

## NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

### SECTION 1 - GENERAL INFORMATION

A. Billet Number	<input type="text"/>	B. Billet Title	<input type="text" value="Office of Coast Survey OMAO/DoD Liaison"/>
C. Grade Requested	<input type="text" value="O4 - LCDR"/>	D. Type of Submission	<input type="text" value="PROPOSED NEW BILLET"/>
E. Minimum amount of overlap between incumbent officer/reporting officer for continuity of duties	<input type="text" value="2 weeks"/>		
F. Duty Type	<input type="text" value="FIXED SHORE"/>	G. Estimated Length of Assignment	<input type="text" value="3 years"/>

### SECTION 2 - DUTY STATION ADDRESS AND CONTACT INFORMATION

A. Street Address	<input type="text" value="SSMC3"/>	B. Street Address	<input type="text" value="1315 East-West Hwy"/>				
C. City	<input type="text" value="Silver Spring"/>	D. State	<input type="text" value="Maryland"/>	E. Country	<input type="text" value="United States"/>	F. Zip Code	<input type="text" value="20910"/>
G. Office	<input type="text"/>	x	<input type="text"/>	H. Mobile	<input type="text"/>	I. Fax	<input type="text"/>

### SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor							
1. Name	<input type="text" value="Kathryn Ries"/>	2. Position	<input type="text" value="Deputy Director, Office of Coast Survey"/>	3. Grade	<input type="text" value="ZP V"/>		
4. Email	<input type="text"/>	5. Office	<input type="text"/>	x	<input type="text"/>	6. Mobile	<input type="text"/>
B. Reporting Officer (2nd Level Supervisor)							
1. Name	<input type="text" value="John Lowell"/>	2. Position	<input type="text" value="Director, Office of Coast Survey"/>	3. Grade	<input type="text" value="O6"/>		
4. Email	<input type="text"/>	5. Office	<input type="text"/>	x	<input type="text"/>	6. Mobile	<input type="text"/>
C. Reviewer (Normally the Reporting Officer's Supervisor)							
1. Name	<input type="text"/>	2. Position	<input type="text"/>	3. Grade	<input type="text"/>		
4. Email	<input type="text"/>	5. Office	<input type="text"/>	x	<input type="text"/>	6. Mobile	<input type="text"/>

### 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	<input type="text" value="NOS"/>	2. Office, Center, or Lab	<input type="text" value="Office of Coast Survey"/>		
3. Division	<input type="text"/>	4. Branch	<input type="text"/>	5. Section or Team	<input type="text"/>
B. NOAA Goal/Subgoal	<input type="text"/>	C. Program	<input type="text"/>		
D. NOAA Org Code	<input type="text" value="N/CS"/>	E. NFC Org Code	<input type="text"/>	F. Project-Task	<input type="text"/>

## SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

NOAA's Office of Coast Survey is the lead federal provider of nautical charts and hydrographic survey data of the U.S. Exclusive Economic Zone. Meeting this responsibility requires active cooperation and coordination with NOAA's Office of Marine and Aviation Operations (NOAA's fleet operator and human resource service center for the NOAA Commissioned Corps), as well as federal partners in the Departments of Defense and Homeland Security with which NOAA shares responsibility for U.S. navigational products and services. The incumbent will track, coordinate, and add value to existing activities involving OCS subject matter experts and these partners, seek and develop additional opportunities for collaboration, and increase visibility and access to these activities and partnerships for OCS leadership.

## SECTION 6 - DUTIES AND RESPONSIBILITIES

### 6A. Description of Duties and Responsibilities

Coordinate the activities, requirements, and policies of the Office of Coast Survey (OCS) with the NOAA Office of Marine and Aviation Operations, NOAA Commissioned Corps, and Department of Defense (specifically, the U.S. Navy, U.S. Army Corps of Engineers, U.S. Coast Guard, and National Geospatial-Intelligence Agency). The incumbent will develop and maintain a working understating of OCS' partnerships with these agencies, and their organizational structure and personnel. The incumbent will then track existing cooperation, seek opportunities for increased partnership with these organizations, and keep OCS leadership informed of key developments. Coordinate these liaison activities with the NOAA liaisons to the U.S. Navy and Coast Guard.

Duties shall include, but not be limited to, the following:

NOAA Office of Marine and Aviation Operations (OMAO):

- Track and coordinate fleet allocation issues affecting OCS, and serve as OCS lead representative on Fleet Working Group.
- Coordinate fleet recapitalization and mission support issues between OCS/HSD and CSDL, and OMAO/PAD, MOC/EEB and MEB, and OMAO Emerging Technologies Coordinator.
- As required, represent OCS in NOAA small boat safety policy discussions.
- Support OMAO member of Mississippi River Commission.

NOAA Commissioned Corps:

- Coordinate requirements for NOAA Corps officers in OCS between OCS management and the Commissioned Personnel Center, and serve as an NOS Technical Assistant to the Officer Assignment Board.
- As required, coordinate OCS input on NOAA Corps entry requirements and development programs for CPC consideration.

U.S. Navy (working with the NOAA Liaison to the Navy and Assistant Naval Deputy to NOAA):

- Coordinate OCS homeland security surveying activities, data transfer, and input to Marine Operational Threat Response (MOTR) policy with the Naval Oceanographic Office and Oceanographer of the Navy.
- Track and encourage technology and expertise exchange with Naval Oceanographic office, and coordinate as required.
- Track and encourage increased NOAA Integrated Ocean and Coastal Mapping activities and policy development with Navy.

U.S. Army Corps of Engineers

- Monitor nautical charting data transfer between USACE and OCS Marine Chart Division.

U.S. Coast Guard (working with NOAA Liaison to the Coast Guard)

- Monitor nautical charting data transfer between USCG and OCS Marine Chart Division.
- Coordinate OCS input and participate as required in USCG-led International Maritime Organization (IMO) activities.
- Keep USCG appraised of developments in the hydrographic and charting community (including International Hydrographic Organization) which may impact its regulatory activities or maritime operations.
- Monitor USCG rulemaking related to navigational products and services, coordinating and forwarding OCS input as appropriate.

National Geospatial-Intelligence Agency

- Coordinate joint U.S. position on matters before the International Hydrographic Organization (IHO).
- Facilitate exchange of technical information on systems and products as appropriate.

The incumbent shall coordinate the activities described above with subject matter experts within OCS, and keep OCS leadership apprised through verbal and written staffwork. The incumbent shall also assist as required in briefing NOS leadership on issues relating to area of responsibility.

### 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  incumbent expected to lead small buwide-ranging teams across agency and Department boundaries

#### 2. Fiscal

Will the Officer have budget responsibility?  No 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)	Leading Others	<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)		<input checked="" type="checkbox"/> Writing <input checked="" type="checkbox"/> Team Building <input checked="" type="checkbox"/> Leveraging Diversity <input checked="" type="checkbox"/> Influencing Others <input type="checkbox"/> Developing Others <input checked="" type="checkbox"/> Execution
LCDR (O4)	Leading Performance and Change	<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 Organizations	<input checked="" 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 checked="" 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)

- Excellent, proven verbal and written communication skills essential.
- Strong "officership" to interact credibly with DoD services.

## 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)

- Significant operational experience and understanding of NOAA navigational products and services required.
- The incumbent must possess a valid security clearance at the SECRET level or higher.

## 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).

- Technical expertise, field, and office experience in hydrography and nautical charting desirable, but not required.
- Solid understanding of OMAO structure, personnel, and personalities; ideally some experience in a shore-side OMAO billet.

## SECTION 10 - LEADERSHIP DEVELOPMENT

GRADE	LEADERSHIP MATURITY LEVEL	LEADERSHIP COMPETENCIES DEVELOPED IN THIS BILLET
ENS (O1)	Leading Self	<input type="checkbox"/> Core Values & Conduct <input type="checkbox"/> Health & Well Being <input type="checkbox"/> Responsibility <input type="checkbox"/> Followership <input type="checkbox"/> Adaptability
LTJG (O2)		<input type="checkbox"/> Interpersonal Skills <input type="checkbox"/> Continuous Learning <input 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 type="checkbox"/> Execution
LCDR (O4)		<input type="checkbox"/> Decisiveness <input 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 type="checkbox"/> Human Capital Management <input type="checkbox"/> Financial Management <input checked="" 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 checked="" type="checkbox"/> Vision <input checked="" type="checkbox"/> Partnering

Leadership Development Comments (Optional)

The successful incumbent will develop and utilize a wide-ranging network of contacts within NOAA and the iner-agency navigation services community. While not a supervisory position, the officer will be required to build and lead teams across organizational boundaries toward a common purpose. The officer will be exposed to strategic interactions at the executive level, and will have the opportunity to guide policy development in the navigation services community.

## 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).

## SECTION 13 - CRITICAL SUCCESS CRITERIA

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

- OCS maintains or increases current allocation of NOAA Corps billets.
- OCS maintains or increases available sea days on OMAO platforms.
- OCS mission requirements are fully incorporated into NOAA Survey Vessel design.
- OCS and Navy formalize OCS survey responsibilities under MOTR, with funding.
- OCS resumes quarterly coordination meetings with NAVOEANO, and initiates regular periodic meetings with appropriate leadership from OMAO, USCG, NGA, and USACE.
- OCS and NOS leadership are fully informed as needed on matters within the incumbent's portfolio.

**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 \_\_\_\_\_

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 \_\_\_\_\_

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 \_\_\_\_\_

2. Date

3. Name

4. Title/Position

**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

3. Name

4. Title/Position

**D. Director, NOAA Corps Endorsement**

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

1. Signature 

2. Date

3. Name

4. Title/Position

Print Form

Submit to CPC (Reviewer Use Only)

