

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION

A. Billet Number	2361	B. Billet Title	Antarctic Logistics Coordinator/ Ecosystem Biologist
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	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	8901 La Jolla Shores Dr.	B. Street Address	NOAA/SWFSC/AERD				
C. City	La Jolla	D. State	California	E. Country	United States	F. Zip Code	92037
G. Office	8585465606	x		H. Mobile		I. Fax	8585467003

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor							
1. Name	Heidi Taylor	2. Position	Deputy Director, AERD	3. Grade	ZP IV		
4. Email	Heidi.Taylor@noaa.gov	5. Office	8585465604	x		6. Mobile	
B. Reporting Officer (2nd Level Supervisor)							
1. Name	George Watters	2. Position	Director, AERD	3. Grade	ZP V		
4. Email	george.watters@noaa.gov	5. Office	8585467198	x		6. Mobile	
C. Reviewer (Normally the Reporting Officer's Supervisor)							
1. Name	Nicholas Chrobak	2. Position	Executive Officer, NMFS	3. Grade	O6		
4. Email	nicholas.chrobak@noaa.gov	5. Office	3014278060	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	Southwest Fisheries Science Center		
3. Division	AERD	4. Branch	Logistical Support	5. Section or Team	Logistical Support
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 Antarctic Marine Living Resources (AMLR) Convention Act of 1984 provided legislative authority for Commerce to establish the U.S. AMLR Program, emphasizing directed research in support of the international Commission for the Conservation of Antarctic Marine Living Resources (CCAMLR). Managed by NOAA's Antarctic Ecosystem Research Division (AERD), the Program conducts a series of long-term studies of the Antarctic ecosystem designed to provide scientific support for ecosystem-based management of fisheries by CCAMLR. The U.S. AMLR Program (herein AMLR) is internationally recognized for its ongoing contributions to CCAMLR that impact Antarctic krill (*Euphausia superba*), finfishes, krill-dependent predators, and other components of the Antarctic ecosystem.

AERD research is directed toward gathering ecological and biological information to prevent over-exploitation of finfish and krill and to protect seal, penguin, and pelagic seabird populations in the south Atlantic sector of the Southern Ocean. AERD annually conducts research, both ashore and at sea, in the vicinity of the south Shetland Islands and the Antarctic Peninsula.

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

The officer will be responsible for, but not limited to, the following:

Antarctic Logistics Coordinator (~9 months/year):

- 1) Populating, researching, presenting (to the Director of AERD), and executing a large budget (\$100K-200K) to meet the needs of the two Antarctic field stations;
- 2) Communicating with Principal Investigators and camp personnel to determine list food, gear, and equipment needs for the field stations at Cape Shirreff and Copacabana;
- 3) Utilizing a DOC purchase credit card and the NMFS Purchase Order system to procure supplies, equipment, and materials needed to conduct the AMLR Program's annual field effort;
- 4) Maintaining accurate, organized, searchable inventories of all materials at the field camps, in supply areas, and in shipments, including medical supplies, gear, and equipment;
- 5) Working with primary users to maintain all IT resources for field camps;
- 6) Identifying short and long term needs for physical improvements to the field camps and equipment;
- 7) Supporting and operating camp electrical (solar, wind, and generator) systems and communications systems (Iridium, VHF, HF);
- 8) Working with U.S. Customs and Border Protection, contracted shipping companies, and port agents to arrange for and track international shipments of food, gear, and equipment (20' and 40' shipping containers);

Ecosystem Biologist (~3months/ year):

- 9) Serving as the Antarctic field station Camp Leader including leading teams of personnel, maintaining good morale and safe working conditions, creating standard scientific protocols, enforcing compliance with applicable Marine Mammal Protection Act standards, writing weekly situational reports, implementing sustainable resource management (food, water, propane, gasoline), and supervising the annual opening or closing of the field station.
- 10) Assisting as needed on data collection, entry, management (including QA/QC), and summarization relevant to both seabird and pinniped research (tasks to include tag-resight surveys, penguin and fur seal diet sampling, capture and instrumentation of penguins and seals, fur seal pup weights and tagging and pinniped anesthetics);
- 11) Organizing, arranging, tracking and protecting medical information for all camp personnel;
- 12) Providing construction, maintenance and repair support for field stations and related equipment as necessary; and
- 13) Providing physically demanding support, such as carrying a 50lb anesthesia machine over long distances (~2km) in snowy and uneven terrain, storing items in small attic spaces, etc.

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):

Government Laptops x6 @ \$3500 each = \$21,000
 Advanced Telemetry R4500 x8 @ \$6K each = \$48,000
 Thales VesseLink (Iridium Certus kit) 2x @ \$6300 = \$12,600
 Miscellaneous property (eg, handheld satphones, monitors, etc) = \$16,000
 Program has small boats, motors and other scientific equipment for which the officer is not immediately responsible

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 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 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)

Officer will 1) Assimilate a broad spectrum of information from a variety of personnel sources and make decisions independently that will have substantial effect on the U.S. AMLR Program; 2) Maintain a calm and personable demeanor in remote, cramped, uncomfortable living conditions so as to promote positive camp morale; and 3) Present themselves as helpful, courteous and with the professionalism required of a NOAA Corps officer at all times.

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)

*Qualified Officer of the Deck Underway letter is required for the assignment.

*AERD field stations are located in areas not in the immediate vicinity of definitive medical care. The NOAA Corps officer may be called upon to make medical decisions in potential life-threatening situations. The officer must be capable of completing MedPIC or Wilderness First Responder prior to the first field deployment.

*HAZWOPER is encouraged but not required. Officer will be ordering, and working with chemicals on and off the field site.

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).

Current Basic First Aid, CPR and MedPIC are required.

Proficiency with Microsoft Office Suite (especially Excel) needed; experience with CitiManager and Microsoft Access preferred but not required; strong interpersonal communication skills; experience working in remote areas and/or with marine mammals is desirable but not required.

Spoken and written fluency in Spanish is preferred but not required.

A general interest in Antarctic biology, ecology, and fisheries management is desirable.

Experience with COTR, and purchase card regulations is highly desired. The officer will be responsible for a large amount of procurement activity and must adhere to all DOC regulations.

Experience with basic carpentry is highly desired. Experience with routine maintenance of electrical and mechanical equipment is encouraged. Experience with 12 volt electrical systems is encouraged.

NOAA Divers: This billet supports the NOAA Dive Program, but will not pay for NOAA Dive School. Checkout/Maintenance dives are authorized and permitted through SWFSC. Note that diving is not permitted while in the field, so extra effort is required to maintain/re-certify dive status post field season.

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 checked="" type="checkbox"/> Decisiveness <input checked="" type="checkbox"/> Problem Solving <input checked="" type="checkbox"/> Conflict Management <input checked="" type="checkbox"/> Customer Focus <input checked="" 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)

The officer is expected to perform all duties described in this billet. Officers may have the opportunity to establish important relationships with different departments within Southwest Fisheries Science Center. A broad and general understanding of missions supported by NMFS can prepare the officer for future sea assignments in fisheries.

Officer is expected to maintain good physical health, positive attitude and lead others by example at all times.

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)

*Officer may become qualified to operate program small boats, assuming coursework and certifications permit.

*Officer may obtain more technical and operational training, such as science and statistical analysis courses.

*Officer is encouraged to work with scientists to coauthor program material including published and peer-reviewed reports.

*Officer may have the opportunity to pilot and support unmanned aircraft (UAS).

*Officer may have the opportunity to assist with the autonomous oceanographic glider program.

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).

*Basic computer skills (including advanced Excel/Access spreadsheet integration).

*CBS and DOC purchasing methods.

*Working independently with a high level of responsibility as well as developing a sense of team working within a small NMFS division.

*Proficiency with the science of a long-term ecological monitoring project including field techniques and contribution to annual report publications.

*Ability to adapt to a wide range of challenges.

*Plan and execute a large budget.

*Prepare, bid out and procure government contracts.

*Writing mission protocol and standard operating procedures.

*Address and manage conflict between members of a group in a remote setting.

*Allocate resources and time effectively for self and others.

*Treat and manage injuries without immediate access to definitive medical care.

Completion of this duty fulfills the requirements for the following awards:

1. NOAA Corps International Service (NCIS) Ribbon for each year of deployment
2. NSF Antarctica Service Medal and Ribbon (one time)

Significant program achievements can make the incumbent competitive for the following awards:

3. ACO Junior Officer of the Year.
4. ACO Engineering Award.
5. ACO Science Award.

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

Success will be determined based on the officer's ability to effectively support the field component of the U.S. AMLR Program from initial program planning through field work. Responsibilities to include budgeting, financial tracking, communicating effectively with field personnel about needs, keeping meticulous notes, arranging international shipping, servicing a variety of veterinary and specialized field equipment, and support at remote stations and aboard a chartered research for up to three months per year. The officer should expect to reach the following performance goals:

*Three consecutive years of high-output performance as described in section 6A of this billet description.

*A positive, professional relationship with the NOAA SWFSC Directors Office, Division and team personnel.

*Three successful tours to the Antarctic Peninsula region in support of program research.

*Letters of appreciation from Principal Investigators and Program Directors.

*Thorough, clear, written pass-down of duties and responsibilities to subsequent incumbent officer, with detailed calendar and instructions.

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 REYNAGA.ANDREW.PAUL Digitally signed by REYNAGA.ANDREW.PAUL.1456073731
1456073731 Date: 2019.10.23 12:19:03 -07'00'

2. Date 10/23/2019

3. Name LT Andrew P. Reynaga, NOAA

4. Title/Position AERD Logistics Coordinator/ Ecosystem Biologis

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 TAYLOR Digitally signed by TAYLOR
LINDSAY.HEIDI.L.1380624296 Date: 2019.10.25 14:58:00 -07'00'

2. Date 10/25/2019

3. Name Heidi Taylor

4. Title/Position Deputy Director, AERD

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.JAM Digitally signed by CHROBAK.NICHOLAS.JAMES.1241660199
ES.1241660199 Date: 2019.10.28 16:13:04 -04'00'


2. Date 10/28/2019

3. Name CAPT Nicholas J. Chrobak, NOAA

4. Title/Position Executive Officer, NMFS

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

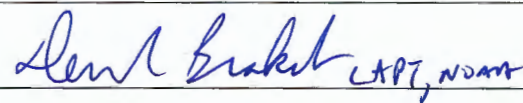
2. Date 31 Oct 2019

3. Name CDR 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  CAPT, NOAA "By Direction"

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)