

## NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

### SECTION 1 - GENERAL INFORMATION

A. Billet Number	<input type="text" value="2670"/>	B. Billet Title	<input type="text" value="Science Operations Manager"/>
C. Grade Requested	<input type="text" value="O3 - LT"/>	D. Type of Submission	<input type="text" value="OTHER - DUTY REALIGNMENT AND CHANGE OF NAME"/>
E. Minimum amount of overlap between incumbent officer/reporting officer for continuity of duties	<input type="text" value="3 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="NOAA Daniel K. Inouye Regional Center"/>	B. Street Address	<input type="text" value="1845 Wasp Blvd., Bldg #176"/>				
C. City	<input type="text" value="Honolulu"/>	D. State	<input type="text" value="Hawaii"/>	E. Country	<input type="text" value="United States"/>	F. Zip Code	<input type="text" value="96818"/>
G. Office	<input type="text" value="+1 (808) 725-5376"/>	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="Noriko Shoji"/>	2. Position	<input type="text" value="Director, Science Operations Division"/>	3. Grade	<input type="text" value="ZP V"/>		
4. Email	<input type="text" value="Noriko.Shoji@noaa.gov"/>	5. Office	<input type="text" value="+1 (808) 725-5331"/>	x	<input type="text"/>	6. Mobile	<input type="text" value="+1 (808) 265-3836"/>
B. Reporting Officer (2nd Level Supervisor)							
1. Name	<input type="text" value="Evan Howell"/>	2. Position	<input type="text" value="PIFSC Deputy Director"/>	3. Grade	<input type="text" value="ZP V"/>		
4. Email	<input type="text" value="Evan.Howell@noaa.gov"/>	5. Office	<input type="text" value="+1 (808) 725-5306"/>	x	<input type="text"/>	6. Mobile	<input type="text" value="+1 (808) 291-1831"/>
C. Reviewer (Normally the Reporting Officer's Supervisor)							
1. Name	<input type="text" value="CAPT Nicholas Chrobak"/>	2. Position	<input type="text" value="Executive Officer, NMFS"/>	3. Grade	<input type="text" value="O6"/>		
4. Email	<input type="text" value="Nicholas.Chrobak@noaa.gov"/>	5. Office	<input type="text" value="+1 (301) 427-8060"/>	x	<input type="text"/>	6. Mobile	<input type="text"/>

### 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" value="NMFS"/>	2. Office, Center, or Lab	<input type="text" value="Pacific Island Fisheries Science Center"/>		
3. Division	<input type="text" value="Director's Office"/>	4. Branch	<input type="text"/>	5. Section or Team	<input type="text" value="SOD"/>
B. NOAA Goal/Subgoal	<input type="text"/>	C. Program	<input type="text" value="PIFSC"/>		
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 billet resides with the National Marine Fisheries Service, Pacific Islands Fisheries Science Center (PIFSC) in Honolulu Hawaii. The Pacific Islands Fisheries Science Center (PIFSC) takes a leading role in marine research on ecosystems, both in the insular and pelagic environments. It is implementing a multidisciplinary research strategy including an ecosystem observation system and scientific analysis to support ecosystem approaches to management and restoration of living marine resources. It conducts a wide range of activities including resource surveys and stock assessments, economic and sociological studies, oceanographic research and monitoring, critical habitat evaluation, life history and ecology studies, and advanced oceanographic and ecosystem modeling and simulations.

The Science Operations Manager supports the Science Operations Division (SOD) at PIFSC and supervises the supporting officer contingent (Billet 2671/2672) in the SOD. The SOD provides logistical and support services for PIFSC research activities throughout the central and western Pacific Ocean. Personnel are stationed across the region with offices in Hawaii, Guam, American Samoa and the Commonwealth of Northern Mariana Islands. Science Operations assists the research divisions in efficiently achieving coordination, permitting, safety training, and other requirements.

## 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

Establish and manage a Biological Survey Technician (ST) journeyman/apprenticeship program, partnering with the University of Hawaii and other local colleges. Manage/ develop a curriculum that focuses on Biological ST requirements. Manage journeyman/ apprenticeship opportunities aboard NOAA ships and potentially other R/Vs. Build/incentivize sustained capacity of Biological STs while engaging Hawaiian community.

The initial incumbent officer will manage roll out of Biological ST Program/Pilot Program. Specific components of phase include:

- Flesh out what the Pilot Program scale and scope should be
- Identify and engage the key NOAA personnel that should be included
- Work with under-served communities
- Establish an agreement and partnership with an academic partner that already serves area targeted community
- Develop a curriculum package that can be established with the community college.
- Identify and develop hands-on training opportunities at NOAA (both at the NOAA Daniel K. Inouye Regional Center and aboard the ships)
- Develop long-term plan for the program and passdown for incumbent Science Operations Manager.\

Following establishment of program, the officer will be expected to execute, monitor/control, and supervise program.

Incumbent will supervise and manage officer contingent in SOD (Billet 2671/2672). Incumbent will oversee officers' duties and responsibilities, billet descriptions, officer evaluation reports, training schedules, professional development, and morale/welfare. Incumbent will develop and follow a management plan endorsed by their supervisor.

- Manage, delegate, and assist all duties assigned to Billets 2671/2672

Incumbent will support SOD in special projects as assigned. Projects may include supporting the ships/ center projects, division, PIFSC, and/or line office to increase standardization, safety, efficiency, and/or morale.

- Assist as scientist or Operations Lead on PIFSC projects.

Serves on Center, Agency, and other working groups/committees or planning teams as required; e.g., interview committees.

Other collaterals as assigned, including (but not limited to) Government Purchase Card management, Diving support (diver, dive master, DMT), ICS/Disaster preparedness, etc.

Officer is encouraged to seek additional personal and professional development opportunities.

### 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):

N/A

**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 checked="" type="checkbox"/> Problem Solving <input checked="" type="checkbox"/> Conflict Management <input checked="" 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)

Completed Operations Officer assignment, LT and LTJG class requirements, REFTRA, Mid-grade training (preferred)

## 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)

Dive qualification preferred. Small boat coxswain qualification preferred. SWO Qualification preferred.

## 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).

Education: B.S. (required) or M.S. (desired) in marine biology, fisheries, oceanography, environmental science or related field.

#### Other Qualifications:

Project management experience

COR/Warrant/Statement of Work experience (preferred)

All aspects of Budgeting for project

Effective writing skills

People skills

Public speaking skills

Knowledge of computer software programs

Completion of LTJG and LT course requirements

Incumbent officer will be provided training opportunities dependent on program needs

## 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 checked="" 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)

Incumbent will develop leadership and management competencies in billet. Incumbent officer will have opportunities to participate in leadership development and skills training, seminars, and courses.

## 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)

Gear deployment and servicing, dive, small boat coxswain, HAZWOPER training/experience

## **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).

Leading project will refine the incumbent officer's use of all professional tools related to successful project management. Personal development in budgeting, personnel, and contracting is most likely assured with successful completion of said project.

Leading officer billets will refine incumbent officer's supervisory skills and prepare them for potential leadership roles as Executive Officer aboard NOAA Ships and beyond.

Involvement in higher level committees and projects with PIFSC and NMFS will strengthen knowledge of line office priorities and objectives.

## **SECTION 13 - CRITICAL SUCCESS CRITERIA**

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

Build regional capacity and develop a hybrid survey/biological technician journeyman program. The ultimate goal is to take this idea and build a sustainable program that could possibly be used by other NMFS regions and/or other NOAA Line Offices.

Coordinate and manage pilot project; establish professional working relationship with key partners, including PIFSC staff, the community and universities to establish program.

The officer will manage and supervise officer billets effectively and safely, ensuring support to PIFSC and beyond are conducted within NOAA policies and procedures.

Develop skills in: Management, supervising, delegating, planning, communication, organization, execution, and leadership.

**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 SOJKA.KRISTIN.MICHELLA.1086929038 Digitally signed by SOJKA.KRISTIN.MICHELLA.1086929038 Date: 2020.04.06 09:06:19 -10'00' 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 SHOJI.NORIKO.LEANN.1285928148 Digitally signed by SHOJI.NORIKO.LEANN.1285928148 Date: 2020.04.06 20:03:15 -10'00' 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 CHROBAK.NICHOLAS.JAMES.1241660199 Digitally signed by CHROBAK.NICHOLAS.JAMES.1241660199 Date: 2020.04.08 08:03:19 -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  Digitally signed by TAYLOR.JEFFREY.C.1186767825 Date: 2020.04.13 13:54:11 -04'00' 2. Date

3. Name  4. Title/Position

**E. Director, NOAA Corps Endorsement**

"I am the  and I  this billet."

1. Signature  2. Date

3. Name  4. Title/Position