea tour while still offering the opportunity and flexibility for the officer to pursue scientific endeavors and research of their own.

Inter/Intra Agency Interaction: The officer will have the opportunity to interact on a daily basis with some of the best and brightest scientists from NOAA's SEFSC and the Cooperative Institute for Marine and Atmospheric Studies (CIMAS). In addition, the officer will have the chance to collaborate on research projects with various other NOAA scientists (including those from the Atlantic Oceanographic and Meteorological Laboratory) and other government agencies, the University of Miami and other universities and academic institutions, as well as other academic and research partners from around the world.

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

- Success will be measured based on the officer's ability to support the ELH laboratory in its various field, laboratory and administrative tasks.
- The outcomes of lab's research cruises will serve as a direct measure of the officer's effectiveness. Were all scientific objectives met? If not, was this due to insufficient planning and preparation and/or execution on the officer's part?
- The officer's effectiveness in handling finances will be determined by how efficiently funds are spent. Were funds allocated appropriately and spent up to but not exceeding the amount allocated to the project?
- Adaptability and teamwork are essential for success in this billet. Officer will often be called upon to collaborate with a multi-disciplinary team of researchers, sometimes completing unfamiliar tasks in support of research objectives.

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 ZYGAS.ARAS.J.1405899627 Digitally signed by ZYGAS.ARAS.J.1405899627
DN: cn=US, o=U.S. Government, ou=DoD, ou=PKI,
ou=NOAA, cn=ZYGAS.ARAS.J.1405899627
Date: 2014.08.26 16:54:48 -0400 2. Date 2014-08-26

3. Name Aras J. Zygas LTJG/NOAA 4. Title/Position Florida Bay Operations Officer

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 John T Lamkin Digitally signed by John T Lamkin
DN: cn=John T Lamkin, o=Early Life History Lab, ou=SEFSC,
email=john.lamkin@noaa.gov, c=US
Date: 2014.09.09 13:59:00 -0400 2. Date Sept 9, 2014

3. Name John T. Lamkin, PhD 4. Title/Position Director, Early Life History Laboratory

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 *[Handwritten Signature]* 2. Date 15 Sep 2014

3. Name *[Handwritten Name]* 4. Title/Position XO, NMFS

D. Commissioned Personnel Center Endorsement

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

1. Signature *[Handwritten Signature]* 2. Date 2014-09-15

3. Name CDR KURT ZEGOWITZ 4. Title/Position CHIEF, OCMD

E. Director, NOAA Corps Endorsement

"I am the Director, NOAA CORPS and I APPROVE this billet."

1. Signature *[Handwritten Signature]* 2. Date 2015-05-07

3. Name RADM DAVID A. SORE, NOAA 4. Title/Position Director, NOAA CORPS

Print Form

Submit to CPC (Reviewer Use Only)