

## NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

### SECTION 1 - GENERAL INFORMATION

|   |             |                                   |                                   |  |  |
|---|-------------|-----------------------------------|-----------------------------------|--|--|
| A. Billet Number  | 7215        | B. Billet Title                   | Chief, Navigation Response Branch |  |  |
| C. Grade Requested  | O4 - LCDR   | D. Type of Submission             | ANNUAL RECERTIFICATION            |  |  |
| 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 Highway | B. Street Address | SSMC3, N/CS5 |            |               |             |       |
| C. City           | Silver Spring          | D. State          | Maryland     | E. Country | United States | F. Zip Code | 20910 |
| G. Office         | +1 (301) 713-2729      | x                 | 161          | H. Mobile  |               | I. Fax      |       |

### SECTION 3 - OFFICER EVALUATION REPORTING

|   |                        |             |                                     |          |     |           |  |
|---|------------------------|-------------|-------------------------------------|----------|-----|-----------|--|
| A. Supervisor   |                        |             |                                     |          |     |           |  |
| 1. Name   | CDR Jon Swallow        | 2. Position | Chief, Navigation Services Division | 3. Grade | O5  |           |  |
| 4. Email  | jon.swallow@noaa.gov   | 5. Office   | +1 (301) 713-2729                   | x        |     | 6. Mobile |  |
| B. Reporting Officer (2nd Level Supervisor)               |                        |             |                                     |          |     |           |  |
| 1. Name   | Capt. John Lowell      | 2. Position | Director, OCS                       | 3. Grade |     |           |  |
| 4. Email  | John.E.lowell@noaa.gov | 5. Office   | +1 (301) 713-2770                   | x        | 134 | 6. Mobile |  |
| C. Reviewer (Normally the Reporting Officer's Supervisor) |                        |             |                                     |          |     |           |  |
| 1. Name   | Capt. John Lowell      | 2. Position | Director, OCS                       | 3. Grade |     |           |  |
| 4. Email  | John.E.Lowell@noaa.gov | 5. Office   | +1 (301) 713-2770                   | x        | 134 | 6. Mobile |  |

### 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 | NOS | 2. Office, Center, or Lab | OCS |                    |  |
| 3. Division             | NSD | 4. Branch                 | NRB | 5. Section or Team |  |

|                      |  |                 |               |                 |             |
|----------------------|--|-----------------|---------------|-----------------|-------------|
| B. NOAA Goal/Subgoal |  | C. Program      | 01-03-01-000  |                 |             |
| D. NOAA Org Code     |  | E. NFC Org Code | 54-10-09-0005 | F. Project-Task | H8K6BMB-P00 |

## SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

The OCS mission helps the nation meet the challenges of a changing environment. Applying the newest technological advancements for survey and detection, OCS data adds to our scientific knowledge of the coastal seafloor. Coast Survey is responsible for acquiring hydrographic data in support of NOAA's nautical charting program. Coast Survey establishes standards, creates project instructions, and evaluates the adequacy of survey data collected by field units. Survey information is then applied to nautical charts by Coast Survey cartographers. Coast Survey maintains approximately 225 full time federal employees.

Chief, Navigation Response Branch (NRB): The Navigation Response Branch is responsible for the acquisition, processing, and forwarding of various hydrographic data to ultimately be applied to NOS nautical charts and the Coast Pilot. NRB consists of seven Navigation Response Teams (NRT's) and the R&D vessel Bay Hydrographer located regionally to provide hydrographic response coverage across all CONUS regions of the US. The mission is to acquire data at various high priority ports as designated in OCS's annual Nautical Charting plan. The Navigation Response Teams provide a 24 hour emergency response to those ports affected by national or natural disasters and conduct survey operations as necessary and as requested by local officials. Chief, NRB duties include, direct supervision of 23 employees, planning and execution of approximate 2.2 million dollar annual operating budget and management of approximately 8 million dollars in vessel/equipment assets. It includes project and emergency response planning and execution for all NRT's and R/V Bay Hydrographer. Coordination of emergency response, hydrographic survey, training, and research/development activities with various NOAA, US Federal and state agencies.

## SECTION 6 - DUTIES AND RESPONSIBILITIES

### 6A. Description of Duties and Responsibilities

1. Plan, direct, manage, and be responsible for the overall operation of the Branch
2. Determines budget and operational requirements, making changes as circumstances arise.
3. Prepare and review annual budgets for the field parties.
4. Represents NDS, OCS, NOAA, and DOC at meetings and conferences with federal, state, and local agencies and private organizations.
5. Ensure Branch activities are conducted in accordance with all organizational guidelines.
6. Set data collection, processing, submission and data stewardship policy for NRB.
7. Ensure all NRB vessels are operated in compliance with the NOAA small boat policy
8. Serve as the NOS vessel operations coordinator.
9. Ensure NRTs are equipped and staffed for CONUS emergency response operations.
10. Plan, Program and Execute the annual budget for NRB.

### 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):

Management of approximately 8 million dollars in vessel/equipment assets

## 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<br><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<br><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<br><input checked="" type="checkbox"/> Influencing Others <input checked="" 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<br><input checked="" type="checkbox"/> Customer Focus <input checked="" type="checkbox"/> Entrepreneurship  |
| CDR (O5)                      |                                | <input checked="" type="checkbox"/> Creativity & Innovation <input checked="" type="checkbox"/> Human Capital Management<br><input checked="" type="checkbox"/> Financial Management <input checked="" type="checkbox"/> Technology Management   |
| CAPT (O6) and<br>RADM (O7/O8) | Leading Organizations          | <input type="checkbox"/> External Awareness <input type="checkbox"/> Strategic Thinking <input type="checkbox"/> Political Savvy<br><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)

Completion of successful XO tour aboard a NOAA ship.  
Must have completed a hydro ship OPS tour.

## 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) Must be familiar with NOAA hydrographic survey equipment, NOAA hydrographic field procedures manual and NOAA hydrographic specifications and deliverables.
- 2) Experience with NOAA personnel management system, hiring/firing procedures, DAO 202-751.
- 3) Familiar with NOAA small boat program manual and associated regulations.
- 4) Demonstrated experience in personnel management, effective survey planning and production of deliverables.
- 5) Incumbent must have a knowledge of the national MTS, the interaction between various agencies (USCG, USACE, port authorities, etc) and how each agency integrates during an emergency response to restore commerce to any affected port area.

## 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<br><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<br><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<br><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<br><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<br><input checked="" type="checkbox"/> Financial Management <input checked="" type="checkbox"/> Technology Management   |
| CAPT (O6) and<br>RADM (O7/O8)              |                                | <input checked="" type="checkbox"/> External Awareness <input checked="" type="checkbox"/> Strategic Thinking <input type="checkbox"/> Political Savvy<br><input type="checkbox"/> Vision <input type="checkbox"/> Partnering  |
| 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     UW 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 Chief, NRB billet provides the incumbent with a solid foundation in personnel management. The incumbent will be responsible for maintaining the safety program within the branch, interfacing with various Federal, State and local professionals in restoring the national marine transportation system following natural and man made disasters. The incumbent will be responsible for planning and executing a budget, managing technology and procedures within the branch. Development, tracking and reporting of performance metrics. The incumbent will be working directly with NOAA HR for employee hiring and discipline.

The incumbent will work within the following administrative programs: MARS, CBS, T&A, Travel Manager, C-Request, PD library.

The incumbent will depart the billet prepared for any sea command. The skill set acquired will have the incumbent well positioned for additional programmatic responsibility as a Division Chief in a subsequent land assignment.

## **SECTION 13 - CRITICAL SUCCESS CRITERIA**

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

- Maintain 100% readiness capability for NRT's for emergency navigation response.
- Coordinate all NRT emergency response activities.
- Coordinate with local maritime professionals and government officials to assure that emergency response expectations, survey execution and deliverables are properly received.
- Meet the requirements of the NOAA COOP at 100% effectiveness.
- Approve all time and attendance, manage all employee leave, serve as approving official for government purchase cards, serve as approving official for all employee travel.
- Plan yearly branch budget.
- Execute branch budget to +/- 5%
- Manage staffing, hiring, discipline for all NRB employees
- Maintain a professional development program for all NRB employees.
- Plan, and execute procurement contracts for necessary/developmental mission related gear.
- Maintain 100% NOAA SBP compliance for all NRB vessels
- Successfully plan/execute/manage yearly ERT personnel contract and placement of ERT contractors aboard NRT units.
- Ensure that NOAA/NRB GIPR goals of conducting ENC verification surveys selected MTS200 ports are attained each year.
- Assure that response teams receive accurate project instructions prior to the commencement of survey work.
- Interface with NOAA/OCS/ HSD to assure that critical survey areas defined in the national hydrographic survey plan are addressed.
- Coordinate with NOAA/COOPS to assure that tide support requests are submitted as per the tri-office agreements.
- Complete semi-annual and annual performance evaluations for all NRB employees.
- Coordinate basic hydro training and advanced MBES training for all NRB employees.
- Maintain branch metrics of survey quality and timeliness measures for all NRB operations.
- Assure NRT's are operating in compliance with all Federal, State and local regulations.
- Serve as the NRB representative to the OCS Board of Hydrographers.

**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



Matt Kroll  
2010.06.24 14:08:31 -04'00'

2. Date 2010-06-24

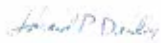
3. Name Matt Kroll

4. Title/Position Deputy, Navigation Services Division

**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



Howard P. Danley  
2010.06.24 14:49:20 -04'00'

2. Date 2010-06-24

3. Name Howard P. Danley

4. Title/Position Chief, Navigation Services Division

**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 15:55:21 -04'00'

2. Date 2010-07-06


3. Name Captain Michele Finn, NOAA

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



CDR/NOAA

2. Date 11-22-11

3. Name CDR Scott Sirosis

4. Title/Position Chief, Office of Career Management

**D. Director, NOAA Corps Endorsement**

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

1. Signature



2. Date 12/16/2011

3. Name RADM Jonathan Bailey

4. Title/Position Director, NOAA Corps

Print Form

Submit to CPC (Reviewer Use Only)

