

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION

A. Billet Number	2522	B. Billet Title	Executive Officer - Protected Resources Division
C. Grade Requested	O4 - LCDR	D. Type of Submission	PROPOSED NEW BILLET REPROGRAM EXISTING
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	263 13th Avenue S.	B. Street Address					
C. City	Saint Petersburg	D. State	Florida	E. Country	United States	F. Zip Code	33704
G. Office	+1 (727) 824-5312	x		H. Mobile		I. Fax	+1 (727) 824-5309

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor							
1. Name	David Bernhart	2. Position	Assistant Regional Administrator	3. Grade	ZP V		
4. Email	david.bernhart@noaa.gov	5. Office	+1 (727) 551-5767	x		6. Mobile	+1 (727) 403-5251
B. Reporting Officer (2nd Level Supervisor)							
1. Name	Andy Strelcheck	2. Position	Deputy Regional Administrator	3. Grade	ZP IV		
4. Email	andy.strelcheck@noaa.gov	5. Office	+1 (727) 551-5702	x		6. Mobile	+1 (727) 204-6677
C. Reviewer (Normally the Reporting Officer's Supervisor)							
1. Name	Kurt Zegowitz	2. Position	NMFS Liaison Officer	3. Grade	O6		
4. Email	kurt.zegowitz@noaa.gov	5. Office	+1 (301) 427-8060	x		6. Mobile	+1 (301) 233-9660

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	Southeast Regional Office		
3. Division	Protected Resources	4. Branch		5. Section or Team	
B. NOAA Goal/Subgoal			C. Program		
D. NOAA Org Code	FN5300	E. NFC Org Code	30-30-0005-03-00-00-00	F. Project-Task	

SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

This officer serves as the Executive Officer in the Protected Resources Division in the NOAA Fisheries Southeast Regional Office. The Protected Resources Division conserves and manages marine mammals and endangered and threatened species through implementation of the Marine Mammal Protection Act (MMPA) and the Endangered Species Act (ESA). Regional protected species include corals, sea turtles, sawfish, sturgeon, right whales, bottlenose dolphins, and many other species of concern. Through policy, management, science, and public outreach, the Protected Resources Division strives to ensure the recovery and survival of protected marine species for future generations. The division's major activities include assessing the status of species for protection under the MMPA or ESA; developing and implementing recovery and conservation plans for protected species; reducing bycatch of protected species and other harmful interactions with people; ensuring rapid response to marine mammal stranding events; and cooperating with state, federal, and private partners to avoid or reduce the impacts of their projects on protected species.

The Division includes 37 federal and 12 contract employees in the central office in St. Petersburg and 4 field offices. The Division plans and executes an annual budget of over \$6M for ESA and MMPA conservation activities.

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

- Provide division-wide support for the Assistant Regional Administrator (ARA) and 5 branch chiefs
- Directly supervise 2 administrative staff ranging in grade from GS-8 to GS-9
- Serve as task manager for 2 contract administrative staff
- Assist the ARA in planning and executing an annual budget of over \$6M
- Design procedures, policies, and systems to improve major division work processes
 - Create and deliver internal training on these procedures, policies, and systems
- Lead all information management initiatives for the Division, with particular emphasis on conversion to completely electronic record-keeping
- Oversee division records-management
- Establish and lead teams of users and technical experts to carry out work process improvement and information management initiatives
- Assist in development of division staffing plans and annual funding initiatives. Liaise with national Protected Resources strategic planning lead to support Management and Budget requests.
- Track and report on major divisional accomplishments such as milestones and Endangered Species Act section 7 consultation activity levels
- Coordinate division real estate and facility needs with regional Operations, Management, and Information Division
- Research and prepare briefings for agency leadership and official correspondence, including responses to members of Congress.

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):

No

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 type="checkbox"/> Leveraging Diversity <input checked="" type="checkbox"/> Influencing Others <input type="checkbox"/> Developing Others <input checked="" type="checkbox"/> Execution
LCDR (O4)		<input type="checkbox"/> Decisiveness <input checked="" type="checkbox"/> Problem Solving <input type="checkbox"/> Conflict Management <input 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 intended for a strong, sea-going or aviation officer who has experience planning and executing small-scale projects or budgets independently and who is ready to develop their planning, financial, and supervisory skills in a large, dynamic organization.

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)

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).

Strength in process evaluation and project management desired. High degree of proficiency with information management systems desired, to be able to design automated work processes with support from IT technical experts.

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 type="checkbox"/> Decisiveness <input checked="" type="checkbox"/> Problem Solving <input 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 checked="" 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)		

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).

The officer will support and become familiar with a broad range of agency responsibilities and legal authorities implementing NOAA's Healthy Oceans Goal, particularly the ESA and MMPA.

The officer will gain knowledge and experience in directly supervising civilian personnel and also managing contracts to support mission activities. Supervisory skills gained will include writing performance plans and performance evaluation, time and attendance, assigning work, ensuring EEO compliance, awards and recognition, and all other work force management functions that may be required. The officer will also learn how to successfully use contract management, in cooperation with the regional COTR, to support major functions. The supervisory work will prepare the officer to lead and manage larger work groups as, for example, a sea-going Executive Officer or a division chief.

The officer will gain in-depth experience with planning and executing a large (>\$6M), complex (~12 project codes) budget, including proficiency in MARS.

The officer will develop a thorough knowledge of records management, including electronic document management systems (EDMS).

The officer will have considerable opportunity to develop and demonstrate innovation and technology management expertise through streamlining and/or automating office processes and adoption of new information management tools. The officer will also gain significant expertise in customer support and problem-solving as they analyze and optimize division work processes.

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

Successful supervision of employees, including not just execution of basic supervisory functions but also staff development.

Timely completion of annual budget plans and 100% execution of division funds.

Complete transition of division record-keeping to entirely paperless system and oversee compliance with records management requirements.

Timely responses to briefing and congressional inquiries are developed and coordinated with regional leadership.

Major divisional work processes are analyzed and documented and, where possible, enhanced or automated by integrating technology into the work process.

Through effective coordination and planning with the COTR, division contractor support needs are maintained smoothly.

The program branches within the division are able to work more productively through the budgetary support, efficient records management, and process-improvement initiatives provided by the officer.

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  2016.05.09 08:36:29 -04'00' 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  2016.05.09 08:37:34 -04'00' 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 ZEGOWITZ.KURT.A.10417650 Digitally signed by ZEGOWITZ.KURT.A.1041765050
DN: c=US, o=U.S. Government, ou=DoD, ou=PKI,
ou=NOAA, cn=ZEGOWITZ.KURT.A.1041765050
Date: 2016.05.09 08:22:23 -04'00' 2016.05.09 08:22:23 -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  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