NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION

A. Billet Number 2670  
B. Billet Title Science Operations Manager

C. Grade Requested: O3 - LT  
D. Type of Submission OTHER - DUTY REALIGNMENT AND CHANGE OF NAME

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 Daniel K. Inouye Regional Center  
B. Street Address 1645 Wasp Blvd., Bldg #176

C. City Honolulu  
D. State Hawaii  
E. Country United States  
F. Zip Code 96818

G. Office +1 (808) 725-5376 x  
H. Mobile  
I. Fax

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor

1. Name Noriko Shoji  
2. Position Director, Science Operations Division  
3. Grade ZP V

4. Email Noriko.Shoji@noaa.gov  
5. Office +1 (808) 725-5331 x  
6. Mobile +1 (808) 265-3836

B. Reporting Officer (2nd Level Supervisor)

1. Name Evan Howell  
2. Position PIFSC Deputy Director  
3. Grade ZP V

4. Email Evan.Howell@noaa.gov  
5. Office +1 (808) 725-5306 x  
6. Mobile +1 (808) 291-1831

C. Reviewer (Normally the Reporting Officer's Supervisor)

1. Name CAPT Nicholas Chrobak  
2. Position Executive Officer, NMFS  
3. Grade O6

4. Email Nicholas.Chrobak@noaa.gov  
5. Office +1 (301) 427-8060 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 Pacific Island Fisheries Science Center

3. Division Director's Office  
4. Branch  
5. Section or Team SOD

B. NOAA Goal/Subgoal  
C. Program PIFSC

D. NOAA Org Code  
E. NFC Org Code  
F. Project-Task
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 10 + Operational 20 + Leading and Managing 50 + Executive Leadership 20 = 100%
SECTION 6 - DUTIES AND RESPONSIBILITIES (continued)

6C. Resources Managed

1. Human

Does the Officer supervise personnel? ☑ Yes ☐ No  Number of personnel supervised 2-5

Grades of supervised personnel ZT-2, O1 to O2

Will the Officer lead people, but has no supervisory responsibilities? ☑ Yes ☐ No  Number of personnel led 5-10

Grades of personnel led ZT 2, ZT-3, ZP-2, ZP-3, O1, O2

2. Fiscal

Will the Officer have budget responsibility? ☑ Yes - All  Dollar Amount (K) 500,000

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

<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>
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<td>☑ Listening ☑ Speaking</td>
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<td>Leading Performance and Change</td>
<td>☑ Writing ☑ Team Building ☑ Leveraging Diversity</td>
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<td></td>
<td></td>
<td>☑ Influencing Others ☑ Developing Others ☑ Execution</td>
</tr>
<tr>
<td>LCDR (O4)</td>
<td>Leading Organizations</td>
<td>☐ Decisiveness ☐ Problem Solving ☐ Conflict Management</td>
</tr>
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<td></td>
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<td>☑ Customer Focus ☐ Entrepreneurship</td>
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<tr>
<td>CDR (O5)</td>
<td>Leading Organizations</td>
<td>☐ Creativity &amp; Innovation ☐ Human Capital Management</td>
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<td>Leading Organizations</td>
<td>☐ External Awareness ☐ Strategic Thinking ☐ Political Savvy</td>
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<td></td>
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<td>☐ Vision ☐ Partnering</td>
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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**

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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.MICHELLE.1 086929038
   Date: 2020-04-06 09:56:15 -10'00'
2. Date 4/6/2020
3. Name LT Kristin Sojka
4. Title/Position Science Operations Manager

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.12859 284148
   Date: 2020-04-06 20:03:15 -10'00'
2. Date 2020-04-06
3. Name Noriko Shoji
4. Title/Position Director, Science Operations Division

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
   Date: 2020-04-08
2. Date 2020-04-08
3. Name CAPT Nicholas Chrobak
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 CAPT Jeffrey C. Taylor
   Date: 2020-04-13 13:34:11 -04'00'
2. Date 2020-04-13
3. Name CAPT Jeffrey C. Taylor
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 RADM Michael J. Silah
   Date: APR 15 2020
2. Date APR 15 2020
3. Name RADM Michael J. Silah
4. Title/Position Director, NOAA Corps

Print Form  Submit to CPC (Reviewer Use Only)