NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION
A. Billet Number 2622  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 office/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) 427-3060 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 30 + Operational 40 + Leading and Managing 30 + 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 2

Grades of supervised personnel: GS-8 to GS-9, plus task management of 2 contract personnel

Will the Officer lead people, but has no supervisory responsibilities? ☑ Yes ☐ No  Number of personnel led 8-10

Grades of personnel led: GS-9 to ZP-IV

2. Fiscal

Will the Officer have budget responsibility? ☑ Yes - All  Dollar Amount (K) ~6,500

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

<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</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☑ Followership  ☑ Adaptablety</td>
</tr>
<tr>
<td>LTJG (O2)</td>
<td>Leading Others</td>
<td>☑ Interpersonal Skills  ☑ Continuous Learning  ☑ Technical Proficiency</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☑ Listening  ☑ Speaking</td>
</tr>
<tr>
<td>LT (O3)</td>
<td>Leading Performance and Change</td>
<td>☑ Writing  ☑ Team Building  ☐ Leveraging Diversity</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☑ Influencing Others  ☐ Developing Others  ☑ Execution</td>
</tr>
<tr>
<td>LCDR (O4)</td>
<td>Leading Organizations</td>
<td>☐ Decisiveness  ☑ Problem Solving  ☐ Conflict Management</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☐ Customer Focus  ☐ Entrepreneurship</td>
</tr>
<tr>
<td>CDR (O5)</td>
<td>Leading Organizations</td>
<td>☐ Creativity &amp; Innovation  ☐ Human Capital Management</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☐ Financial Management  ☐ Technology Management</td>
</tr>
<tr>
<td>CAPT (O6) and RADM (O7/O8)</td>
<td>Leading Organizations</td>
<td>☐ External Awareness  ☐ Strategic Thinking  ☐ Political Savvy</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☐ Vision  ☐ Partnering</td>
</tr>
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</table>

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 Cateogry 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

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<td>RADM (O7/O8)</td>
<td>Leading Organizations</td>
<td>□ Vision □ Partnering</td>
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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."

<table>
<thead>
<tr>
<th>Signature</th>
<th>2016.05.09 08:36:29 -04'00'</th>
<th>2. Date</th>
<th>5/9/2016</th>
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</thead>
<tbody>
<tr>
<td>David Bernhart</td>
<td>4. Title/Position</td>
<td>Assistant Regional Administrator</td>
<td></td>
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### B. Supervisor's Statement

"I have reviewed this billet description and certify that it is a true and correct representation of this billet."

<table>
<thead>
<tr>
<th>Signature</th>
<th>2016.05.09 08:37:34 -04'00'</th>
<th>2. Date</th>
<th>5/9/2016</th>
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</thead>
<tbody>
<tr>
<td>David Bernhart</td>
<td>4. Title/Position</td>
<td>Assistant Regional Administrator</td>
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### 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."

<table>
<thead>
<tr>
<th>Signature</th>
<th>2016-05-09</th>
<th>2. Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAPT Kurt Zegowitz, NOAA</td>
<td>4. Title/Position</td>
<td>Executive Officer, NOAA Fisheries</td>
</tr>
</tbody>
</table>

### D. Commissioned Personnel Center Endorsement

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

<table>
<thead>
<tr>
<th>Signature</th>
<th>7/7/2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDR Devin R. Brakob, NOAA</td>
<td>4. Title/Position</td>
</tr>
</tbody>
</table>

### E. Director, NOAA Corps Endorsement

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

<table>
<thead>
<tr>
<th>Signature</th>
<th>7/11/14</th>
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</thead>
<tbody>
<tr>
<td>RADM David A. Score, NOAA</td>
<td>4. Title/Position</td>
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