

## NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

### SECTION 1 - GENERAL INFORMATION

A. Billet Number	2671	B. Billet Title	Science Operations Coordinator
C. Grade Requested	02 - LTSG	D. Type of Submission	REALIGNMENT OF DUTIES
E. Minimum amount of overlap between incumbent officer/reporting officer for continuity of duties	3 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 Daniel K. Inouye Regional Center	B. Street Address	1845 Wasp Blvd., Bldg. #176				
C. City	Honolulu	D. State	Hawaii	E. Country	United States	F. Zip Code	96818
G. Office	+1 (808) 983-5375	x		H. Mobile		I. Fax	

### SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor							
1. Name	Chad Yoshinaga	2. Position	Program Management Analyst	3. Grade	ZA III		
4. Email	Chad.Yoshinaga@noaa.gov	5. Office	+1 (808) 725-0955	x		6. Mobile	+1 (808) 222-1072
B. Reporting Officer (2nd Level Supervisor)							
1. Name	Michael Seki	2. Position	Deputy Director	3. Grade	ZP V		
4. Email	Michael.Seki@noaa.gov	5. Office	+1 (808) 725-5393	x		6. Mobile	+1 (808) 224-8171
C. Reviewer (Normally the Reporting Officer's Supervisor)							
1. Name	CAPT Carl Newman	2. Position	Fisheries Executive Officer	3. Grade	O6		
4. Email	Carl.E.Newman@noaa.gov	5. Office		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	Pacific Islands Fisheries Science Center			
3. Division	Director's Office	4. Branch		5. Section or Team		
B. NOAA Goal/Subgoal			Ecosystem/EOP	C. Program		PIFSC
D. NOAA Org. Code	F/PIG	E. NFC Org. Code		F. Project/Task		

## SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

The incumbent will serve as a Logistics Coordinator and Small Boats Vessel Operations Coordinator (VOC) for the Pacific Islands Fisheries Science Center (PIFSC) headquartered in Honolulu, Hawaii. PIFSC's primary responsibility is to conduct quality and timely ecosystem science to support the stewardship of fisheries, protected species, and coral reef conservation in the central and western Pacific.

As the a Logistics Coordinator for PIFSC, the incumbent will work closely with PIFSC principal investigators, Operations Leads, and the Science Operations Lead. Duties will include managing and monitoring all project instructions, working with the Advanced Technologies Program on operational risk assessments and field logistics, assisting with the coordination and training of Chief Scientists and Operations Leads, and providing support for the vessel and aircraft coordination.

As a Small Boats Vessel Operations Coordinator for PIFSC, the incumbent will work closely with PIFSC principal investigators and the Center's Lead VOC. Duties will include managing and monitoring float plans, ensuring all boat operators receive appropriate training, conducting/scheduling ASBE and SBEX boat inspections, and finding resources if the Center's needs cannot be met with existing assets. In addition, the incumbent will also work closely with the COTR to coordinate PIFSC NOAA charter vessel activities on Class III and SRV.

## SECTION 6 - DUTIES AND RESPONSIBILITIES

### 6A. Description of Duties and Responsibilities

- 1) Assist in the logistics and execution of field research activities.
- 2) Participate operational risk assessment and field logistic activities.
- 3) Conduct analysis, prepare graphs, and assist with drafting administrative reports.
- 4) Prepare presentations for meetings and participate in meetings, conferences, and symposia.
- 5) Participate as a scientist and/or Operations Lead on research cruises of 1-30 days duration.
- 6) Manage and monitor float/mission plans & project instructions, and ensure all boat operators receive appropriate training, and conduct/schedule ASBE and SBEX boat inspections.
- 7) Assist with PIFSC vessel/aircraft coordination and charter vessel activities.

### 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):

Approximately 10 Class A and Class I boats, total dollar value ~\$200K

## 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 type="checkbox"/> Team Building <input type="checkbox"/> Leveraging Diversity <input type="checkbox"/> Influencing Others <input type="checkbox"/> Developing Others <input checked="" 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)

MOCC and Open Water Certified preferred.

## 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).

- 1) B.S. in marine biology, fisheries, oceanography, or related field preferred.
- 2) Demonstrated skills to produce effective written reports and oral presentations.
- 3) Experience with laboratory and field techniques commonly used in fisheries and/or biological oceanographic research.
- 4) Knowledge of small boat safety and operations.
- 5) Knowledge of autonomous vehicles (AUV) and/or other advanced technologies preferred.
- 6) Knowledge of common computer software programs used in statistical analysis of data and preparation of scientific publications.

## 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 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><b>A. Marine Development</b></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 <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
<p><b>B. Aviation Development</b></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 <input type="checkbox"/> Alaska/Wilderness Qualified <input type="checkbox"/> Flight Meteorologist <input type="checkbox"/> International Flights <input type="checkbox"/> UAS Pilot
<p><b>C. Dive Development</b></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 <input type="checkbox"/> Unit Diving Supervisor
<p><b>D. Additional Operational Development (security clearances, special training) or Operational Development Comments (Optional)</b></p> <p>Advanced Coxswain Training certification            ABYC Inspection Standards for Motorboats            Boating Instructor/Adult Learning Principles            Operational Risk Assessment/Management            Time Management</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).

Contracting - COTR

Scientific - databases, GIS, project management

Regulatory - Controlled Technologies

Leadership - Team Coordination Training principles, Adult Learning Principles, Leadership Skills

## SECTION 13 - CRITICAL SUCCESS CRITERIA

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

This assignment will provide the incumbent with an excellent opportunity for professional growth through the development of sound project management skills, as well as continued development of operational skills. Participation in Advanced Technologies Program projects will be available that will enable the incumbent to be involved in all aspects of research, from the design and planning stage to the implementation of data collection to the analyses and final output generation. The hands on experience with cross discipline research will be a valuable towards developing an understanding of the types of information needed for ecosystem approaches to management. The incumbent will also have ample opportunity to continue to refine operational skills as a PIFSC VOC, ensuring PIFSC boat assets are fully functional and ready for operations and all requisite records (personnel training, boat inspections, maintenance, etc) are accurately maintained.

**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 YOSHINAGA.CHAD.HISAO.12 Digitally signed by YOSHINAGA.CHAD.HISAO.12#1389510  
DN: cn=US, o=U.S. Government, ou=DoD, ou=FKL,  
ou=OTHER, cn=YOSHINAGA.CHAD.HISAO.12#1389510  
Date: 2014.07.16 13:57:06 -10'00' 2. Date

3. Name  4. Title/Position

**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 Jeffrey Polovina Digitally signed by Jeffrey Polovina  
DN: cn=Jeffrey Polovina, o, ou,  
email=jeffrey.polovina@noaa.gov, c=US  
Date: 2014.07.17 07:56:13 -10'00' 2. Date

3. Name  4. Title/Position

**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 Carl E. Newman CAPT, NOAA 2. Date

3. Name  4. Title/Position

**D. Commissioned Personnel Center Endorsement**

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

1. Signature Kunt Zegowitz COM/NOAA 2. Date

3. Name  4. Title/Position

**D. Director, NOAA Corps Endorsement**

"I am the  and I  this billet."

1. Signature [Signature] 2. Date

3. Name  4. Title/Position