# NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

## SECTION 1 - GENERAL INFORMATION

<table>
<thead>
<tr>
<th>A. Billet Number</th>
<th>2110</th>
</tr>
</thead>
<tbody>
<tr>
<td>B. Billet Title</td>
<td>Restoration Center Executive Officer</td>
</tr>
<tr>
<td>C. Grade Requested</td>
<td>O3 - LT</td>
</tr>
<tr>
<td>D. Type of Submission</td>
<td>Billet Description Update</td>
</tr>
<tr>
<td>E. Minimum amount of overlap between incumbent officer/reporting officer for continuity of duties</td>
<td>3 weeks</td>
</tr>
<tr>
<td>F. Duty Type</td>
<td>FIXED SHORE</td>
</tr>
<tr>
<td>G. Estimated Length of Assignment</td>
<td>3 years</td>
</tr>
</tbody>
</table>

## SECTION 2 - DUTY STATION ADDRESS AND CONTACT INFORMATION

<table>
<thead>
<tr>
<th>A. Street Address</th>
<th>7600 Sand Point Way NE</th>
</tr>
</thead>
<tbody>
<tr>
<td>B. Street Address</td>
<td></td>
</tr>
<tr>
<td>C. City</td>
<td>Seattle</td>
</tr>
<tr>
<td>D. State</td>
<td>Washington</td>
</tr>
<tr>
<td>E. Country</td>
<td>United States</td>
</tr>
<tr>
<td>F. Zip Code</td>
<td>98115</td>
</tr>
<tr>
<td>G. Office</td>
<td>+1 (206) 526-4363 x</td>
</tr>
<tr>
<td>H. Mobile</td>
<td></td>
</tr>
<tr>
<td>I. Fax</td>
<td>+1 (206) 526-6665</td>
</tr>
</tbody>
</table>

## SECTION 3 - OFFICER EVALUATION REPORTING

**A. Supervisor**

1. Name | Jennifer Steger
2. Position | NW/AK Regional Supervisor
3. Grade | ZP IV

4. Email | Jennifer.Steger@noaa.gov
5. Office | +1 (206) 526-4363 x
6. Mobile | +1 (206) 604-8952

**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) 713-0174 x
6. Mobile | +1 (301) 346-5918

**C. Reviewer (Normally the Reporting Officer’s Supervisor)**

1. Name | Mark P. Ablondi
2. Position | Executive Officer, NMFS
3. Grade | O6

4. Email | Mark.Ablondi@noaa.gov
5. Office | +1 (301) 427-8060 x
6. Mobile | +1 (301) 873-5663

## 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.**

<table>
<thead>
<tr>
<th>1. Staff or Line Office</th>
<th>NMFS</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Office, Center, or Lab</td>
<td>Office of Habitat Conservation</td>
</tr>
<tr>
<td>3. Division</td>
<td>Restoration</td>
</tr>
<tr>
<td>4. Branch</td>
<td>HQ</td>
</tr>
<tr>
<td>5. Section or Team</td>
<td>Northwest &amp; Alaska</td>
</tr>
</tbody>
</table>

**B. NOAA Goal/Subgoal**

| Ecosystems / Habitat / Fisheries |

**C. Program**

| 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 Damage Assessment, Remediation and Restoration Program restores natural resources at hazardous waste sites and after oil spills and other physical impacts, such as ship groundings on coral reefs. 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 Community-based Restoration Program 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

Directs the day-to-day implementation and execution of the organizational administrative and financial operations. Has authority and responsibility to develop and execute the administrative and financial policies and practices of the organization. The position can be broken down into three main subject areas:

Strategic Planning
The officer will establish short and long term goals, objectives and priorities. She/he will serve as an accountability manager, who tracks progress and accomplishment. This person will also outline program plans to meet strategic milestones and develop budgets and manpower estimates and requirements.

Program Management
The officer will perform studies and make revisions to existing policies and procedures to ensure the effective implementation and execution of the multifaceted programs of the organization. Officer will attain Contracting Officer Status to manage contracts for the region and will be required to manage cooperative agreements.

Program/Operations Effectiveness or Efficiency
The officer will evaluate effectiveness of programs/operations and management/organizational efficiency. She/he will identify opportunities for greater efficiency and resolve issues, utilize quantitative or qualitative methods or techniques, analyze findings and make recommendations in reports. 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 10 + Operational 10 + Leading and Managing 55 + Executive Leadership 25 = 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 20

Grades of personnel led ZP III/IV

2. Fiscal

Will the Officer have budget responsibility?  Yes - Planning and Budgeting  Dollar Amount (K) $100M

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):

1) Restoration Center vehicle (total of 1): Replacement value = $ 60K

2) Restoration Center fleet of boats (total of 1): Replacement value = $500K

3) Restoration Center field equipment: Replacement value = $100K

SECTION 7 - LEADERSHIP PREREQUISITES

<table>
<thead>
<tr>
<th>GRADE</th>
<th>LEADERSHIP MATURITY LEVEL</th>
<th>LEADERSHIP COMPETENCIES NEEDED FOR THIS BILLET</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENS (O1)</td>
<td>Leading Self</td>
<td>☒ Core Values &amp; Conduct  ☒ Health &amp; Well Being  ☒ Responsibility  ☐ Followership  ☒ Adaptable</td>
</tr>
<tr>
<td>LTJG (O2)</td>
<td>Leading Others</td>
<td>☒ Interpersonal Skills  ☒ Continuous Learning  ☒ Technical Proficiency  ☒ Listening  ☒ Speaking</td>
</tr>
<tr>
<td>LT (O3)</td>
<td>Leading Performance and Change</td>
<td>☒ Writing  ☒ Team Building  ☐ Leveraging Diversity  ☒ Influencing Others  ☒ Developing Others  ☒ Execution</td>
</tr>
<tr>
<td>LCDR (O4)</td>
<td>Leading Organizations</td>
<td>☒ Decisiveness  ☒ Problem Solving  ☒ Conflict Management  ☐ Customer Focus  ☒ Entrepreneurship</td>
</tr>
<tr>
<td>CDR (O5)</td>
<td></td>
<td>☐ Creativity &amp; Innovation  ☐ Human Capital Management  ☐ Financial Management  ☐ Technology Management</td>
</tr>
<tr>
<td>CAPT (O6)</td>
<td>and RADM (O7/O8)</td>
<td>☐ External Awareness  ☐ Strategic Thinking  ☐ Political Savvy  ☐ Vision  ☐ Partnering</td>
</tr>
</tbody>
</table>

Leadership Prerequisite Comments (Optional)

Due to public exposure during outreach events, dealings with national non-profit stakeholders, abundant engagement for NMFS and DOC level contact, and the requirement for developing and maintaining long-term relationships with the larger restoration community, this billet requires several competencies above the grade level that typically fills the billet.
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 Cateogry A, scientific papers/publications, GIS); engineering (marine survey, ABYC, ABS, FAA); regulatory (US Code, CFR); information technology (databases, networks, programming).

The officer must have:
Knowledge of analytical and evaluative methods,
Oral/written communication skills
Ability to collect/analyze/evaluate data
Ability to apply federal, departmental and agency regulations to business processes
Ability to relay complex environmental policies to members of the public

A keen interest and general understanding of the following will greatly assist the incumbent officer when reporting to the Restoration Center:

- Community-based Restoration Program
- NOAA Grant Programs
- National Environmental Policy Act
- Endangered Species Act
- National Historic Preservation Act
- Natural Resource Damage Assessment
- NOAA Restoration Center's partnerships with other federal, state, non-profit, and tribal organizations (and why these partnerships exist)
- NOAA Small Boat Program Requirements
- Programmatic documents

Additionally, MARS, CBS, COTR and/or an Engineering or Fisheries background is desired.
## SECTION 10 - LEADERSHIP DEVELOPMENT

<table>
<thead>
<tr>
<th>GRADE</th>
<th>LEADERSHIP MATURE LEVEL</th>
<th>LEADERSHIP COMPETENCIES DEVELOPED IN THIS BILLET</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENS (O1)</td>
<td>Leading Self</td>
<td>✗ Core Values &amp; Conduct  ✗ Health &amp; Well Being  ✗ Responsibility  ✗ Followership  ✗ Adaptability</td>
</tr>
<tr>
<td>LTJG (O2)</td>
<td>Leading Others</td>
<td>✗ Interpersonal Skills  ✗ Continuous Learning  ✗ Technical Proficiency  ✗ Listening  ✗ Speaking</td>
</tr>
<tr>
<td>LT (O3)</td>
<td>Leading Performance and Change</td>
<td>✗ Writing  ✗ Team Building  ✗ Leveraging Diversity  ✗ Influencing Others  ✗ Developing Others  ✗ Execution</td>
</tr>
<tr>
<td>LCDR (O4)</td>
<td>Leading Performance and Change</td>
<td>✗ Decisiveness  ✗ Problem Solving  ✗ Conflict Management  ✗ Customer Focus  ✗ Entrepreneurship</td>
</tr>
<tr>
<td>CDR (O5)</td>
<td></td>
<td>✗ Creativity &amp; Innovation  ☐ Human Capital Management  ☐ Financial Management  ☐ Technology Management</td>
</tr>
<tr>
<td>CAPT (O6)</td>
<td>and RADM (O7/O8) Leading Organizations</td>
<td>☐ External Awareness  ☐ Strategic Thinking  ✗ Political Savvy  ☐ Vision  ☐ Partnering</td>
</tr>
</tbody>
</table>

**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

### 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)

Operational development in this billet primarily depends upon involvement with the RV Karluk. This vessel provides the opportunity to build upon small boat handling skills, enhance technical knowledge, perform the duties of a working diver (hull inspections) and work with other line offices within NOAA.
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).

Authoritative mastery of all aspects of a major management function, including concepts, laws, and public policy issues
Ability to assess the political and institutional environment
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
Ability to perform the full range of supervisory functions, including planning/assigning/reviewing work
Provide or arrange for training and development
Evaluate performance

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 agency, which includes the trackable items below.
Must consistently demonstrate success in integration with personnel in the RC (training, evaluations, award processing).
Maintain a smooth and consistent operating environment for the RC.

Current Fiscal year budget planning, allocation and execution
T/A oversight
Travel, supplies and equipment management
Approve travel in travel manager
Approve funding for contracts and grants
Oversee MOU preparation
Personnel actions
Performance evaluations (provide guidance for End of Year scoring and signatures, coordination of new performance plans)
Approve work schedules
Property Inventory (oversee process)
Team Orientation (when new employees are hired)
Standard Operating Policies (contract management, human resource policies, telephone purchases and usage, telework implementation)
Car leases (oversee contract requirements and option awards)
Determine need for new computers
Office space determinations for staff
Awards process and tracking through HQ through to execution
All hands communication to the region and HQ
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 Laurel Jennings
   2. Date 2013-03-26

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 STEGER JENNIFER ANNE 63558571
   2. Date 2013-03-28

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 ABLONDI MARK P. 100980049
   2. Date 2013-04-17

D. Commissioned Personnel Center Endorsement

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

1. Signature
   2. Date 19- Apr -2013

E. Director, NOAA Corps Endorsement

"I am the authorized representative of the Director, NOAA Corps and I approve this billet."

1. Signature
   2. Date 2013-05-03