

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION

A. Billet Number	7218	B. Billet Title	Navigation Response Team Lead Hydrographer, OIC_3		
C. Grade Requested	O2 - LTJG	D. Type of Submission	REALIGNMENT OF DUTIES		
E. Minimum amount of overlap between incumbent officer/reporting officer for continuity of duties	1 Month				
F. Duty Type	MOBILE	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, NRB				
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	varies	I. Fax	varies

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor							
1. Name	CDR Lawrence Krepp	2. Position	Chief, Navigation Response Branch	3. Grade	O5		
4. Email	Lawrence.T.Krepp@noaa.gov	5. Office	+1 (301) 713-2730	x	161	6. Mobile	+1 (202) 641-1801
B. Reporting Officer (2nd Level Supervisor)							
1. Name	Howard P. Danley	2. Position	Chief, Navigation Services Division	3. Grade	ZA V		
4. Email	Howard.Danley@noaa.gov	5. Office	+1 (301) 713-2729	x	176	6. Mobile	
C. Reviewer (Normally the Reporting Officer's Supervisor)							
1. Name	CAPT John Lowell	2. Position	Director, NOAA Office of Coast Survey	3. Grade	O6		
4. Email	John.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	NRTx
B. NOAA Goal/Subgoal	C&T	C. Program	MTS		
D. NOAA Org Code		E. NFC Org Code		F. Project-Task	

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 a workforce composed of approximately 225 full time federal employees and 20 NOAA Corps Officers.

The Navigation Services Division (NSD) provides a focal point for customer requests and associated responses on charting issues, short-term (fast response) hydrographic surveys, and Coast Pilot updates. Consisting of the Navigation Response Branch, Customer Affairs Branch and Coast Pilot Branch, NSD is the direct OCS link to NOAA's charting customer.

The Navigation Response Branch consisting of six Navigation Response Teams and the R&D platform Bay Hydro II respond to emergency survey requests to maintain the Nation's marine transportation system. (NRT) are mobile, quick response, survey parties that are capable of responding to emergency situations that require survey expertise, including side scan, single, and multi-beam sonar. When they are not engaged in emergency response situations, the NRTs validate NOAA hydrographic products by checking shoreline, hydrography, and other items that are critical to navigation.

SECTION 6 - DUTIES AND RESPONSIBILITIES

6A. Description of Duties and Responsibilities

The incumbent serves as OIC and hydrographic Chief of Party for one of the Branch's six Navigation Response teams.

Responsibilities include:

1. Assure the safety of the three person hydrographic field party.
2. Assure the safety and proper use of all team assigned government survey and administrative assets.
3. Assure the safe operation of the NRT vessels.
4. Assure that the NRT is maintained at 100% operational readiness for emergency response requirements.
5. Assure the effective operation of the NRT.
6. Assure that the NRT is operated in full compliance of the requirements/regulations of the NOAA small boat program.

Duties Include:

1. Manage and administer Navigation Response Team which including the survey launch, processing trailer, trucks, personnel.
2. Lead/Participate in emergency hydrographic survey responses.
3. Manage all logistical aspects of team movements in support of hydrographic survey priorities.
4. Work with the local Navigation Managers, other NOAA components, federal agencies, and navigation constituents to facilitate data acquisition and processing requirements for hydrographic and chart evaluation surveys.
5. Conduct hydrographic surveys as required.
6. Collect and process hydrographic survey data.
7. Compile, review, and submit hydrographic descriptive reports.
8. Compile products that show survey results and disseminate results to local navigation managers or customers. .
9. Brief constituents on survey procedures and results.
10. Planning and executing that annual budget for the NRT in conjunction with the Chief, NRB.
11. Attending/presenting at hydrographic trainings/workshops.
12. Developing training plans for crew members.

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):

NRT vessel - 27' Sea Ark Commander series - \$200k
 NRT survey equipment (hardware/software) - \$500K
 Office processing trailer and admin equipment - \$60k
 Government owned vehicles (Suburbans/dually) - \$180k

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 type="checkbox"/> Writing <input checked="" type="checkbox"/> Team Building <input type="checkbox"/> Leveraging Diversity <input type="checkbox"/> Influencing Others <input type="checkbox"/> Developing Others <input checked="" type="checkbox"/> Execution
LCDR (O4)	Leading Performance and Change	<input type="checkbox"/> Decisiveness <input type="checkbox"/> Problem Solving <input type="checkbox"/> Conflict Management <input type="checkbox"/> Customer Focus <input type="checkbox"/> Entrepreneurship
CDR (O5)	Leading Organizations	<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)

Incumbent must be a top performing hydro JO. Leadership skills of team building and execution are paramount as the individual will be Office in Charge and Chief of Party for a remote field survey unit.

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)

Must have OOD Underway letter with a non-restricted small boat coxswain endorsement from pervious sea tour; be a skilled ship handler with experience in hydrographic surveying and small boat operations and maintenance; be able to obtain a government purchase card for procurements of \$3000 or more; be capable of managing a small crew and operating budget.

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).

Demonstrated proficiency in hydrographic survey. Sheet officer endorsement from hydrographic survey vessel. Proficiency with hydrographic data collection and processing systems and software packages (Multibeam Sonar Systems, Side Scan sonar systems, singlebeam sonar systems, CTD, POS-MV, Hypack, CARIS, Pydro, etc)

The incumbent is strongly encouraged to attend training in outboard engine maintenance, marine electrical systems, and computer networking prior to, or shortly after reporting for duty.

This billet requires an officer who has an understanding of NOAA Office of Coast Survey policy and mission as well as above average communication skills. The incumbent has routine contact with the public during outreach events and may be placed in the position to conduct media interviews.

HAZWOPER, Incident Command System, Emergency response experience is desirable.

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 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 type="checkbox"/> Conflict Management <input 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 Development Comments (Optional)

This billet provides for unparalleled leadership development at the O2 level.

This billet follows the progression of the NOAA Corps core competencies. Successful execution of the billet will provide ample experience and opportunities for the incumbent to squarely meet the NOAA Corps maturity category of Leading others and Managing Process. The successful incumbent will also be provided with the opportunity to develop core competencies within the maturity category of Leading Performance and Change

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)

Incumbent will acquire a minimum 24 hour HAZWOPER

Incumbent will complete ICS training modules (ICS100, ICS200, ICS700, ICS800.a)

Will meet qualifications for FOO on a NOAA hydrographic ship.

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).

OIC of a Navigation Response Team provides the incumbent with excellent leadership development opportunities and experience in a wide array of technical and administrative responsibilities. By overseeing the day to day operations of the vessel and its crew, the officer will hone his/her skills in leadership, supervision, time management, decision making, and financial/budgetary issues. The incumbent will become familiar with the employee hiring processes and the procedures for acquisitions and procurement on behalf of the Federal Government. Development of these skills will prepare the incumbent for positions of greater supervisory and budgetary responsibility.

The officer will work with computers, networking systems, and state of the art sonar systems on a daily basis. The skills, expertise, and troubleshooting abilities gained during the course of the assignment will prepare the incumbent for the many technical challenges that may be encountered in future assignments.

The officer will participate in professional conferences attended by some of the world's leading experts in the field of hydrography. Interaction with individuals throughout the survey community will broaden the incumbent's understanding of the field and provide excellent networking opportunities.

The officer will be required to review technical documents and policy such as the Hydrographic Surveys Specifications and Deliverable (HSSD), Field Procedures Manual (FPM), and the NRB Manual. By reviewing and providing input into these documents, the incumbent is given the opportunity to help shape official NOAA policy.

Completion of a successful assignment as OIC, will prepare the officer for future assignments such as: FOO on any survey ship in the fleet, XO of a Class III or small ship (based on needs of the service), HSTP Field Support Liaison or other similar assignment, or Full Time University Training (FUT) at the University of New Hampshire or University of Southern Mississippi

As Chief of Party, the incumbent will be the signatory authority on NOAA Descriptive Reports. The incumbent will be held accountable for DAPR, HSRR and hydrographic survey submission deadlines, data quality, vessel maintenance, as well as the overall safety and efficiency of the vessel, the crew and operations.

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

Maintenance of the NRT at 100% operational emergency response capability.

Zero accident/incident rate.

Complete ABSE and SBEX inspections as required by the NOAA SBP with no category one deficiencies.

Maintain the NRT in compliance with all NOAA small boat program policies/regulations pertaining to Class II motorboats.

Completion of a minimum of three hydrographic surveys yearly.

Submission of all hydrographic surveys to Atlantic Hydrographic Branch within 30 days of the final "ping".

Average Enhanced Survey Review score of 4 or higher.

Planning/Execution of the NRT unit budget to within +/- 10% of yearly approved budget.

Completion of successful training plan to qualify all NRT crew as "operator" or "crew member" as defined by the NOAA small boat program.

Participation in a minimum of 1 week of elective leadership training (USDA, Brookings, etc) yearly.

Development of a minimum of one improvement to NRB operational or survey best practice methodology yearly.

Development of professional training plan for NRT crew yearly. Submit this plan to Chief, NRB.

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



Larry Krepp
2010.05.18 12:30:12 -04'00'

2. Date 2010-05-18

3. Name CDR Lawrence T. Krepp

4. Title/Position Chief, Navigation Response 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



Larry Krepp
2010.05.18 12:30:23 -04'00'

2. Date 2010-05-18

3. Name CDR Lawrence T. Krepp

4. Title/Position Chief, Navigation Response 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=NOSIORR, email=michele.a.finn@noaa.gov, c=US
Date: 2010.07.06 16:49:07 -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 of this billet."

1. Signature



2. Date 11/22/2011

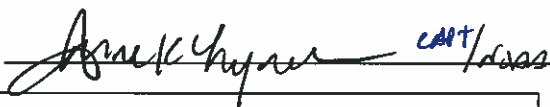
3. Name LT Amanda Goeller, NOAA

4. Title/Position Chief, Officer Assignment Branch

D. Director, NOAA Corps Endorsement

"I am the and I this billet."

1. Signature


CPT/DCPC

2. Date 5/1/2012

3. Name CAPT Anne Lynch

4. Title/Position Director, Commissioned Personnel Center

Print Form

Submit to CPC (Reviewer Use Only)

