

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION *BILLET TO CO # 9022*

A. Billet Number	2040	B. Billet Title	Restoration Center Executive Officer		
C. Grade Requested	O4 - LCDR	D. Type of Submission	REALIGNMENT OF DUTIES		
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	1315 East West Hwy	B. Street Address	SSMC3				
C. City	Silver Spring	D. State	Maryland	E. Country	United States	F. Zip Code	20910
G. Office		x		H. Mobile		I. Fax	+1 (206) 526-6665

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor							
1. Name	Shannon Dionne	2. Position	Deputy Chief, Restoration Division OHC	3. Grade	ZP V		
4. Email	Shannon.Dionne@noaa.gov	5. Office	+1 (301) 427-8680	x		6. Mobile	
B. Reporting Officer (2nd Level Supervisor)							
1. Name	Chris Doley	2. Position	Chief, Restoration Division OHC HC3	3. Grade	ZP V		
4. Email	Chris.Doley@NOAA.GOV	5. Office	+1 (301) 427-8660	x		6. Mobile	+1 (301) 346-5918
C. Reviewer (Normally the Reporting Officer's Supervisor)							
1. Name	Kurt Zegowitz	2. Position	Executive Officer, NMFS	3. Grade	O6		
4. Email	kurt.zegowitz@noaa.gov	5. Office	+1 (301) 427-8060	x		6. Mobile	+1 (301) 980-2198

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	Office of Habitat Conservation (OHC)		
3. Division	Restoration	4. Branch	HQ	5. Section or Team	
B. NOAA Goal/Subgoal			C. Program		
Ecosystems / Habitat / Fisheries			Habitat Restoration		
D. NOAA Org Code	FKH300	E. NFC Org Code	543013000300000000	F. Project-Task	

SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

The NOAA Restoration Center is devoted to restoring the nation's coastal ecosystems and preserving diverse and abundant marine life. Through its strong commitment to restoration and by promoting partnerships and local stewardship, our programs inform and inspire people to act on behalf of a healthier coastal environment. The NOAA Restoration Center has several programs through which these vital ecosystems are restored. The two primary programs are the Community-based Restoration Program (CRP) and the Damage Assessment, Remediation and Restoration Program (DARRP). NOAA's DARRP restores natural resources impacted by chemical and/or oil spills including implementation of the Deepwater Horizon (DWH) Settlement. Through the program, injuries are repaired when possible and the lost natural resources are replaced through restoration projects that focus on revitalizing and improving coastal and marine habitats. The CRP invests funding and technical expertise in high-priority habitat restoration projects that instill strong conservation values and engage citizens in hands-on activities. Through the program, NOAA, its partners, and thousands of volunteers are actively restoring coastal, marine, and migratory fish habitats across the nation. The NOAA Restoration Center staff helps to identify potential projects, strengthen the development and implementation of habitat restoration activities within communities, and generate long-term national and regional partnerships to support community-based restoration efforts across a wide geographic area.

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

Program Management / Budget Operations

The officer will coordinate with the RC Deputy Chief and OHC's Operations Management and Information (OMI) Division on budget tasks and analyses of actual and projected expenses (i.e., RC staff payroll, travel, and purchasing). The officer will direct the day-to-day implementation and execution of the organizational administrative, personnel and financial operations, and will analyze and make revisions to existing policies and procedures to ensure the effective implementation and execution of the multifaceted programs of the organization.

Executive Secretariat for DWH Deputy Advisory Working Group

The DWH Deputy Advisory Working Group consists of deputy chiefs of several NOAA Fisheries offices (OHC, Sustainable Fisheries, Protected Resources, Southeast Region and SE Science Center) and of NOS's NCCOS program to provide high-level input to the NOAA subject-matter teams focused on multiple areas of long-term DWH restoration in the Gulf of Mexico, and to provide strategic engagement with state and federal trustee agencies, partnering NGO's, and other engaged parties. As Executive Secretariat, the officer prepares agendas for bi-weekly meetings, compiles meeting minutes, manages the meeting calendar and any documents to be used, and coordinates with the deputies to include NOAA technical experts for topic discussion.

Strategic Planning

The officer will establish short and long term goals, objectives and priorities of RC operations. They will serve as an accountability manager, who tracks progress and accomplishment. The officer will also outline program plans to meet strategic milestones and develop budgets, manpower estimates and requirements. Has authority and responsibility to develop and execute the administrative standard operating procedures, financial policies and practices of the organization. Duties include the oversight, resource management, contracting and personnel actions necessary to implement the Deepwater Horizon Settlement in coordination with OMI and RC's DWH program manager.

Program/Operations Effectiveness or Efficiency

Through interaction with RC supervisors and staff, the officer will evaluate effectiveness of programs, operations, and organizational practices. They will identify opportunities to optimize efficiency and resolve issues, utilize quantitative or qualitative methods or techniques, analyze findings and make recommendations. In addition, this officer will be expected to determine the impact of the proposed (new or revised) guidelines.

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):

Note: the dollar amount above refers to \$20 million in congressionally appropriated funding for the RC. Additional funding exists through DARRP cases and the DWH restoration program. The officer's budgeting duties will involve each of these funding sources.

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)

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)

Both HAZWOPER training/experience and Contracting Officer Representative (COR) training/experience provide valuable background, but are not required. Educational background in environmental management or similar is preferred.

Prior completion of initial week of Mid-Grade Officer Leadership training.

Purchase card holder training should be current, or be completed soon after reporting to the assignment.

The Commerce Learning Center's NOAA Supervisor Series of on-line courses, or equivalent training, is also recommended early in the assignment.

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 organizational understanding of NMFS -- it's leadership, legislative authorizations, program structure, regional offices, science centers, relationship with fishery management councils, etc. -- and how the OHC fits into NMFS, is highly recommended upon starting. Similarly, the officer should quickly familiarize with the Restoration Center's mission, programs and regional structure, as well as have general awareness of the counterpart Office of Response and Restoration within the National Ocean Service.

The officer must have:

Effective oral/written communication skills;

Effective organizational skill;

Effective team collaboration and support of diversity and inclusion;

Ability to collect/analyze/evaluate data;

Ability to apply federal, departmental and agency regulations to business processes;

Experience reviewing, developing, and adhering to Standard Operating Procedures;

Ability to coordinate and relay complex topics to internal partners among NOAA programs;

Training and knowledge of purchase card holder duties and policies.

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 checked="" type="checkbox"/> External Awareness <input checked="" type="checkbox"/> Strategic Thinking <input checked="" type="checkbox"/> Political Savvy <input type="checkbox"/> Vision <input type="checkbox"/> Partnering

Leadership Development Comments (Optional)

Opportunities exist for the officer to represent the agency by presenting at conferences and by authoring documents. Leadership competency development will greatly depend upon the officer's initiative as the position offers a broad variety of opportunities both within the organization and externally.

SECTION 11 - OPERATIONAL DEVELOPMENT

<p>A. Marine Development</p> <p><input type="checkbox"/> Officer of the Deck <input type="checkbox"/> Senior Watch Officer <input type="checkbox"/> ECDIS <input type="checkbox"/> Dynamic Positioning <input type="checkbox"/> Boat Deployment <input type="checkbox"/> MedPIC</p> <p><input type="checkbox"/> Coxswain/OIC <input type="checkbox"/> HAZWOPER <input type="checkbox"/> AUV Deployment <input type="checkbox"/> U/W UAS Deployment <input type="checkbox"/> Buoy/Mooring Qualified</p> <p><input type="checkbox"/> Trawl Qualified <input type="checkbox"/> Longline Qualified <input type="checkbox"/> Hydro Launch PIC <input type="checkbox"/> Foreign Port Calls</p>
<p>B. Aviation Development</p> <p><input type="checkbox"/> Co-Pilot <input type="checkbox"/> Pilot <input type="checkbox"/> Aircraft Commander <input type="checkbox"/> Mission Commander <input type="checkbox"/> Instructor Pilot <input type="checkbox"/> Hurricane Qualified</p> <p><input type="checkbox"/> Alaska/Wilderness Qualified <input type="checkbox"/> Flight Meteorologist <input type="checkbox"/> International Flights <input type="checkbox"/> UAS Pilot</p>
<p>C. Dive Development</p> <p><input type="checkbox"/> Scientific Diver <input type="checkbox"/> Working Diver <input type="checkbox"/> Advanced Working Diver <input type="checkbox"/> Master Diver <input type="checkbox"/> Dive Master <input type="checkbox"/> Dive Medic</p> <p><input type="checkbox"/> Unit Diving Supervisor</p>
<p>D. Additional Operational Development (security clearances, special training) or Operational Development Comments (Optional)</p>

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 billet serves two broad functions:

1) Execute day-to-day management, administrative, and budget needs of the Restoration Center, working directly with RC leadership and RC program and regional supervisors. This requires proactive internal coordination and engagement with RC staff and with the OHC's OMI Division.

The officer will gain:

Excellent exposure to, and management of, organizational budgeting, hiring actions and contracting actions;
Experience to a broad range of leadership functions, including planning, assigning, and reviewing work;
Extensive opportunities for team collaboration on simultaneous related and unrelated topics.

2) Executive Secretariat of the Deputy Advisory Working Group (DAWG) of the post-settlement era of DWH oil spill restoration activities. The DAWG is a high-level group of NMFS / NOAA program leaders that prioritizes activities of the technical inter-agency (federal and state) teams focused on specific Gulf of Mexico restoration projects across various areas of expertise. The DAWG also advises the teams on external stakeholder / public engagement. The officer prepares DAWG meeting agendas and notes, coordinates timely flow of information vertically and horizontally among the DAWG members, technical experts, and other necessary parties, and participates in other DWH restoration meetings/conference calls as necessary to maintain broad awareness.

The officer will gain:

Experience with many aspects of project management, including concepts, environmental law and policy issues, work-flow tracking, and dashboard development/utilization;
Extensive observation of and interaction with NMFS program-level leadership;
Ability to assess the political and institutional environment and stakeholder perspectives;
Ability to analyze and relate complex variables to a specific policy issue and frame feasible options;
Ability to represent the organization and present controversial issues and recommendations orally and in writing.

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

Timely and efficient processing of needed reports and requirements of the RC Division Chief and Deputy Division Chief (such as the trackable items below).

Must demonstrate success in mentoring newer personnel in the RC (new staff on-boarding, training, evaluations).

Integrate well with the RC supervisors in determining the strategic vision and future direction of programs under the RC.

Maintain a smooth and consistent operating environment for the RC.

Current Fiscal year budget planning, allocation and execution responsibility;

Quarterly accounting of RC salary budget and task allocation;

Quarterly accounting of travel and purchasing;

Lead and assist with RC's review and approval of funding for contracts and grants;

Development of meeting agendas and keeping meetings on track;

Effective and responsible purchase card use and policy adherence;

Effective communication and coordination to ensure completion of team tasks;

Timely and effective coordination/relaying of information to all necessary points of contact;

Oversee MOU preparation;

Approve work schedules;

Property Inventory (oversee process);

Team Orientation (When new employees are hired);

Standard Operating Policies (contract management, human resource policies, purchases, operational continuity, etc.);

Assess staff space plans and need for new computers/equipment.

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 KLIEWER.COLIN.TRAVIS.1292288065
2288065 Digitally signed by KLIEWER COLIN.TRAVIS.1292288065
DN: c=US, o=U.S. Government, ou=DoD, ou=PIQ,
ou=NOAA, cn=KLIEWER.COLIN.TRAVIS.1292288065
Date: 2017.01.19 11:10:40 -05'00'

2. Date 2017-01-19

3. Name LCDR Colin T. Kliewer, NOAA

4. Title/Position Executive Officer, OHC Restoration Center

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 DIONNE.SHANNON.1365815654
54 Digitally signed by DIONNE.SHANNON.1365815654
DN: c=US, o=U.S. Government, ou=DoD, ou=PIQ,
ou=OTHER, cn=DIONNE.SHANNON.1365815654
Date: 2017.01.19 14:39:34 -05'00'

2. Date 2017-01-19

3. Name Shannon Dionne

4. Title/Position Deputy Chief, Restoration Division OHC

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.1041765050
50 Digitally signed by ZEGOWITZ KURT.A.1041765050
DN: c=US, o=U.S. Government, ou=DoD, ou=PIQ,
ou=NOAA, cn=ZEGOWITZ.KURT.A.1041765050
Date: 2017.03.13 07:19:29 -04'00'

2. Date 2017-03-13

3. Name CAPT Kurt A. Zegowitz, NOAA

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 BRAKOB.DEVIN.ROY.1045507200
7200 Digitally signed by BRAKOB.DEVIN.ROY.1045507200
Date: 2017.03.15 14:14:20 -04'00'

2. Date 2017-03-15

3. Name CAPT Devin R. Brakob, NOAA

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 

2. Date 5/10/2017

3. Name RADM David A. Score, NOAA

4. Title/Position Director, NOAA Corps

Print Form

Submit to CPC (Reviewer Use Only)