

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION

A. Billet Number	2386	B. Billet Title	Operations Officer, Ecology Investigation		
C. Grade Requested	O2 - LTJG	D. Type of Submission	ANNUAL RECERTIFICATION		
E. Minimum amount of overlap between incumbent officer/reporting officer for continuity of duties	2 weeks				
F. Duty Type	FIXED SHORE	G. Estimated Length of Assignment	3 years		

SECTION 2 - DUTY STATION ADDRESS AND CONTACT INFORMATION

A. Street Address	110 McAllister Way	B. Street Address					
C. City	Santa Cruz	D. State	California	E. Country	United States	F. Zip Code	95060
G. Office	+1 (831) 420-3998	x		H. Mobile		I. Fax	

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor							
1. Name	John Field	2. Position	Supervisory Research Fish Biologist	3. Grade			
4. Email	john.field@noaa.gov	5. Office	+1 (831) 420-3907	x		6. Mobile	
B. Reporting Officer (2nd Level Supervisor)							
1. Name	LCDR Emily Rose	2. Position	Chief of Staff, SWFSC	3. Grade	O4		
4. Email	emily.rose@noaa.gov	5. Office		x		6. Mobile	
C. Reviewer (Normally the Reporting Officer's Supervisor)							
1. Name	CAPT Nicholas J. Chrobak	2. Position	XO, NMFS	3. Grade	O6		
4. Email	nicholas.chrobak@noaa.gov	5. Office	+1 (508) 360-6063	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	Fisheries Ecology Division	4. Branch		5. Section or Team	Groundfish Analysis
B. NOAA Goal/Subgoal		C. Program			
D. NOAA Org Code		E. NFC Org Code		F. Project-Task	

SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

Fisheries Ecology Division's research is focused on Pacific coast groundfish and Pacific salmon. Groundfish under study include rockfishes, flatfishes, Pacific whiting, sablefish, and lingcod; salmon include coho, chinook, and steelhead. Results of this research are used by the Pacific Fishery Management Council to manage fisheries and by NMFS to manage threatened and endangered species. Fisheries Ecology Division scientists study causes of variability in abundance and health of fish populations, analyze ecological relations in marine communities, and study the economics of exploiting and protecting natural resources. They also assess the stocks of species targeted by various fisheries, and assist in evaluating potential impacts of human activities on threatened or endangered species.

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

Member of Groundfish Analysis Team:

Support for annual Juvenile Rockfish Recruitment and Ecosystem Assessment Survey, including, logistical support and preparation, at-sea and shore-side support, sample processing, and data analysis. Participation in field operations including multi-day hook and line collection trips, electronic fishing, and operation of small boats. Support collaborations with other researchers at University of California Santa Cruz, California Department of Fish and Wildlife, Monterey Bay Aquarium Research Institute, and commercial fishermen.

Vessel Operations Coordinator for Fisheries Ecology Division:

Currently five Class A, four Class I, and two Class II vessels under supervision. Responsible for continued maintenance and annual inspection of vessels. Manage all vessel operators-training and currency requirements. Supervise all small boat operations. Assist boat operators in the field to gain an intimate understanding of all boat ops conducted by the lab.

Support for lab safety programs:

Assist in administration and execution of various lab safety programs.

Scientific Diver- Assisting with juvenile rockfish observation dives during summer months. Maintaining dive currency throughout the year.

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):

R/V Auk- 28ft barge; R/V Egret- 27ft fishing boat
 R/V Goldeneye- 22ft aluminum jet boat; R/V Heron- 19ft Boston Whaler; R/V Osprey- 18ft aluminum jet boat; R/V Kingfisher- 16ft aluminum jet boat
 R/V Puffin- 12ft Raft; R/V Petrel and Puffin- 12ft inflatable kayaks; R/V Stickleback- 12ft kayak; R/V Ouzel- 10ft jon boat

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 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)

Diver not required, but preferred for continued assistance to maintain time series.

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).

Fisheries or Biology background preferred. Hands-on research opportunities to both develop unique research project and assist with ongoing (30+year time series) projects.

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 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

<p>A. Marine Development</p> <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 checked="" 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. Aviation Development</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>C. Dive Development</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>D. Additional Operational Development (security clearances, special training) or Operational Development Comments (Optional)</p> <div style="height: 80px;"></div>

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: Work with research staff to provide substantive contributions to new or ongoing research projects that will be presented at scientific symposia or published in the peer reviewed literature

Operations: Advance small boat operational and management skills. Responsible for safe operations (fishing, acoustic work, predator relocation) in a variety of settings (lab, river and ocean work).

Opportunity for Graduate School Program, University of California Santa Cruz, California State University Monterey Bay, and Naval Postgraduate School in close proximity to billet.

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

Successful collaboration on current research projects being conducted by the Groundfish Analysis Team.

Development of, or contribution to, a research project that can be presented at a scientific symposium, published and/or continued.

Annual Inspections of all small boats completed in a timely manner, with all maintenance issues addressed.

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 HANSON.KEITH.DANIEL.1504527383 Digitally signed by HANSON.KEITH.DANIEL.1504527383 Date: 2019.10.30 13:57:57 -07'00'

2. Date 2019-10-30

3. Name LT Keith D. Hanson, NOAA

4. Title/Position Operations Officer, Ecology Investigation

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 FIELD.JOHN.CLARK.1390779956 Digitally signed by FIELD.JOHN.CLARK.1390779956 Date: 2019.10.30 16:10:42 -07'00'

2. Date 2019-10-30

3. Name Dr. John C Field

4. Title/Position Supervisory Research Fish Biologist

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: 2019.10.31 15:24:02 -04'00'


2. Date 2019-10-31

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  Digitally signed by CDP/NOAA


2. Date 31 OCT 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  Digitally signed by 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)