FMA A-Team Manual

2023-09-11

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FMA A-Team Manual

Welcome![1]

This is the manual for the Analytical Services Program in the Fisheries Monitoring and Analysis Division at NOAA's Alaska Fisheries Science Center[2].

The focus of our work centers on providing scientific products to support the management of marine ecosystems and commercial fisheries.

This manual is intended to provide an overview for Program staff and others about how we do our work, and our expectations. It is also a space to document institutional knowledge and for important information about procedures and available resources. If you have suggestions for additions or changes, please contact the Analytical Services Program Manager, Jason Jannnot (jason.jannot@noaa.gov), make a pull request, or submit an issue.

[1] If you don't like the Centralized Workflow, try the Trunk-based Workflow.
[2] For a counter argument to pull requests, see this video

Introduction

The FMA Analytical Services Team adheres to NOAA's mission of Science, Service, and Stewardship.

In short, our mission is...**INSERT SUMMARY OF MISSION FROM HERE**

See The Big Picture section for more detail on our culture and philosophy.

We are motivatedby... **INSERT MOTIVATIONAL REFERENCES**...:

Who We Are

As of 2023-09-18, the Analytical Services Program consists of

Jason Jannot, Program Manager
Supervisory Research Fishery Biologist (NMFS) pronouns: he/him/his

professional interests: Leadership, Team Building, Project Managment, Succession Planning

personal interests: biking, bluegrass banjo...among others

Learn more about his leadership style here and about him at his personal website.

Jennifer Cahalan, Statistician
Pacific States Marine Fisheries Commission
AFSC, Seattle

professional interests:

personal interests:

Craig Faunce, Data Analyst
Research Fish Biologist (NMFS) AFSC, Seattle

professional interests:

personal interests:

You can learn more about Craig, here

Andy Kingham, Data Analyst & Developer
Operations Research Analyst (NMFS)
AFSC, Seattle

professional interests:

personal interests:

Geoff Mayhew, Data Analyst
Research Fish Biologist (NMFS)
AFSC, Seattle

professional interests:

personal interests:

Phil Ganz, Data Analyst
Fisheries Management Specialist (NMFS)
AKRO, Juneau

professional interests:

personal interests:
You can learn more about Phil here

How we meet

A-Team Meetings

semimonthly Thursdays, 1000 PT, Google Meet

Currently, as a whole team, we meet virtually by Google Meet every 2 weeks. We use Google Docs to set agendas, record decisions made, and outline action items during these meetings.

1:1 with Jason

We each have individual in-person meetings with Jason.
Each member is responsible for documenting their 1:1 meetings with Jason, including tracking decisions and action items for themselves. Jason is happy to collaborate in Google Docs with individuals if that is their desire.

How we give feedback

Feedback, both giving and receiving it, is an important aspect of our team. We expect feedback to be supportive but constructive. Feedback we give and receive can come in a variety of places and times, including but not limited to, during: brainstorming sessions; meetings; reviews of code or written documents; practice talks; post-project/post-meeting debriefs; 1:1's with Jason.

This resource from UBC outlines best practices for giving and receiving feedback.

How we share things

We think it is useful to have standard ways of sharing things. These don't always have to be followed but are a useful guide. The most important principle is to make it easier for others and your future self!

- Mechanisms for Sharing
  - Code: Github (preferred), Google Docs
    - GitHub account: Alaska Fisheries Monitoring Analytics
  - Docs: Rmarkdown (preferred), Google Docs, or MSWord
    - A-team Manual

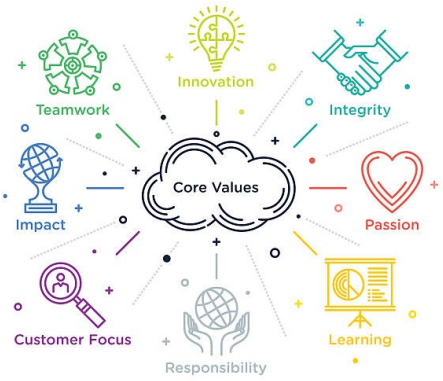
  - Network Drives
    * `Y://Programs Share/FMA_Observers/Observer/A is for ANALYSIS/`
    * Google Drive: `FMA Analysis Group` (request access)
  - FMAnalytics G-Chat Space
  - project specific G-Chat Spaces (e.g., SASH, ADP)
  - Github Issues

- When sharing make sure to describe what you are sharing
- A project-based approach to organizing your work makes it easier to share and solicit feedback from others
  - here is a good guide
  - see also *Good enough practices in scientific computing* (Wilson et al. 2017))

See the Resources section for other useful resources

References

The Big Picture {#sec-big-picture}



Values & Culture

Team Core Values - Taken from the ADP Charter Collaboration - conversation, not lecturing Flexibility - kill your darlings for the greater good if necessary. Respect - we are all professionals and should be treated as such. Safety - the group space is safe for productive conflict Humor - don't take anything too seriously Kindness - don't be a jerk

- Share our learning and time with others on the team as well as those beyond our team, knowing that this builds community and ultimately improves both the quality and impact of our science.

MRI - Most Respectful Interpretation - of what someone is saying to you

Vision - Where are we going?

- What is the future state of the team? What does it look like?
- Answers the question: Where are you going?
- If there were no constraints at all, what would things look like in 5 years, 10 years, 20 years?
- What picture do we want to create for the future?
- What legacy do we want to leave behind? Aim for a vivid picture of what the future looks like in 2-3 pages

What does success look like for the team?

Purpose - Why do we do this?

Why does the team exist? What is the inspiration that guides and motivates the team to achieve the mission?

Mission - What do we do?

What the team aims to do to fulfill its purpose and acheive it's vision.

Internal Stakeholders

External Stakeholders

Code of Conduct

A *Code of Conduct* is a set of basic ground rules that we ask team members to follow. The goal is to create an open and inclusive space for our work that helps us achieve our collective goals. Along with our Big Picture, a *Code of Conduct*

- provides a benchmark for self-evaluation
- helps define our identity
- establishes behavioral guidelines

We expect all team members to adhere to the policies and guidelines outlined here, as well as those found in the AFSC Code of Conduct.

The FMA Analytical Services Team is dedicated to providing a harassment-free experience for everyone, regardless of gender, gender identity and expression, sexual orientation, disability, physical appearance, body size, age, race, or religion. We do not tolerate harassment of team members or others in our larger communities in any form.

This code of conduct applies to all A-Team spaces, including group and individual meetings (face to face and remote), workshops, email correspondence, chat and web channels, and code repositories. Anyone who violates this code of conduct may be sanctioned and referred to the AFSC's policies.

Reporting

If you are being harassed by a member of the FMA A-Team, notice that someone else is being harassed, or have any other concerns, please contact the FMA Analytical Services Program Manager, Dr. Jason Jannot, at jason.jannot@noaa.gov. If you do not feel comfortable reporting to Jason, please contact Jennifer Ferdinand (FMA Division Director) or Lisa Thompson (FMA Deputy Director) or any other AFSC supervisor. Other methods of reporting available to you include:

- NOAA Sexual Assault Sexual Harassment Helpline
- NOAA Workplace Violence Prevention and Response Program
- NOAA Workforce Management Office

- NOAA Office of Inclusion and Civil Rights

In addition to the AFSC's Code of Conduct, the Dec. 8th 2022 Policy Statement on Equal Employment Opportunity from NOAA provides a good explanation of NOAA's stance and policies against harassment, discrimination, and violence in the workplace.

Onboarding

Welcome to the FMA A-Team!

Here are some resources to help you get settled.

Our group is excited that you have decided to join our team! We hope that these onboarding resources, guidelines, and tips will make your transition to FMA seamless and enjoyable.

AFSC Onboarding Checklist for Federal and Non-Federal Staff

For Federal FTEs, check out the following for many good resources:

NOAA Fisheries New Hire Employee Resource Group
Fisheries New Employee Orientation website
New Employee Onboarding

CAC - Common Access Card

A CAC will give you access to buildings and computer systems. It is the necessary first step to getting started.

*Both **Federal and non-Federal employees** will need a CAC*

Get a New CAC

CAC cards are only issued at Defense Department authorized locations (referred to as "RAPIDS" offices) and may or may not be associated with a NOAA facility. For AFSC staff, the following locations are the closet RAPIDS stations.

1. Seattle staff = WRC building 1, site ID 105831 (phone: 206-526-6571)
2. Juneau staff = Federal Bldg, site 102444 (phone: 907-463-2170)

Renew a CAC

See the CAC Renewal page on MyAFSC.

IT

On the first day, an A-Team member (likely Jason), will bring you to OFIS to:

- get computer equipment
- set-up accounts (including an Oracle database account)
- get logged into NOAA computer & Google account
- request VPN accounts
- download software needed (e.g., R, RStudio, SQL Developer, Endnote)
- check the IT Onboarding webpage for more information

IT Resources IT Help

Schedules, Time & Attendance

non-Federal employees

Guidance on schedules, time and attendance should be provided by your employer. Please also be sure to work with Jason on setting your schedule.

Federal employees

If you are federal employee, you will access your timesheets through the GovTA web portal. Within one week of on-boarding Enterprise Services will create a new profile for you in webTA/GovTA.

You should:

- work with Jason to set your work schedule
- familiarize yourself with the defintions and rules around Alternative Work Schedules
- fill out an Employee Work Schedule Form
- fill out a Telework Application Agreement
- fill out a Telework Application Routing form
- take the CLC Telework Training

Forms and information can be found on the myAFSC Time and Attendance page

Time and Attendance Resources

Leave

non-Federal employees

Guidance on leave should be provided by your employer.

Federal employees

Use GovTA to request leave. You can find resources related to leave here

Compensatory Time

non-Federal employees

Guidance on compensatory time should be provided by your employer.

Federal employees

For Federal staff, in most cases, compensatory time can be awarded for travel that occurs outside or beyond normal working hours or days.

Compensatory time for working (as opposed to traveling) is typically not awarded. Rather, overtime work is typically compensated via overtime pay.

A quick guide for how to claim and record Compensatory Time can be found here.

Performance

non-Federal employees

Guidance on performance reviews should be provided by your employer.

Federal employees

Soon after joining the A-Team, you should work with the PM to create an annual, individual Performance Plan. Specific responsibilities, individual projects, deliverables, and duties will be reflected in the individual Performance Plan. This document will guide your work and will be revisited (in discussions with the PM) during the year and updated to reflect any changes on an annual basis.

Duties that team members might assume, depending on interest, time, Program/Division/Center priorities, and needs include (but are not limited to):

- leading and assisting in designated research projects
- participation in professional development opportunities
- developing and submitting research funding proposals
- submitting and publishing NOAA Technical Memorandum and other reports
- submitting and publishing peer-reviewed journal articles
- participating in outreach activities
- attending scientific and professional conferences

More about the performance process can be found here.

The AFSC Awards page lists the many ways Federal employees can be recognized and awarded for their achievements including opportunities to nominate your peers for their hard work.

Facilities

AFSC buildings on the Seattle Sand Point Campus (a.k.a. Western Regional Center [WRC]) are only accessible during work hours and with a CAC.

Office space

Our physical offices are in Building 4 of the WRC.
The following are FMA A-Team (and affiliated staff) office numbers:

- 1060 - Jason Jannot, FMA Analytical Services Program Manager
- 1057 - Lacey Jeroue, AMMOP Program Manager
- 1057 - Andy Kingham, Analyst/IT developer

- 1057 - Geoff Mayhew, Research Fishery Biologist
- 1056 - Craig Faunce, Research Fisheries Biologist
- 1089 - Jennifer Cahalan, Statistician/Analyst
- Phil Ganz, Jason Gasper, Jennifer Mondragon all work in the AKRO in Juneau and work closely with the FMA A-Team.

Other FMA staff offices

- 1059 - Jennifer Ferdinand, FMA Division Director
- 1061 - Lisa Thompson, FMA Deputy Director
- 1062 - Marlon Conception, FMA Debriefing Program Manager
- 1063 - Brian Mason, FMA Training Program Manager

Reservations

Reservations for rooms or government vehicles can be found here

Parking

To obtain either a vehicle or a bike parking pass for the Seattle Sand Point Campus, contact Pass & ID Security Office in Building 1 (206-526-6571). You will need to fill out a WRC Parking Form.

Transit Benefits for Bicyclists

Federal employees only

Allows for reimbursement to employees who use a non-motorized bicycle for a substantial portion of travel between your residence and the worksite. Reimbursement can be up to $20 per month, not to exceed $240 per calendar year for bicycle commuting expenses.

More information on bike benefits and instructions.

Transportation Subsidy

Federal employees only

NOAA offers this non-taxable transit-fare subsidy program to encourage federal employees to use public mass transportation while commuting to and from work. Qualified employees are provided with a monthly benefit based on the distance to and from work. The monthly

maximum subsidy transit benefit allowance is $270. Unused benefits do not carry over to the next month.

More information on the transit subsidy program and application.

AFSC Contact Card

Federal staff are encouraged to set-up an AFSC Contact Card, for example, see Jason's Contact Card. This is optional and not required but provides a public facing profile so that others within and outside NOAA can find you and can be linked to other social media accounts (e.g., Research Gate, LinkedIn, etc.). You can request a Contact Card here

General Adminstrative Resources

General Admin Resources

Health & Safety

Health and safety resources (e.g., reporting an accident) can be found here.

Expectations

Availability

- Core hours for the AFSC are 9:30 am to 2:30 pm, T,W,R.
- A-Team members are encouraged to work in the office on one or more of these days.
- Core hours do not apply on Monday or Friday.

You are **not** expected to be available 24/7. Similarly, unless it is an emergency, do not expect responses to emails or any communication before or after regular business hours on weekdays (6 am - 6 pm), or any time on weekends/holidays/flex-days. However, because we recognize that A-Team members should be able to create a working schedule that is right for them, team members will not be penalized for sending communication outside normal working hours.

Google

G-Mail

We communicate largely via email on the A-Team. You should therefore check your email at least once a day during the normal work week.

G-Calendar

Much of our work is communicating and much of that communication comes in the form of meetings. Therefore, you should:

- Make your calendar visible to others.
- Keep your calendar up-to-date
- Add your working location and hours

- Add leave and out of office (OOO)
- Set-up automated OOO messages with alternative contacts, if OOO for longer than 1 day

Attendance at regularly scheduled events

Attendance, either virtual or in-person, is reasonably expected at:

- Semimonthly A-Team meetings
- Individual 1:1 with Jason (in-person when possible)
- Regularly scheduled project meetings
- NPFM Council Meetings
- FMA All-hands

Attendance is strongly recommended when possible at:

- AFSC All-Hands
- Other Center-wide Meetings

Expectations of the Program Manager

As of `r format(Sys.Date(), "%Y")`, Jason Jannot is the FMA Analytical Program Manager. You can read about his leadership and management philosophy here.

The Program Manager will (at a minimum) provide the A-Team with:

- Clarity (the `why?`)
- Guidance (the `how?`)
- Expectations (the `what?`)
- Collaboration & Communication (the `who?`)
- Prioritization & Gate-keeping
- Accountability
- Visibility & Public Recognition

- Overcoming Barriers
- Timely Administrative Support

In addition to the above, the Program Manager will (at a minimum) provide individual team members with:

- Positive feedback & constructive criticism on work
- Professional career support and development, including but not limited to:
  - opportunities for
    * training
    * presenting (e.g., conferences, meetings, outreach, etc.)
    * publishing
    * advancing (e.g., promotion, details, etc.)
    * collaborating
    * leading
    * mentoring
- Regular meetings to discuss work & maintain progress on goals
- Empathetic listening
- Coaching

Expectations of Team Members

A-Team members will (at minimum):

- strive to produce the best science, given the constraints
- grow and maintain technical and inter-personal skills
- share knowledge, experience, code, and time
- adopt a collaborative working mindset
- adapt and be flexible, within reason

- communicate clearly and effectively
- communicate both successes and sticking points regularly

- contribute to creating a positive, inclusive, and safe work culture

Remember, as a government agency, we serve the people of the United States and *service* is 1/3rd of NOAA's mission. Adopting a service mindset when approaching each other, stakeholders, partners, and collaborators will magnify our positive impacts on marine ecosystems, commercial fishing, and the wider world.

Some ways to adopt a service mindset:

- Share - code, knowledge, resources, opportunities
- Serve as a role model

- Serve as a resource for other members of the A-Team

- Nominate your peers for their hard work and achievements - AFSC Awards page.
- Participate in outreach activities
- Mentor others when appropriate, especially new team members

Team Collaboration and Communication

Although the Program Manager is your primary supervisor, everyone should always feel like they can reach out to anyone else on the A-team for help or collaboration.

Communication

There is a plethora of communication methods and technologies. However, the communication tool should be chosen based on the purpose of the communication. The purpose of this document is to explain how communication tools differ so that the tool used is appropriate given the topic(s) and timelines.

Email

Topics: Single topics requiring little/no context, explanation, or discussion
Time:

- Immediate action is not required and/or;
- Discussion is very limited or unnecessary and/or;
- Completion time is not pressing

Tone: It can be very difficult to get the right tone in an email. Sometimes it's worthwhile to write the email but delay sending it. Then go back and check the tone after taking a pause.
Pros: Creates a record
Cons: Can be slow, lost, ignored
Tracking: Formally captured in writing - creates a record
Uses:

- Simple requests for a single action or, at most, a few closely related actions
- Short summary of a single topic
- Routine tasking
- Follow-up summaries from video calls/FTF/phone calls

Consider: moving to a video call/FTF or phone call if the email chain goes back and forth more than a few times or in-depth discussion is necessary.

Video call/Face-To-Face Meeting (FTF)

Topics: Sensitive, complex, or multiple topics
Time: Lengthy discussion necessary; actions or responses will be discussed
Tone: Voice inflection, body language and body posture can be distorted or hidden by the tech. Eye contact can be misinterpreted, misleading, or absent.
Pros: Can screen share/show
Cons: Requires some planning
Tracking: No formal tracking - requires participants to take notes; Video calls can be recorded.
Use:

- To collaborate with team members
- To build rapport and relationships
- To provide or receive feedback
- To provide or receive coaching
- For instructional/side-by-side training/teaching
- When there are multiple participants
- When screen sharing/showing is needed

Consider: using other methods for simple updates that are informational only and require no response.

Chat

Topics: Single, non-sensitive topics
Time:

- Immediate response is necessary, requested or implied
- Discussion is very limited or unnecessary
- Very simple responses expected

Tone: Fast pace can lead to misunderstandings of tone and intent, similar to email.
Pros: Fast
Cons:

- No record created

- Limited ability to engage in depth
- Links to files will be lost if history is turned off

Tracking: No formal tracking - requires participants to take notes or screen shots.
Use:

- To ask simple questions
- To check-in for current/near-future availability
- Share informational link
- Real-time discussion among team during formal meetings, e.g., FMAC, PCFMAC, Council, etc. - though discussion will be limited

Consider: moving lengthy discussions to a video call or FTF.

Phone

Topics: Sensitive or complex topics
Time:

- Immediate response or action is necessary
- Discussion could be lengthy
- Completion time is pressing

Tone: Voice inflection can be distorted, lost or misinterpreted due to tech; requires careful listening and voice control.
Pros: Can address time sensitive issues quickly
Cons: No screen show/share, body language missing
Tracking: No formal tracking - requires participants to take notes
Use:

- Emergencies
- Urgent, time sensitive requests
- Contact necessary during off-hours or off-days

- When video call/FTF is not possible but topics are sensitive or complex
- Quick topics that are time sensitive

Consider: following up with an email summary of the conversation

Mobile Text/SMS

Topics: Extremely time sensitive
Time:

- Immediate response or action is necessary
- No discussion
- Very simple responses expected

Tone: Fast pace can lead to misunderstandings of tone and intent, similar to email and chat.
Pros: Can address time sensitive issues quickly
Cons: No screen show/share
Tracking: Creates a record, but there might be limits and constraints
Use:

- Emergencies
- Urgent, time sensitive requests
- Necessary contact during off-hours or off-days
- To check-in for current/near-future availability

Consider: moving to another method as soon as practicable.

Projects

Intake

Project Intake (google sheet 1)

FY24 NOAA Priorities (google sheet 3)

Prioritization

Project Prioritization (google sheet 2)

Planning

Tools & Workflow

The A-Team has a singular R package that holds commonly used R custom functions build by the A-Team: FMAAnalystFunctions. For instructions on how to install this package see the GitHub Repo README.

Code Review

Completion

Debrief/Lessons Learned

Collaboration & Code Review

NOTE: This represents a starting place for A-Team discussion

It is an amalgamation of Jason's Git Collaboration notes and the 2024 ADP Team Charter

Git Collaboration

Determining the "Git Work Flow" is a huge part of working in a team! Be sure to check out the "Guidelines" section in the previous link for best practices when developing a workflow.

> Jason suggests the Centralized Workflow (see link above) which keeps a linear history[1].

How to Collaborate

1. Add collaborators to repository
2. Collaborators clone repository to their local machine
3. Make changes
    a. Create a New Branch

[1] If you don't like the Centralized Workflow, try the Trunk-based Workflow.

b. Name it appropriately e.g., jason/newfeature

c. Make changes locally on the new branch

d. Commit changes to the new branch
   i. As a general rule, you should commit when you finish something that allows your code to work - usually ends up being a couple times an hour.

e. *See below before completing this step* - Push changes to the remote repository…this will create a pull request….

Before Pushing to the Repository

1. Switch to your local main branch (`$git checkout main`)
2. Pull the remote main into your local main (`$git pull origin main`)
3. Switch to your dev branch (`$git checkout <your-dev-branch-name-here>`)
4. Merge your local main to your local dev branch (`$git merge main`)
   a. **NOTE** This is where conflicts will show up if they will occur
   b. Fix any conflicts
5. Do some checking before pushing:
   a. Check the commits that will be pushed (`$git log - - oneline`; `q` escapes you back to the `$`)
   b. Check your connection (`$git remote -v`)
6. Push your changes (`$git push origin <your-branch-name>`)

Pull Request

A pull request is a request by a collaborator for the repo owner to "pull" the new code into the main branch (or other branch) which will then reflect those changes on the remote repos when others pull that branch down.

Pull Request - What are they good for?

Pull request can simplify code review. They are a discussion point between coders. They can be used to:

- review and discuss code: a new feature, improvements, strategy, etc.
- address issues
- any time new code is added to the repo

What are the benefits of pull requests as code review[2]?

1. Increases the quality of the code
2. Decreases probability of breaking stuff
3. Frees time from micromanaging other peoples code
4. Reduces the need for meetings
5. Email notifications act as the interface
6. They create a history - all discussion & code (even if it is ultimately rejected), lives on a branch

The downsides include (see also[2]):
1. You have to wait to have your code reviewed by others
2. Reviewer can get backed up & overwhelmed

How to Submit a Pull Request

1. Go to the repo, at the top click on `Pull Requests`
2. Create a `New Pull Request` (green button upper right)
3. Ensure you are comparing the right branches
4. Look at the `gitdiff`
5. Give it an appropriate succint title
6. Include a descriptive message
    a. What has been done
    b. How to use the new code
    c. What someone could do to test the code, e.g., do…

[2]For a counter argument to pull requests, see this video

7. Create the request

8. Add a reviewer - upper right hand corner. Will trigger an email.

9. Once reviewed, the pull request will be merged with the branch (typically main)

NOTE: You can add more commits to a single pull request, provided it has not been reviewed and merged. *However*, only do this for very minor changes - missing spaces, typos, missing last lines etc.

How to Review a Pull Request

1. Open the pull request

2. Review the code changes

3. Reviewer - provide comments and feedback as comments

4. Originator - respond to comments, perhaps add comments

5. Reviewer - Approve changes (upper right corner) and add approval comment

6. Reviewer - merge pull request

7. Originator - delete the branch once the code has been merged. *Please do this so that our remote is clean!*

8. *DONT FORGET TO PULL* the new code to your local instance to get latest code.

Issues

Issues are a great way to improve code outside the normal pull request-review process. Issues can be used to propose:

1. Fixes to broken code

2. Cool new features

3. Tackle TODO lists

4. Document Q&A

Use `tags` (right sidebar) to highlight the type of issue being submitted.

How to submit an Issue

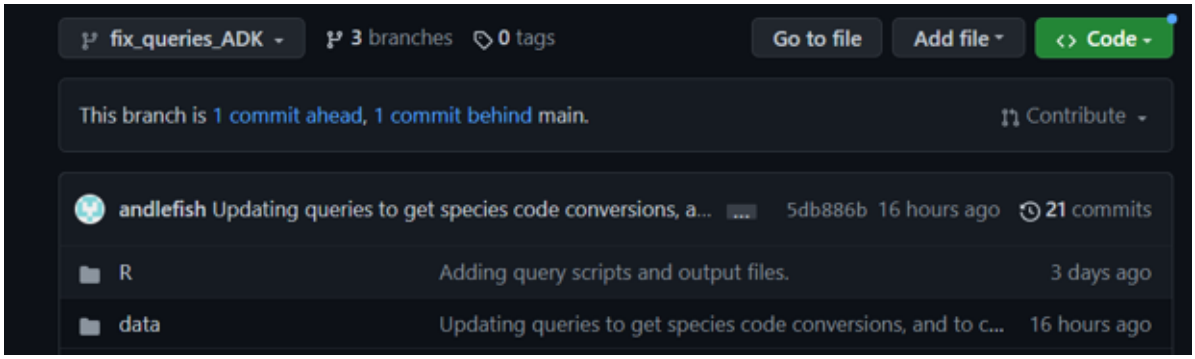
1. Open an issue
2. Give it a succinct but appropriate name
3. Give it a `tag`
4. Use the `@` in the body of the issue to mention others who might be interested or involved in the issue resolution
5. Use simple pseudo-code (via Markup code) to describe your proposed changes.
6. Provide a minimal reproducible example for bugs/errors, a.k.a. a repex
7. Be sure to close the issue once it is complete.
    a. Pro Tip: You can use the following statement to make Github automatically close an issue:
    `this closes issue #<insert-issue-num>` see example here

Assigning Issues

1. Feel free to assign yourself the issue, but be sure to eventually tackle the issue.
2. *BEFORE ASSIGNING TO OTHERS* discuss with the other person and/or the PM to ensure assignment is appropriate and does not conflict with current priorities.

Compare Two Branches on GitHub

1. Open the branch with the newest commits
2. At the top you'll see the number of commits difference like this:



3. Click on the link "<#> commit ahead"
4. That will bring you to the diff page! Voila!

To link a pull request with an issue

Link Pull Request with Issue

To remove a file from *Tracking* that is already being tracked

!!!! IMPORTANT NOTE !!!! ==> The following steps will *completely remove* the files on **all remotes** once they checkout a branch that contains this change. They files will only exist in your local repo. (Of course you can always push them back up if anyone complains…)

1. Move the file outside the git repository, i.e., save to your local machine/Desktop

2. Add all the file/folder names that you want to stop tracking in the repo but keep locally to `.gitignore`.

3. On the command line, execute

    a. For a file: `$git rm --cached put/here/your/file.ext`

    b. For a folder: `$git rm --cached folder/\*` (if the files are in a folder you need to use /* to escape the *)

4. Commit your changes:

    a. `$git commit -m "<Message>"`

    b. Push to remote.

To *completely Remove* an item from the repo

1. On your local machine, navigate to file and delete it
    a. The git status should show that file was deleted.

2. Stage all uncommitted changes (`$git add -u`)

3. Commit the deletion (`$git commit -m <commit message>`)

4. View changes on the branch (`$git log -online`)

5. ensure local main is up-to-date with remote main (`$git checkout main`; `$git pull origin main`)

6. Ensure your branch is up-to-date with your local main (`$git checkout <your-branch-name>`; `$git merge main`)

7. Push your changes to the remote (`$git push origin <your-branch-name>`)

Offboarding

AFSC Offboarding Checklist for Federal Staff

AFSC Offboarding Checklist for Non-Federal Staff (contractors and affiliates)

Exit Interview

Set up a dedicated time to meet with the A-Team PM to talk about your time in FMA, and to go through the appropriate checklist above. Besides the checklist, things to talk about include the best part of being part of the FMA A-Team, whether you got the support you needed and what could we improve for someone in your role in the future.

Project Documentation

Project work should be hosted in the A-Team Github repository and saved on the `FMA Analytics Group` Google drive.

Each project should have an easily found README text file that provides information for others so they can navigate and use your work, and give contact information for authors (and any data creators/use restrictions if confidential data). Ideally, the README should also include links to publications and presentations from the work.

Publications and Presentations

Ensure that publications and presentations from your projects are archived in the appropriate folder in the `FMA Analytics Group` Google drive.

Data

Data used in support of your projects should be:

- Saved in appropriate, non-proprietary format with accompanying metadata
- **Not** included/hosted on github or any other public repository (unless non-confidential/anonymized)

- Accessible to A-Team members.
- Briefly described in the project README.

Code

Code used or developed for your projects should be:

- complete and well-documented, including information in a README about what each file does and workflow to run the code.
- hosted in the A-Team Github repository and saved on the `FMA Analytics Group` Google drive.

Turning in equipment

Return all equipment (e.g., computer and peripherals) you have been using to the A-Team PM. Ensure all office furniture is present and remains in your office.

Terminating Access

- Access to your `@noaa.gov` account will terminate on your last day. Transfer ownership of Google Docs to the A-Team PM.
- CAC access to the NOAA facilities and computers will be terminated when you leave Federal service. Ensure you have all your personal belongings prior to your last day.

Resources

FMA

Overview of the North Pacific Observer Program (NPOP)

Activity Plans

AFSC

AFSC Intranet

Strategic Science Plans

AFSC Strategic Science Plans define vision, mission, core values, goals and objectives for a 5 year period.
FY2023-FY2027

Annual Guidance Memos

Annual Guidance Memorandums prioritize activities for a single year to meet the objectives in the Strategic Science Plan.
FY2024
FY2023

NOAA

NOAA's Vision and Mission

Jason Jannot's Leadership Philosophy

Jason's philosophy is that the best leaders are capable of adjusting their leadership style depending on the situation, their team, and the needs of particular projects. The best thing a leader can do is to identify the needs of their team to support them in a way that allows them to thrive.

However, Jason's default style tends to be that of a servant leader. While he might adopt other leadership styles depending on the situation, servant leadership guides his daily leadership style.

Jason has been inspired by David Marquet's story:

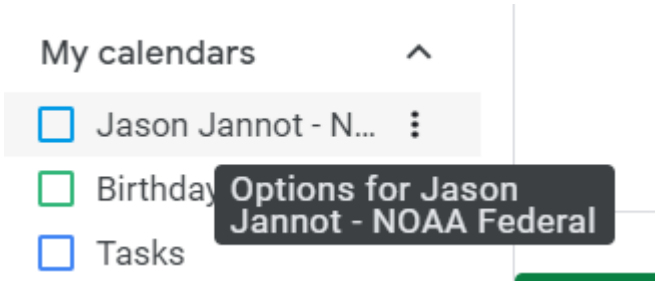
https://youtu.be/pYKH2uSax8U

as well as by Simon Sinek:

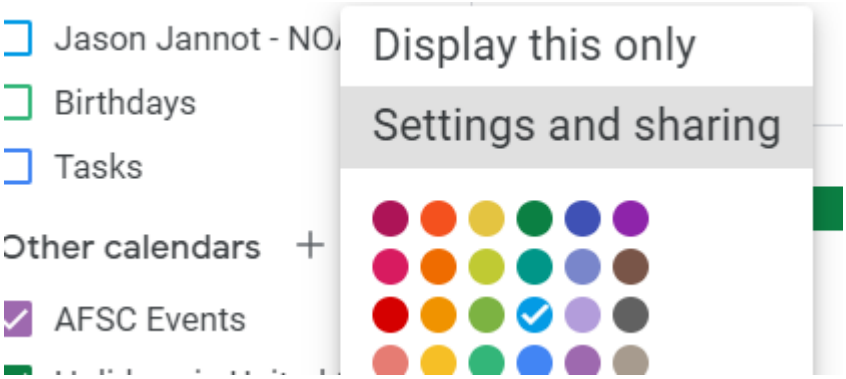
https://youtu.be/zP9jpxitfb4

Make G-Calendar Visible

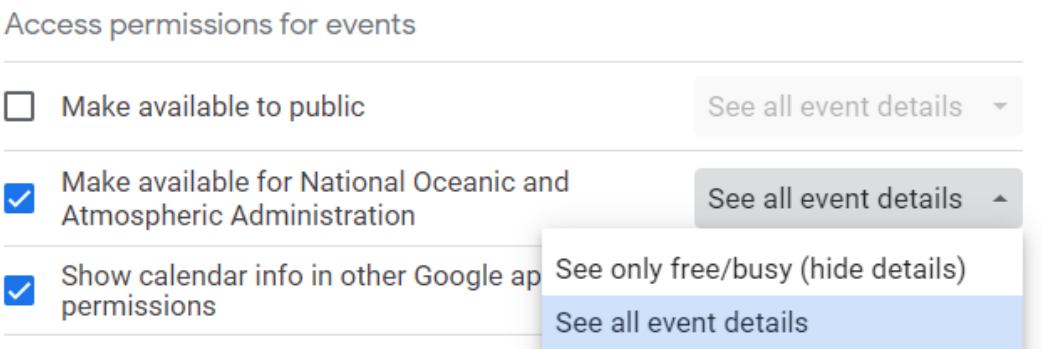
1. On left side find your calendar and hover to get the 3 dots



2. Click settings and sharing



3. Make sure to check "Make available for National Oceanic and Atmospheric Administration" and select "See all event details" in the drop down.



That should do it.

Acronyms

The US Government is absolutely slaphappy about acronyms.

Acronym	Definition
AFSC	Alaska Fisheries Science Center
AKRO	Alaska Regional Office
AMMOP	Alaska Marine Mammal Observer Program
A-Team	FMA Analytical Services Program
BSAI	Bering Sea Aleutian Islands
CAC	Common Access Card, a.k.a., your "ID badge"
DD	Division Director
FMA	Fisheries Monitoring and Analysis Division
FMAC	Fishery Monitoring Advisory Committee
GOA	Gulf of Alaska
M-Team	FMA Management Team = DD, Deputy Director, Debriefing PM, Training PM, Analytical Services PM
NPFMC	North Pacific Fishery Management Council
NPOP	North Pacific Observer Program
OOO	Out Of Office
PCFMAC	Partial Coverage Fishery Monitoring Committee
PM	Program Manger
PSMFC	Pacific States Marine Fisheries Commission (coloquially, PacStates)
WRC	Western Regional Center, a.k.a., the Sand Point Seattle Campus

Wilson, Greg, Jennifer Bryan, Karen Cranston, Justin Kitzes, Lex Nederbragt, and Tracy K. Teal. 2017. "Good Enough Practices in Scientific Computing." Edited by Francis Ouellette. *PLOS Computational Biology* 13 (6): e1005510. https://doi.org/10.1371/journal.pcbi.1005510.