

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION

TEMP. USE BILLET #0812 (Project Manager, KA) / B: Llet to CD: 6422

A. Billet Number B. Billet Title

C. Grade Requested D. Type of Submission

E. Minimum amount of overlap between incumbent officer/reporting officer for continuity of duties

F. Duty Type G. Estimated Length of Assignment

SECTION 2 - DUTY STATION ADDRESS AND CONTACT INFORMATION

A. Street Address B. Street Address

C. City D. State E. Country F. Zip Code

G. Office x H. Mobile I. Fax

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor

1. Name 2. Position 3. Grade

4. Email 5. Office x 6. Mobile

B. Reporting Officer (2nd Level Supervisor)

1. Name 2. Position 3. Grade

4. Email 5. Office x 6. Mobile

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

1. Name 2. Position 3. Grade

4. Email 5. Office 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 2. Office, Center, or Lab

3. Division 4. Branch 5. Section or Team

B. NOAA Goal/Subgoal **C. Program**

D. NOAA Org Code **E. NFC Org Code** **F. Project-Task**

SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

The National Ocean Service National Centers for Coastal Ocean Science (NCCOS) has a critical position within the NCCOS Center for Coastal Fisheries and Habitat Research (CCFHR) that serves as the Applied Ecology and Restoration Research Branch Chief, responsible for managing Branch operations and oversees the conduct of research, planning and execution of projects. This Branch serves the science interests of a broad spectrum of NOS interests in Sanctuaries, OCRM, and OR&R. The Branch Chief also provides leadership towards accomplishment of all Center missions, ensuring congruence with NCCOS, NOS and NOAA.

The incumbent is responsible for leading a portfolio of marine and coastal ecosystem science, manage a diverse workforce and scientific enterprise, lead people in bringing about strategic organizational change, and build partnerships in order to develop strong working relationships across NCCOS, NOS, and NOAA and build coalitions with other Federal agencies, State and local governments, and nonprofit and private sector organizations to achieve organizational goals.

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 report to the Laboratory Director and will be responsible for the overall supervision and leadership of the Applied Ecology and Restoration Research Branch. The incumbent will ensure administrative functions of the branch are properly completed in a timely manner and working with NCCOS management, help to articulate NOS/NCCOS vision and goals, and assist in the transition of the NCCOS workforce review and science portfolio over the next two years.

1. Vision: Engages employee commitment to excellence.
2. Planning: Leads planning efforts resulting in a strategic plan, including plans for research, staffing, and review. Supports governing strategic plans of NOAA, NOS, and NCCOS. Cooperatively leads annual NCCOS and Center planning to develop integrated initiatives and partnerships. Develops and meets annual milestones.
3. Policy: Understands, maintains reference files, supports and communicates the full suite of NOAA policies and promotes the highest principles of government service.
4. Partnerships: Builds effective working Partnerships with NOAA components and external constituents. Motivates cooperation, efficiency and teamwork. Develops appropriate governing documents for formal partnerships.
5. Succession Planning: Ensures that both Center Director and employees are apprised of significant leave and travel. Fully trains and coaches others to successfully lead and manage. Ensures ongoing work is successfully carried to completion in the Supervisor's absence.
6. Performance: Provides guidance and oversight for employees. Develops and monitors performance plans to meet NCCOS research objectives and milestones. Appraises staff objectively and constructively, and provides evaluations, rewards and corrections. Elevates persistent problems and significant accomplishments. Serves as task manager for contractors, and works with COR to provide performance evaluation to company manager.
7. Administration: Reviews and approves T&A, travel, and purchases and ensures compliance with regulations. Ensures prompt, complete and accurate response to all information requests. Keeps constituents informed about decisions, progress, developing issues and research outcomes. Conducts all activities in a polite and professional manner. Reviews and approves purchase card purchases and ensure reconciliation of cardholder transactions are verified.
8. Budget: Assists management with budget formulation and planning. Assists with development of draft spending plans based on House, Senate, Conference Marks, and on final Appropriation. Ensures financial goals are met within budget and adjusts for unforeseen variances.
9. Facilities and Property Management: Supports facility information requirements and reporting. Ensures excess property is accounted for and properly disposed, and the appropriate assistance is provided for periodic inventories. Understands and ensures compliance with the process for receiving accountable property purchased by assigned employees.
10. Training, Professionalism, and Corporate Responsibility: Support a safe, secure and productive workplace, enhance professional development and promote organizational improvement.

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 checked="" 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)

This billet is a temporary billet needed to fill a critical position within NCCOS over the next two years as we retool our workforce and prioritize our science portfolio. The incumbent will play a major leadership role as NCCOS reshapes its programmatic components.

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)

N/A

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).

An Officer with previous experience in supervising personnel and overseeing administrative functions is preferable.

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 checked="" type="checkbox"/> Human Capital Management <input checked="" type="checkbox"/> Financial Management <input type="checkbox"/> Technology Management
CAPT (O6) and RADM (O7/O8)		<input type="checkbox"/> External Awareness <input checked="" type="checkbox"/> Strategic Thinking <input type="checkbox"/> Political Savvy <input checked="" type="checkbox"/> Vision <input type="checkbox"/> Partnering

Leadership Development Comments (Optional)

The billet provides the incumbent with an outstanding opportunity to supervise and lead a highly dedicated and motivated group of employees. The Officer will also develop and hone core competencies, such as vision - helping NCCOS develop priorities to meet long-term organizational goals and strategic thinking/planning - implementing future NCCOS plans consistent with NOS and NOAA long term goals.

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)

The billet provides and further develops leadership and management skills which can be directly related and applied operationally to both ship and aviation platforms.

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).

A strong and successful performance will make this Officer very competitive for future promotion purposes. This billet will develop skills and knowledge in the following areas: personnel, science, visionary and strategic planning.

Personnel: This billet will develop an Officer's supervisory and personnel skills management. The Officer directly supervises federal and contract staff in a field laboratory. The Officer learns flexibility and gains knowledge of T&A, development of performance plans, and the employee feedback process. The Officer will also be engaged in the workforce review process that will take place in NCCOS within the next two years.

Science: The billet will develop the Officer's scientific knowledge in stressor impacts, mitigation and restoration; coastal and marine planning; and climate change vulnerability and resilience. There is also the potential for research, publications, and presentations at professional conferences.

Visionary and Strategic Planning: The incumbent will have the opportunity to exercise a full range of executive leadership skills. The billet will allow the Officer the opportunity to share in the establishment and implementation of the NCCOS vision in order to meet the strategic goals of NOS and NOAA.

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

1. Effectively and successfully supervise and lead the AERR Branch employees.
2. Continually improve the efficiency and morale of the AERR Branch members.
3. Ensure prompt response to NCCOS management and others to all inquiries.
4. Develop and build partnerships with NOS and NOAA offices, other agencies and external organizations to further NCCOS, NOS and NOAA interests.
5. Development of strategic thinking and partnering and other responsibilities within CCFHR and NCCOS for decision making initiatives.

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 GOTTHOLM.BERNARD.W.1365817061 Digitally signed by GOTTHOLM.BERNARD.W.1365817061
DN: c=US, o=U.S. Government, ou=DoD, ou=PKI,
ou=OTHER, cn=GOTTHOLM.BERNARD.W.1365817061
Date: 2014.10.02 14:25:17 -0400 2. Date 10/02/2014

3. Name Bernard Gottholm 4. Title/Position Director, CCFHR Beaufort Laboratory

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  Digitally signed by THUR.STEVEN.M.1365841299
DN: c=US, o=U.S. Government, ou=DoD, ou=PKI,
ou=OTHER, cn=THUR.STEVEN.M.1365841299
Date: 2014.10.09 14:08:22 -0400 2. Date 10/09/2014

3. Name Steven Thur, Ph.D. 4. Title/Position Deputy Director, National Centers for Coastal Ocean Science

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  Digitally signed by GIRIMONTE.ALBERT.MICHAEL.1018424823
DN: c=US, o=U.S. Government, ou=DoD, ou=PKI, ou=NOAA,
cn=GIRIMONTE.ALBERT.MICHAEL.1018424823
Date: 2014.10.10 11:59:39 -0400 2. Date 10/10/2014

3. Name Albert M. Girimonte 4. Title/Position CAPT / NOS Liaison Officer

D. Commissioned Personnel Center Endorsement

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

1. Signature  CPC/NOAA 2. Date 2014-10-20

3. Name KURT ZEGOWITZ 4. Title/Position CHIEF / OCMO

E. Director, NOAA Corps Endorsement

"I am the DIRECTOR NOAA CORPS and I Approve this billet."

1. Signature  2. Date 10/30/14

3. Name DAVID A. SCORE 4. Title/Position RADM / NOAA

Print Form

Submit to CPC (Reviewer Use Only)