NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION
A. Billet Number 2400  B. Billet Title Northeast Fisheries Science Center Chief of Staff
C. Grade Requested O5 - CDR  D. Type of Submission REALIGNMENT OF DUTIES
E. Minimum amount of overlap between incumbent officer/reporting officer for continuity of duties 3 weeks
F. Duty Type FIXED SHORE  G. Estimated Length of Assignment 3 years

SECTION 2 - DUTY STATION ADDRESS AND CONTACT INFORMATION
A. Street Address NOAA Fisheries  B. Street Address 166 Water St.
C. City Woods Hole  D. State Massachusetts  E. Country United States  F. Zip Code 02543
G. Office +1 (508) 495-2395  H. Mobile  I. Fax

SECTION 3 - OFFICER EVALUATION REPORTING
A. Supervisor
1. Name Dr. Susan Gardner  2. Position Deputy Science and Research Director  3. Grade ZP V
4. Email susan.gardner@noaa.gov  5. Office +1 (508) 495-2279  6. Mobile
B. Reporting Officer (2nd Level Supervisor)
1. Name Dr. Jon Hare  2. Position Science & Research Director, NEFSC  3. Grade SES-All
4. Email jon.hare@noaa.gov  5. Office +1 (508) 495-2000  6. Mobile
C. Reviewer (Normally the Reporting Officer's Supervisor)
1. Name CAPT Kurt Zegowitz  2. Position Executive Officer, NMFS  3. Grade O6
4. Email kurt.zegowitz@noaa.gov  5. Office +1 (301) 427-8060  6. Mobile +1 (301) 873-5663

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 Northeast Fisheries Science Center
3. Division Directorate  4. Branch  5. Section or Team
B. NOAA Goal/Subgoal Healthy Oceans Goal  C. Program
D. NOAA Org Code  E. NFC Org Code  F. Project-Task
SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

The Northeast Fisheries Science Center is responsible for the provision of science to support fisheries, protected species, habitat and ecosystem management in the northeast region (Maine to North Carolina). Center scientists conduct marine biological, oceanographic, social and economic research, observations and monitoring of living marine resources and their environment. Center scientists also conduct research on the impacts of environmental variability and climate change on marine ecosystems and evaluate social and economic impacts related to conservation and management activities. The goal of these scientific efforts is to ensure that the region's marine and anadromous fish, marine mammal, sea turtle and invertebrate populations are managed at healthy and sustainable levels, as functioning parts of the marine ecosystem.

Responsibilities include providing science to support management of healthy fish stocks for commercial, recreational and subsistence fishing, conserving and recovering populations of protected species; sustaining ecosystem services; and coordinating with domestic and international organizations to implement and monitor fishery agreements and treaties.

This billet is located within the Directorate of the Northeast Fisheries Science Center (NEFSC). The incumbent will be responsible for supporting the Deputy and Director, managing the operations of the Directorate office, developing and overseeing high level relatively short term projects that involve communication, coordination and negotiations with managing entities both within and outside the NEFSC.

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 incumbent will be asked to advise the Directorate and lead on critical activities including:

Provide counsel and guidance on NEFSC strategic direction, policy advice, and operational guidance to the Director and Deputy Director on a variety of critical tasks to promote efficient and high quality execution of NEFSC responsibilities. Serve as a member of the NEFSC Executive Staff and coordination to include high level political personnel and sensitive NMFS regional issues.

Manage the operations of the Directorate office and participate in Strategic Science and Facilities Planning for short and longer term exercises. Review, analyze and recommend organizational structure options. Participate in workforce planning activities including organizational analysis and develop succession plans for strategic hiring.

Operational Efficiency Coordinator: Leads Directorate coordination meetings to maximize productivity and efficiency of Directorate responses to requests from HQ, GARFO, Councils and other research and management partners. Improves coordination, problem identification, and problem solving on a regional level (i.e., GARFO and NEFSC).

NOAA and Leased Vessel Coordination: Serves as an in-house expert on vessel operations including OMAO operated, UNOLS, and leased commercial vessels to optimize platform use to achieve the Center scientific mission.

Serves as lead or co-lead on the execution of Continuity of Operations Plan

Develops spend plans and manages budgets for Directorate related activities up to $1M. Maintains a government purchase card account for micro-purchases and serves as the Approval Official for up to six (6) card holders.

Serves as Reporting Officer for NOAA Corps Officers assigned to NEFSC billets. Provide mentoring and guidance to junior NOAA Corps officers assigned to the NEFSC.

6B. Division of Duties and Responsibilities, Total Must = 100%

| Technical | 0 | Operational | 0 | Leading and Managing | 60 | Executive Leadership | 40 | Total | 100% |
SECTION 6 - DUTIES AND RESPONSIBILITIES (continued)

6C. Resources Managed

1. Human

Does the Officer supervise personnel?  ☑ Yes  ☐ No  Number of personnel supervised: 3-6

Grades of supervised personnel: CAPS Pay Band 2-4, O1 to O3, and contractors.

Will the Officer lead people, but has no supervisory responsibilities?  ☑ Yes  ☐ No  Number of personnel led: up to 15

Grades of personnel led: CAPS Pay Band 2-5, O1 to O3, and contractors.

2. Fiscal

Will the Officer have budget responsibility?  Yes  Dollar Amount (K): Up to $1M

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):

The Officer will not be directly responsible for managing Government assets.

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>LTJG (O2)</td>
<td>Leading Others</td>
<td>☑ Interpersonal Skills  ☑ Continuous Learning  ☑ Technical Proficiency</td>
</tr>
<tr>
<td>LT (O3)</td>
<td></td>
<td>☑ Writing  ☑ Team Building  ☑ Leveraging Diversity</td>
</tr>
<tr>
<td>LCDR (O4)</td>
<td>Leading Performance and Change</td>
<td>☑ Decisiveness  ☑ Problem Solving  ☑ Conflict Management</td>
</tr>
<tr>
<td>CDR (O5)</td>
<td></td>
<td>☑ Creativity &amp; Innovation  ☑ Human Capital 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)

Experience analogous to being a member of the Command on a NOAA vessel.

Successful candidate should be a good communicator who displays initiative and can listen, synthesize, analyze, report, adapt, and persuade.
## 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)

- Possession of a current CAC card  
- Possession of or ability to be certified as a Government Purchase Card Holder and Approving Official  
- Proficiency in Word, PowerPoint and Excel. Aptitude to learn NEFSC databases and systems.

## 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).

- Vessel and personnel experience at the Executive Officer or Commanding Officer level  
- Budget: MARS and CBS experience or the aptitude to learn these systems.  
- Personnel: Experience or aptitude to work with OMAO CPC and NOAA Workforce Management
## 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 (O1)</td>
<td>Leading Self</td>
<td>☒ Core Values &amp; Conduct ☒ Health &amp; Well Being ☒ Responsibility</td>
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<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>
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</tr>
<tr>
<td>RADM (O7/08)</td>
<td>Leading Organizations</td>
<td>☒ Vision ☒ Partnering</td>
</tr>
</tbody>
</table>

Leadership Development Comments (Optional)

- This incumbent will be working closely with individuals and teams at the highest levels of this FMC as well as other FMC’s, including NMFS HQ. Additionally, there will be opportunities to interact and influence non-federal personnel in leadership positions.

## 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).

- Executive Leadership
- Strategic Planning and Management
- Personnel: Strategic Science, Policy and Workforce Planning
- Regulatory: New England and Mid-Atlantic Fishery Management Council and Atlantic States Marine Fisheries Commission coordination
- Administrative Development - Budget Planning, Procurement, Execution, Monitoring
- Effective Internal and External Communication

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

- Developing milestones for assigned activities
- Meeting milestones
- Success (or not) of achieving desired other assigned goals/objectives
- Demonstrated initiative (show why/how the NEFSC is better off now than prior to your arrival)
- Positive reviews from co-workers and external partners
- Perform at a high level as an integral senior member of the NEFSC leadership team (as evaluated by the Deputy Director)
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 GARDNER, SUSAN C. 1139417735
2. Date 2016-12-11

3. Name Dr. Susan Gardner

4. Title/Position Deputy Science & Research Director, NEFSC

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 GARDNER, SUSAN C. 1139417735
2. Date 2016-12-11

3. Name Dr. Susan Gardner

4. Title/Position Deputy Science & Research Director, NEFSC

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 A. 104176580
2. Date 2017-01-17

3. Name CAPT Kurt Zegowitz, NOAA

4. Title/Position Executive Officer, NOAA Fisheries

D. Commissioned Personnel Center Endorsement

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

1. Signature (Signature)
2. Date 1/20/2017

3. Name CAPT Devin Brakob, NOAA

4. Title/Position Chief, Officer Career Management Division

E. Director, NOAA Corps Endorsement

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

1. Signature (Signature)
2. Date 1/50/17

3. Name RADM David A. Scow, NOAA

4. Title/Position Director, NOAA Corps