

## NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

### SECTION 1 - GENERAL INFORMATION CD Billet #: 13717

A. Billet Number	7235	B. Billet Title	Staff PHB
C. Grade Requested	O3 - LT	D. Type of Submission	REALIGNMENT OF DUTIES
E. Minimum amount of overlap between incumbent officer/reporting officer for continuity of duties	No Overlap Required		
F. Duty Type	FIXED SHORE	G. Estimated Length of Assignment	3 years

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

A. Street Address	N/CS34, PHB, Bldg3	B. Street Address	7600 Sand Point Way, NE				
C. City	Seattle	D. State	Washington	E. Country	United States	F. Zip Code	98115
G. Office	+1 (206) 526-6835	x		H. Mobile		I. Fax	

### SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor							
1. Name	Gary Nelson	2. Position	Chief, Pacific Hydrographic Branch	3. Grade	ZP IV		
4. Email	gary.nelson@noaa.gov	5. Office	+1 (206) 526-6835	x		6. Mobile	
B. Reporting Officer (2nd Level Supervisor)							
1. Name	Jeffrey Ferguson	2. Position	Chief, Hydrographic Surveys Division	3. Grade	ZP V		
4. Email	jeffrey.ferguson@noaa.gov	5. Office	+1 (301) 713-2700	x	124	6. Mobile	
C. Reviewer (Normally the Reporting Officer's Supervisor)							
1. Name	CAPT John Lowell	2. Position	Director, 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	Office of Coast Survey		
3. Division	Hydrographic Surveys Div	4. Branch	Pacific Hydrographic Br	5. Section or Team	
B. NOAA Goal/Subgoal	C&T	C. Program	MTS		
D. NOAA Org Code	NJ3400	E. NFC Org Code	541009000304000000	F. Project-Task	J8P2ANA - PCS

Routing Code: N/CS34

## 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 billet will support NOAA's efforts to enhance the safety and efficiency of the United States Marine Transportation System through NOS products and services. The Pacific Hydrographic Branch's (PHB) primary mission is to verify and quality assure hydrographic surveys submitted from NOAA hydrographic vessels and contractors. The incumbent will also serve as Northwest Navigation Manager directly supporting NOAA's strategic goal of Promoting Safe Navigation by interacting and working closely with the US Navy, Coast Guard, Port Authorities, Harbormasters, Pilot Associations and various other maritime organizations in the assigned region.

## SECTION 6 - DUTIES AND RESPONSIBILITIES

### 6A. Description of Duties and Responsibilities

1. West Coast Project Manager, OCS Quality Management System Team (~45% of time). Incumbent serves as project lead for Pacific Hydrographic Branch ISO/QMS data streamlining with a focus on reducing ping-to-chart times. The officer will also be responsible for evaluating HSD and field units processes, resources and documents to work towards establishing a unified set of field products.
2. OCS Northwest Navigation Manager (~40% of time). The incumbent works to support NOAA's Strategic Goal of Promoting Safe Navigation by interacting and working closely with various maritime organizations in the Northwest Region (Oregon and Washington) to promote, develop and improve navigation products and services. The officer will focus on resolving regional charting and navigation questions; educating users on charting technology and their uses; promoting NOAA nautical charts, Coast Pilot and other NOS products and services at various venues; working with commercial and recreational users to identify and resolve issues and develop new products; and working to improve safety and security in the marine transportation sector.
3. Assist Branch Chief with Management duties (~15% of time). Incumbent is responsible for assisting Branch Chief in management of branch personnel; communicates organizational goals and policies to employees; resolves technical and administrative issues at branch level; and will provide technical assistance to Branch Chief on hydrographic survey acceptance reviews and chart compilation as a technical expert on field operations.

### 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 checked="" type="checkbox"/> Team Building <input type="checkbox"/> Leveraging Diversity <input checked="" type="checkbox"/> Influencing Others <input 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 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 must 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.

Maritime background and knowledge of the technologies used by mariners preferred. Familiarity with Office of Coast Survey's production of nautical chart and NOS Environmental programs is desirable.

## 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).

Some personnel administration and public communication experience recommended. Hydrographic Survey process knowledge required (must have completed NOAA Hydrotraining or IHO Cat A certified training). Prior experience as Hydrographic Sheet Manager.

## 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 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 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)

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.

Mentor: Potential to mentor new Physical Scientists and ERT Interns.

## 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).

Potential to write scientific papers and articles for publication and/or presentation at conferences.

Potential to receive ISO/QMS certification.

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.

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

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

Develop a project plan with milestones to develop a consistent set of products and documentation that describe the data submitted from field units to HSD.

Meet the milestones of the approved project plan and provide timely updates to HSD management.

Provide timely input to PHB monthly activities report and submit monthly report to Navigation Services Division (NSD) on Navigation Manager Activities.

**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



Jeffrey Ferguson  
I am the author of this document  
2010.04.26 15:09:38 -04'00'

2. Date 2010-04-26

3. Name Jeffrey Ferguson

4. Title/Position Chief, Hydrographic Surveys 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



Jeffrey Ferguson  
I am approving this document  
2010.04.26 15:10:11 -04'00'

2. Date 2010-04-26

3. Name Jeffrey Ferguson

4. Title/Position Chief, Hydrographic Surveys 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=NOSCRR, email=michele.a.finn@noaa.gov, c=US  
Date: 2010.07.06 16:50:31 -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 Nathan H. Hancock

Digitally signed by Nathan H. Hancock  
DN: cn=Nathan H. Hancock, o=CPC, ou=Assignments  
Branch, email=nathan.hancock@noaa.gov, c=US  
Date: 2011.04.18 14:40:04 -04'00'

2. Date 2011-04-18

3. Name LCDR Nathan H. Hancock

4. Title/Position Chief, Officer Assignment Branch

**D. Director, NOAA Corps Endorsement**

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

1. Signature



2. Date May 02, 2011

3. Name RADM Jonathan W. Bailey

4. Title/Position Director, NOAA Corps

Print Form

Submit to CPC (Reviewer Use Only)