

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION

A. Billet Number	<input type="text" value="2390"/>	B. Billet Title	<input type="text" value="Operations Officer, Ecosystem Science Division"/>
C. Grade Requested	<input type="text" value="O3 - LT"/>	D. Type of Submission	<input type="text" value="Realignment of Duties and Change of Duty Station"/>
E. Minimum amount of overlap between incumbent officer/reporting officer for continuity of duties	<input type="text" value="2 weeks"/>		
F. Duty Type	<input type="text" value="FIXED SHORE"/>	G. Estimated Length of Assignment	<input type="text" value="3 years"/>

SECTION 2 - DUTY STATION ADDRESS AND CONTACT INFORMATION

A. Street Address	<input type="text" value="SouthWest Fisheries Science Center"/>	B. Street Address	<input type="text" value="8901 La Jolla Shores Dr."/>				
C. City	<input type="text" value="La Jolla"/>	D. State	<input type="text" value="California"/>	E. Country	<input type="text" value="United States"/>	F. Zip Code	<input type="text" value="92037"/>
G. Office	<input type="text"/>	x	<input type="text"/>	H. Mobile	<input type="text"/>	I. Fax	<input type="text"/>

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor							
1. Name	<input type="text" value="Heidi Taylor"/>	2. Position	<input type="text" value="Deputy Director, Ecosystem Science Division"/>			3. Grade	<input type="text" value="ZP IV"/>
4. Email	<input type="text" value="Heidi.Taylor@noaa.gov"/>	5. Office	<input type="text" value="6198251453"/>	x	<input type="text"/>	6. Mobile	<input type="text"/>
B. Reporting Officer (2nd Level Supervisor)							
1. Name	<input type="text" value="Aras Zygas"/>	2. Position	<input type="text" value="Chief of Staff, SouthWest Fisheries Science"/>			3. Grade	<input type="text" value="O4"/>
4. Email	<input type="text" value="Aras.Zygas@noaa.gov"/>	5. Office	<input type="text"/>	x	<input type="text"/>	6. Mobile	<input type="text" value="7089554064"/>
C. Reviewer (Normally the Reporting Officer's Supervisor)							
1. Name	<input type="text" value="Kurt Zegowitz"/>	2. Position	<input type="text" value="Executive Officer, NOAA Fisheries"/>			3. Grade	<input type="text" value="O6"/>
4. Email	<input type="text" value="Kurt.Zegowitz@noaa.gov"/>	5. Office	<input type="text"/>	x	<input type="text"/>	6. Mobile	<input type="text" value="2024076486"/>

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	<input type="text"/>	2. Office, Center, or Lab	<input type="text"/>				
3. Division	<input type="text"/>	4. Branch	<input type="text"/>	5. Section or Team	<input type="text"/>		
B. NOAA Goal/Subgoal	<input type="text"/>			C. Program	<input type="text"/>		
D. NOAA Org Code	<input type="text"/>	E. NFC Org Code	<input type="text"/>	F. Project-Task	<input type="text"/>		

SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

The Scientific Operations and Support (SOS) Program is within the Ecosystem Science Division (ESD) of the Southwest Fisheries Science Center. The ESD collects ecosystem observations that characterize the physical environment and organisms living therein, synthesizes ecosystem information, applies models, and collaborates broadly to provide scientific evidence that promotes sustainable fisheries and conservation of protected resources and builds resilience to change. The SOS Program supports ESD's data collection by maintaining and operating a fleet of autonomous instruments and through administering agreements and contracts.

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:

Autonomous Underwater Glider Pilot

Train to become a full glider pilot to be included in the Division's pilot rotation. Work with the glider team to maintain, calibrate and deploy/retrieve gliders off the California coast. Provide logistical support to service, repair and test gliders and glider sensors.

Uncrewed Aerial System (UAS) Pilot

Train to become a UAS Pilot of all makes and models necessary to carry out the missions of the Division. Maintain the Division's UAS fleet. Plan and organize training to maintain operational acuity. Support the Climate and Ecosystems Program and other programs in the Division as a UAS pilot.

Acquisition support

Support the Division through procurement of goods and services via small contracts, purchase orders and a federal purchase card.

California Cooperative Oceanic Fisheries Investigations Program (CalCOFI) support

Lead cruise mobilization and demobilization efforts. Provide logistical support to calibration instruments, maintain cruise gear and supply inventory, assist with drafting and finalizing cruise project instructions. Liaise with CalCOFI program partners and OMAO. Maintain Foreign National Registration System (FNRS) active account.

As necessary:

Participate as part of the science party on CalCOFI cruises. Travel for glider related operations. Serve as an alternate to be deployed to an Antarctic field camp as a field biologist should the primary be unfit. Participate in MBNMS oil spill & entanglement response.

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

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):

Slocum Gliders (\$300,000)
 Other glider platforms
 Autel UAS (\$3,000)
 Other UAS platforms (up to \$35,000)

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)

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).

Completion of one full sea tour on a NOAA vessel.

Proficiency with Microsoft Office Suite or Google Equivalent (especially sheets) needed.

Experience with CitiManager preferred but not required.

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.

Strong interpersonal communication skills.

General interest in the science and gaining new skills.

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)

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).

The following opportunities are possible through this billet:

- Writing mission protocol and standard operating procedures
- Decision making in allocation of limited resources and time
- Lead small teams without supervisory responsibilities
- Experience work/life at sea as a customer of OMAO
- Plan and execute a budget
- Procurement experience through government contracts and purchase card
- Experience liaising with agency partners both government and private
- Technical skills involved in planning and executing glider missions
- Technical skills involved in piloting glider missions
- FAA Remote Pilot License
- Mission commander designation from AOC
- PIC designation from AOC
- Technical skills involved in planning and executing UAS missions
- Technical skills involved in piloting UAS missions
- Wilderness First Responder
- CPR/First aid
- Experience work/life at small remote field stations

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

Success in this billet will be measured upon customer satisfaction and the officer's ability to effectively support the Ecosystem Science Division. Key factors to include:

- Time management
- Proficiency as a Glider pilot
- Proficiency as a UAS pilot
- Safe and effective execution of missions
- Positive and Professional team member
- Effectiveness as a team leader, team member and scientific personnel
- Support of division through procurement of good and services
- Adaptability in the face of changing priorities

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 WANG.DAVID.1459978700 Digitally signed by WANG.DAVID.1459978700
Date: 2024.06.21 12:24:09 -07'00'

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 TAYLOR
LINDSAY.HEIDI.L.1380624296 Digitally signed by TAYLOR
LINDSAY.HEIDI.L.1380624296
Date: 2024.06.21 12:37:57 -07'00'

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 ZEGOWITZ.KURT.ANDREW.1
041765050 Digitally signed by
ZEGOWITZ.KURT.ANDREW.1041765050
Date: 2024.07.09 12:40:45 -04'00'

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 COLEGROVE.ANDREW.RAY
MOND.1292287646 Digitally signed by
COLEGROVE.ANDREW.RAYMOND.1292287646
Date: 2024.07.09 10:59:39 -07'00'

2. Date

3. Name

4. Title/Position

E. Director, NOAA Corps Endorsement

"I am the and I this billet."

1. Signature CARY.CHAD.M.1245514960 Digitally signed by
CARY.CHAD.M.1245514960
Date: 2024.07.12 12:59:38 -04'00'

2. Date

3. Name

4. Title/Position