**NOAA COMMISSIONED OFFICER BILLET DESCRIPTION**

### SECTION 1 - GENERAL INFORMATION

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

### SECTION 2 - DUTY STATION ADDRESS AND CONTACT INFORMATION

<table>
<thead>
<tr>
<th>A. Street Address</th>
<th>B. Street Address</th>
<th>C. City</th>
<th>D. State</th>
<th>E. Country</th>
<th>F. Zip Code</th>
<th>G. Office</th>
<th>H. Mobile</th>
<th>I. Fax</th>
</tr>
</thead>
<tbody>
<tr>
<td>110 McAllister Way</td>
<td></td>
<td>Santa Cruz</td>
<td>California</td>
<td>United States</td>
<td>95060</td>
<td>+1 (831) 420-3998</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### SECTION 3 - OFFICER EVALUATION REPORTING

<table>
<thead>
<tr>
<th>A. Supervisor</th>
<th>B. Reporting Officer (2nd Level Supervisor)</th>
<th>C. Reviewer (Normally the Reporting Officer's Supervisor)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Name</td>
<td>2. Position</td>
<td>1. Name</td>
</tr>
<tr>
<td>John Field</td>
<td>Supervisory Research Fish Biologist</td>
<td>LCDR Emily Rose</td>
</tr>
<tr>
<td></td>
<td>3. Grade</td>
<td>2. Position</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Chief of Staff, SWFSC</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3. Grade O4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4. Email</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:emily.rose@noaa.gov">emily.rose@noaa.gov</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>5. Office +1 (831) 420-3907 x</td>
</tr>
<tr>
<td></td>
<td></td>
<td>6. Mobile</td>
</tr>
<tr>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

### SECTION 4 - ACCOUNTING AND ORGANIZATION

Complete as many of the following fields as possible. If in doubt, leave the field blank.

<table>
<thead>
<tr>
<th>A. Organizational Hierarchy - Use common acronyms when possible.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Staff or Line Office NMFS</td>
</tr>
<tr>
<td>3. Division Fisheries Ecology Division</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>B. NOAA Goal/Subgoal</th>
<th>C. Program</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>D. NOAA Org Code</th>
<th>E. NFC Org Code</th>
<th>F. Project-Task</th>
</tr>
</thead>
</table>
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

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 40  +  Operational 40  +  Leading and Managing 15  +  Executive Leadership 5  = 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?  □ 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):

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

<table>
<thead>
<tr>
<th>GRADE</th>
<th>LEADERSHIP MATURITY LEVEL</th>
<th>LEADERSHIP COMPETENCIES NEEDED FOR THIS BILLET</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENS (O1)</td>
<td>Leading Self</td>
<td>□ Core Values &amp; Conduct  □ Health &amp; Well Being  □ Responsibility</td>
</tr>
<tr>
<td></td>
<td></td>
<td>□ Followership  □ Adaptability</td>
</tr>
<tr>
<td>LTJG (O2)</td>
<td>Leading Others</td>
<td>□ Interpersonal Skills  □ Continuous Learning  □ Technical Proficiency</td>
</tr>
<tr>
<td></td>
<td></td>
<td>□ Listening  □ Speaking</td>
</tr>
<tr>
<td>LT (O3)</td>
<td>Leading Performance and Change</td>
<td>□ Writing  □ Team Building  □ Leveraging Diversity</td>
</tr>
<tr>
<td></td>
<td></td>
<td>□ Influencing Others  □ Developing Others  □ Execution</td>
</tr>
<tr>
<td>LCDR (O4)</td>
<td>Leading Performance and Change</td>
<td>□ Decisiveness  □ Problem Solving  □ Conflict Management</td>
</tr>
<tr>
<td></td>
<td></td>
<td>□ Customer Focus  □ Entrepreneurship</td>
</tr>
<tr>
<td>CDR (O5)</td>
<td>Leading Organizations</td>
<td>□ Creativity &amp; Innovation  □ Human Capital Management</td>
</tr>
<tr>
<td></td>
<td></td>
<td>□ Financial Management  □ Technology Management</td>
</tr>
<tr>
<td>CAPT (O6) and RADM (O7/O8)</td>
<td>Leading Organizations</td>
<td>□ External Awareness  □ Strategic Thinking  □ Political Savvy</td>
</tr>
<tr>
<td></td>
<td></td>
<td>□ Vision  □ Partnering</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>GRADE</th>
<th>LEADERSHIP MATURITY LEVEL</th>
<th>LEADERSHIP COMPETENCIES DEVELOPED IN THIS BILLET</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENS (01)</td>
<td>Leading Self</td>
<td>☒ Core Values &amp; Conduct ☒ Health &amp; Well-Being ☒ Responsibility</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☒ Core Values &amp; Conduct ☒ Health &amp; Well-Being ☒ Responsibility</td>
</tr>
<tr>
<td>LTJG (02)</td>
<td>Leading Others</td>
<td>☒ Interpersonal Skills ☒ Continuous Learning ☒ Technical Proficiency</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☒ Listening ☒ Speaking</td>
</tr>
<tr>
<td>LT (03)</td>
<td>Leading Performance</td>
<td>☐ Decisiveness ☐ Problem Solving ☐ Conflict Management</td>
</tr>
<tr>
<td></td>
<td>and Change</td>
<td>☐ Customer Focus ☐ Entrepreneurship</td>
</tr>
<tr>
<td>LCDR (04)</td>
<td>Leading Performance</td>
<td>☐ Creativity &amp; Innovation ☐ Human Capital Management</td>
</tr>
<tr>
<td></td>
<td>and Change</td>
<td>☐ Financial Management ☐ Technology Management</td>
</tr>
<tr>
<td>CDR (05)</td>
<td>Leading Organizations</td>
<td>☐ External Awareness ☐ Strategic Thinking ☐ Political Savvy</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☐ Vision ☐ Partnering</td>
</tr>
</tbody>
</table>

Leadership Development Comments (Optional)

SECTION 11 - OPERATIONAL DEVELOPMENT

A. Marine Development

☒ Officer of the Deck ☐ Senior Watch Officer ☐ ECDIS ☐ Dynamic Positioning ☐ Boat Deployment ☐ MedPIC
☒ Coxsain/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).

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, 1504, 527383
   - Digitally signed by HANSON, KEITH, DANIEL, 1504, 527383
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, 1390779, 956
   - Digitally signed by FIELD, JOHN, CLARK, 1390779, 956
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
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 Office Career Management Division representative. I recommend approval of this billet."

1. **Signature**: CAPT Jeffrey C. Taylor, 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**: CAPT, R. Brakob
2. **Date**: 12/06/2019
3. **Name**: CAPT Devin R. Brakob, NOAA
4. **Title/Position**: Director, Commissioned Personnel Center