

## NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

### SECTION 1 - GENERAL INFORMATION

 CD Billet #: 9433 from JO, MF

A. Billet Number	2044	B. Billet Title	International Affairs Officer
C. Grade Requested	O2 - LTJG	D. Type of Submission	PROPOSED NEW BILLET
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	1315 East West Highway	B. Street Address					
C. City	Silver Spring	D. State	Maryland	E. Country	United States	F. Zip Code	20910
G. Office	+1 (301) 713-9090	x		H. Mobile		I. Fax	+1 (301) 713-2313

### SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor							
1. Name	Dean Swanson	2. Position	Chief, International Fisheries Affairs Division	3. Grade	ZA V		
4. Email	dean.swanson@noaa.gov	5. Office	+1 (301) 713-9090	x	192	6. Mobile	+1 (301) 704-6752
B. Reporting Officer (2nd Level Supervisor)							
1. Name	Jean-Pierre Ple	2. Position	Deputy Director, Office of International Affairs	3. Grade	ZA V		
4. Email	jean-pierre.ple@noaa.gov	5. Office	+1 (301) 713-9090	x	116	6. Mobile	
C. Reviewer (Normally the Reporting Officer's Supervisor)							
1. Name	Michael Gallagher	2. Position	Executive Officer, NMFS	3. Grade	O6		
4. Email	Michael.S.Gallagher@noaa.gov	5. Office	301-713-22	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	International Affairs		
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

The billet is located in the NMFS Office of International Affairs (F/IA). The office is part of the office of the NMFS Assistant Administrator for Fisheries. The office is composed of two divisions working on international agreements to complement NOAA Fisheries Service's domestic policy. The office works closely with the Offices of Protected Resources, Sustainable Fisheries, Habitat Conservation and Constituent Services, and with NMFS's regional offices and science centers to develop policy positions and international conservation projects.

## SECTION 6 - DUTIES AND RESPONSIBILITIES

### 6A. Description of Duties and Responsibilities

The officer will have the following responsibilities:

- Maintain and, where possible, improve cooperation on the effective management of fisheries and other marine resources, and coordinate bilateral fisheries consultations, with the following:

People's Republic of China

Japan

Taiwan

- Maintain the Office's international Pacific salmon portfolio, including supporting U.S. participation in the following fishery commissions:

U.S.-Canada Pacific Salmon Commission

North Pacific Anadromous Fish Commission

- Large-scale high seas driftnet fishing, and in particular Title II, Section 206 (d) of the Magnuson-Stevens Fishery Conservation and Management Act (the Annual Report of the Secretary of Commerce to the Congress of the United States Concerning U.S. Actions Taken on Foreign Large-scale High Seas Driftnet Fishing)

- Support office responsibilities under Title IV of the Magnuson-Stevens Fishery Conservation and Management Act regarding illegal, unregulated and unreported (IUU) fishing and bycatch of protected living marine resources (PLMRs) - one of the most high visibility issues currently in F/IA. As part of a team, will conduct analysis and prepare documentation on IUU fishing and bycatch of PLMRs (including sharks, sea turtles and marine mammals). Will directly support preparation of reports to Congress on sharks (2012 and 2014) and IUU/Bycatch of PLMRs (2013).

### 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  i.e., GS-7 to GS-12, O1 to O3

Will the Officer lead people, but has no supervisory responsibilities?  Yes  No Number of personnel led

Grades of personnel led  i.e., GS-7 to GS-12, O1 to O3

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):

None

**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).

## 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 type="checkbox"/> Interpersonal Skills <input type="checkbox"/> Continuous Learning <input type="checkbox"/> Technical Proficiency <input type="checkbox"/> Listening <input 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 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 checked="" 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 checked="" type="checkbox"/> External Awareness <input type="checkbox"/> Strategic Thinking <input type="checkbox"/> Political Savvy <input type="checkbox"/> Vision <input checked="" type="checkbox"/> Partnering
Leadership Development Comments (Optional)		

## 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).

Specific qualifications, knowledge, skills or abilities to be developed in this billet include:

- working on a team
- oral and written communication skills
- problem solving and interpersonal skills
- partnering with other offices in NMFS, NOAA and other agencies (namely State Department, US Coast Guard and US Navy)
- technical understanding of NMFS international conservation and management responsibilities
- meeting deadlines
- understanding of US international conservation and management objectives, especially as related to North Pacific
- understanding how NMFS advances domestic conservation objectives through regional fisheries management organizations (Pacific Salmon Commission and North Anadromous Commission)
- understanding of fisheries developments in Asian nations, especially China
- regulatory (implementing international provisions of the MSFCA)

## SECTION 13 - CRITICAL SUCCESS CRITERIA

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

Timely completion of the following reports to Congress (working with others on a team):

- Driftnets (2011, 2012, 2013 and 2014)
- Sharks (2012, 2013 and 2014)
- IUU/Bycatch of PLMRs (2013)

Successful planning and execution of bilateral fisheries consultations with Japan, Taiwan and PRC, as scheduled.

Advancing NMFS understanding of fisheries developments in Asian nations, especially China.

Successfully advancing agency objectives in Pacific Salmon Commission and North Anadromous Commission.

**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

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 \_\_\_\_\_

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 **Michael Gallagher**

Digitally signed by Michael Gallagher  
DN: cn=Michael Gallagher, o=NMFS, ou=NMFS,  
email=michael.s.gallagher@noaa.gov, c=US  
Date: 2011.03.29 12:38:02 -0400

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 **Nathan H. Hancock**

Digitally signed by Nathan H. Hancock  
DN: cn=Nathan H. Hancock, o=CPC, ou=Assignments  
Branch, email=nathan.hancock@noaa.gov, c=US  
Date: 2011.03.29 13:01:50 -0400

2. Date

3. Name

4. Title/Position

**D. Director, NOAA Corps Endorsement**

"I am the  and I  this billet."

1. Signature 

2. Date

3. Name

4. Title/Position