

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION

| | | | |
|---|---------------------|-----------------------------------|---|
| A. Billet Number | 2053 | B. Billet Title | Environmental Technical Officer/Vessel Operations Coordinator |
| C. Grade Requested | O3 - LT | D. Type of Submission | ANNUAL RECERTIFICATION |
| 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 | 200 Harry S Truman Parkway | B. Street Address | Suite 460 | | | | |
| C. City | Annapolis | D. State | Maryland | E. Country | United States | F. Zip Code | 21401 |
| G. Office | +1 (410) 267-5660 | x | | H. Mobile | | I. Fax | |

SECTION 3 - OFFICER EVALUATION REPORTING

| | | | | | | | |
|---|---------------------------|-------------|--------------------------------------|----------|-------|-----------|--|
| A. Supervisor | | | | | | | |
| 1. Name | Kevin Schabow | 2. Position | Acting Deputy Director | 3. Grade | ZP IV | | |
| 4. Email | kevin.schabow@noaa.gov | 5. Office | +1 (410) 269-3145 | x | | 6. Mobile | |
| B. Reporting Officer (2nd Level Supervisor) | | | | | | | |
| 1. Name | Sean Corson | 2. Position | Director, NOAA Chesapeake Bay Office | 3. Grade | ZP V | | |
| 4. Email | sean.corson@noaa.gov | 5. Office | +1 (410) 267-5646 | x | | 6. Mobile | |
| C. Reviewer (Normally the Reporting Officer's Supervisor) | | | | | | | |
| 1. Name | CAPT Nicholas Chrobak | 2. Position | NMFS Line Office Liaison | 3. Grade | O6 | | |
| 4. Email | nicholas.chrobak@noaa.gov | 5. Office | +1 (301) 427-8060 | 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 | Office of Habitat Conservation | | |
| 3. Division | OHC | 4. Branch | | 5. Section or Team | |
| B. NOAA Goal/Subgoal | | | Ecosystem | 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 NOAA Chesapeake Bay Office (F/HC) Annapolis, Maryland.

The position supports the National Marine Fisheries Service (NMFS) Office of Habitat Conservation's Chesapeake Bay Office (NCBO) in Annapolis, Maryland. NCBO is committed to participating under the Chesapeake Bay Agreement in the multi-state/federal effort to provide for the restoration and protection of the living resources of the Chesapeake Bay, and their habitats and ecological relationships. The office develops, conducts, and coordinates, on behalf of NOAA, the effective expenditure of NOAA funds for fishery management and research initiatives, funded under the NOAA Office of Habitat Conservation appropriation.

The assigned officer will provide direct staff support to the NCBO Deputy Director and Field Program Coordinator in carrying out the office strategic plan, with particular emphasis on the inter-agency and intra-NOAA liaison responsibilities. The assigned officer will also provide support and liaison capabilities in sea and air-based remote sensing, observations, and oceanographic/benthymetric survey processes as they relate to Chesapeake Bay watershed needs.

The assigned officer will also be the building Safety Officer and Vessel Operations Coordinator for the office, responsible for a current (fall 2019) fleet of 5 vessels ranging from 16-41 feet in length.

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

1. Vessel Operator/Crew - Work as either Officer in Charge or crew on small boat fleet to meet safe manning requirements for small boat operations.
2. Vessel Operations Coordinator - Responsible for the safe operations and upkeep of NCBO's small boat fleet and annual NOAA small boat inspections.
3. Safety Officer - Responsible for office and warehouse safety. Maintain and update the NCBO Occupant Emergency Plan, fire equipment inspections, life-saving equipment inspections. etc.
4. Environmental Technology Officer - Operate and maintain oceanographic, hydrographic, and biological sampling equipment and platforms. This included Autonomous Underwater Vehicles (AUV), Remote Operated Vehicles (ROV), water quality instruments, buoys, mooring, sonar equipment, plankton nets, fish trawls, and fish traps.

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):

Officer will be responsible for managing 5 small boats, 41' BAY COMMITMENT (USCG surplus), 32' POTAWAUGH (\$350,000 est.), 24' MUGIL, 22' ALLISION (USCG surplus), and 16' JONNY ROTTEN (\$14,000 est.)

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) | Leading Others | <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) | | <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) | Leading Performance and Change | <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) | | <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) | Leading Organizations | <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 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 checked="" 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 Development Comments (Optional) | | |
| | | |

SECTION 11 - OPERATIONAL DEVELOPMENT

| | |
|--|--|
| A. Marine Development | |
| <input checked="" 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 checked="" type="checkbox"/> Coxswain/OIC <input type="checkbox"/> HAZWOPER <input checked="" type="checkbox"/> AUV Deployment <input type="checkbox"/> U/W UAS Deployment <input type="checkbox"/> Buoy/Mooring Qualified <input checked="" 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 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) | |
| AUV, ROV, Hydrographic survey, oceanographic survey, and fish sampling. | |

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).

Scientific- Real-time water quality monitoring experience, data collection for scientific papers, and ROV and AUV experience.
Regulatory- NOAA small boat program inspection and related CFR experience.
Information technology- water quality and fish tag receiver database experience.

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

- Maintain a safe and ready small boat fleet with no significant injuries.
- Maintain building fire and safety inspection compliance for all office spaces.
- Dedicate time to ensure safe manning for all vessel operations.

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 FIFIELD.TYLER.P.1502767573 Digitally signed by FIFIELD.TYLER.P.1502767573 Date: 2019.10.21 11:37:31 -04'00' 2. Date 2019-10-21

3. Name LTJG Tyler P. Fifield, NOAA 4. Title/Position Scientific Technical Officer/VOC

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 CORSON.SEAN.FLYNN.1365831404 Digitally signed by CORSON.SEAN.FLYNN.1365831404 Date: 2019.11.07 17:12:38 -05'00' 2. Date 2019-11-07

3. Name Sean Corson 4. Title/Position Director, NOAA Chesapeake Bay Office

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 CHROBAK.NICHOLAS.JAMES.1241660199 Digitally signed by CHROBAK.NICHOLAS.JAMES.1241660199 Date: 2019.11.12 09:11:55 -05'00' 2. Date 2019-11-12

3. Name Captain Nicholas J. Chrobak, NOAA 4. Title/Position NMFS Line Office Liaison

D. Commissioned Personnel Center Endorsement


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

1. Signature  CAPT / NOAA 2. Date 15 Nov 2019

3. Name CAPT Jeffrey C. Taylor, NOAA 4. Title/Position Chief, Officer Career Management Division

E. Director, NOAA Corps Endorsement

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

1. Signature  "By Director" 2. Date 12/06/2019

3. Name CAPT Devin R. Brakob, NOAA 4. Title/Position Director, Commissioned Personnel Center

Print Form

Submit to CPC (Reviewer Use Only)