

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION

A. Billet Number	<input type="text" value="7212"/>	B. Billet Title	<input type="text" value="Navigation Manager, Alaska"/>
C. Grade Requested	<input type="text" value="O4 - LCDR"/>	D. Type of Submission	<input type="text" value="REALIGNMENT OF DUTIES"/>
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="222 West 7th Ave., #23"/>	B. Street Address	<input type="text"/>
C. City	<input type="text" value="Anchorage"/>	D. State	<input type="text" value="Alaska"/>
E. Country	<input type="text" value="United States"/>	F. Zip Code	<input type="text" value="99513"/>
G. Office	<input type="text" value="+1 (907) 271-3508"/> x <input type="text"/>	H. Mobile	<input type="text"/>
I. Fax	<input type="text" value="+1 (907) 271-3711"/>		

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor					
1. Name	<input type="text" value="Ed Martin"/>	2. Position	<input type="text" value="Chief, Customer Affairs Branch"/>	3. Grade	<input type="text" value="ZP IV"/>
4. Email	<input type="text" value="ed.martin@noaa.gov"/>	5. Office	<input type="text" value="+1 (301) 713-2730"/> x <input type="text" value="179"/>	6. Mobile	<input type="text"/>
B. Reporting Officer (2nd Level Supervisor)					
1. Name	<input type="text" value="Howard Danley"/>	2. Position	<input type="text" value="Chief Navigation Services Division"/>	3. Grade	<input type="text" value="ZP V"/>
4. Email	<input type="text" value="howard.danley@noaa.gov"/>	5. Office	<input type="text" value="+1 (301) 713-2729"/> x <input type="text" value="160"/>	6. Mobile	<input type="text"/>
C. Reviewer (Normally the Reporting Officer's Supervisor)					
1. Name	<input type="text" value="CAPT 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" value="john.lowell@noaa.gov"/>	5. Office	<input type="text" value="+1 (301) 713-2770"/> x <input type="text" value="134"/>	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="OCS"/>		
3. Division	<input type="text" value="NSD"/>	4. Branch	<input type="text" value="CAB"/>	5. Section or Team	<input type="text"/>
B. NOAA Goal/Subgoal	<input type="text" value="C&T"/>		C. Program	<input type="text" value="MTS"/>	
D. NOAA Org Code	<input type="text" value="N/CS52"/>	E. NFC Org Code	<input type="text" value="10-09-0005-03-00-00-00"/>	F. Project-Task	<input type="text" value="G8K6BMB"/>

SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

The Navigation Services Division directly supports NOAA's strategic goal of Promoting Safe Navigation by interacting and working closely with the US Navy, Coast Guard, Port Authorities, Harbor masters, Pilot Associations and various other maritime organizations in the assigned region. Coordination between NOAA's Office of Coastal Resource Management, Marine Sanctuaries, Office of Response and Restoration in addition to other NOAA and government organizations. The incumbent will focus on resolving regional charting and navigation questions by educating constituents on charting technologies and their uses, and soliciting feedback on NOAA's navigation products and services from the professional maritime community in Alaska. Travel throughout the Alaskan region and passage aboard government and commercial vessels should be expected.

This position provides NOAA with a conduit to Alaska's unique culture and their needs regarding maritime commerce, homeland security, and environmental stewardship.

SECTION 6 - DUTIES AND RESPONSIBILITIES

6A. Description of Duties and Responsibilities

The incumbent serves as the Navigation Manager in Alaska.

Responsibilities include:

1. Provide a regional focal point for OCS in advancing NOAA's marine navigation products and services.
2. Further OCS programs through outreach efforts at conferences, workshops, etc.
3. Represent OCS and NSD in regional, federal, and state interagency efforts for safe marine navigation and improved navigation services.
4. Work with USCG, USACE, DoD, state, and municipal offices to understand and forward maritime survey interests and cooperatives.
5. Represent or coordinate with other regional NOS and NOAA personnel to support crosscutting missions within NOS.

Duties include:

1. Rectify navigation issues and facilitate the exchange of information that is distinct to the region.
2. Conduct special projects as directed; projects may include Coast Pilot updates, ECDIS applications, forward special charting requests, etc.
3. Actively participate in regional maritime planning meetings.
4. Liaison with shipping companies, pilot associations, port users, and other interested parties to identify and understand their needs for navigation products and services.

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):

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 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 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)

Officer should have a strong hydrographic background and be intimately familiar with operations aboard NOAA hydrographic survey vessels. Prior experience as Field Operations Officer aboard NOAA hydrographic vessel preferred. Familiar with NOS Nautical Chart, Coast Pilot, and CO-OPS PORTS programs and services.

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).

1. Maritime background and knowledge of the technologies used by mariners
2. Familiarity with Office of Coast Survey's production of nautical chart and NOS Environmental programs
3. Familiarity with NOAA products and services across different Line Office's

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 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 checked="" type="checkbox"/> Political Savvy <input type="checkbox"/> Vision <input checked="" type="checkbox"/> Partnering
Leadership Development Comments (Optional)		

The billet has the opportunity to provide the incumbent with a broad understanding of OCS resources and capabilities in the region and the intrinsically linked relationships between NOAA and other government and non-government agencies and organizations.

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).

This billet requires an officer who possesses the ability to successfully work and deal with complex issues as a multi-agency team member representing OCS and NOS. Interpersonal skills, problem-solving abilities, professional poise, political sensitivity, ability to work independently, and initiative are essential in successfully interacting with our wide and varied constituents, both inside and outside the federal government.

This assignment provides an officer with the opportunity to work with and to better understand numerous OCS and NOS program areas, and to see how products, services, and information can best be integrated for delivery on a regional basis. It also provides the incumbent with a broader picture of NOAA's and OCS's charting efforts, and the intrinsically-linked relationships between OCS and other government and non-government agencies and organizations.

As the official OCS representative in Alaska, the incumbent regularly interacts with numerous personnel within NOAA, USCG, USACE, DoD, and other federal and state agencies in support of OCS's marine navigation services. This billet provides the incumbent with the opportunity to integrate with federal and state environmental agencies in an effort to preserve the regions natural resources.

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

1. Provide weekly input to CAB Navigation Manager Activities report and as appropriate provide information concerning upcoming events for NOS Weekly News
2. Provide logistical support for NRT response as required
3. Identify at least 1 new use for NOAA data, products or services per year
4. Attend at least 6 monthly Port/Harbor Safety/Operations Committee/Group meetings
5. Staff regional or local Incident Coordination Center when requested
6. Participation in NOAA Regional Collaboration Team
7. Attend and report out at Annual Navigation Manager meeting
8. Provide at least 2 Coast Pilot update reports per year
9. Conduct at least 1 Site visit to each port facility in region per year
10. Conduct at least 6 user outreach sessions to marine commercial, recreational or academic community to educate users about NOAA product and services

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 **Ed Martin**

Digitally signed by Ed Martin
DN: cn=Ed Martin, o=Customer Affairs, ou=NCS52,
email=ed.martin@noaa.gov, c=US
Date: 2010.06.23 11:12:44 -0400

2. Date **2010-06-18**

3. Name **Ed Martin**

4. Title/Position **Chief, Customer Affairs Branch**

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 **Ed Martin**

Digitally signed by Ed Martin
DN: cn=Ed Martin, o=Customer Affairs, ou=NCS52,
email=ed.martin@noaa.gov, c=US
Date: 2010.06.23 11:12:59 -0400

2. Date **2010-06-18**

3. Name **Ed Martin**

4. Title/Position **Chief, Customer Affairs Branch**

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 **Captain Michele Finn**

Digitally signed by Captain Michele Finn
DN: cn=Captain Michele Finn, o=Disaster Response Center,
ou=NOSORR, email=michele.a.finn@noaa.gov, c=US
Date: 2010.07.06 15:37:15 -0400

2. Date **2010-07-06**

3. Name **CAPT Michele Finn**

4. Title/Position **NOS Liaison Officer**

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 **11-22-11**

3. Name **CDR Scott Sirois**

4. Title/Position **Chief, Office of Career Management**

D. Director, NOAA Corps Endorsement

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

1. Signature 

2. Date **11/22/2011**

3. Name **RADM Jonathan Bailey**

4. Title/Position **Director, NOAA Corps**

Print Form

Submit to CPC (Reviewer Use Only)

