

## NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

### SECTION 1 - GENERAL INFORMATION

A. Billet Number	7250	B. Billet Title	Chief, Operations 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	1 Month		
F. Duty Type	FIXED SHORE	G. Estimated Length of Assignment	3 years

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

A. Street Address	N/CS31, SSMC3, #6854	B. Street Address	1315 East West Hwy				
C. City	Silver Spring	D. State	Maryland	E. Country	United States	F. Zip Code	20910
G. Office	+1 (301) 713-2702	x	112	H. Mobile	+1 (757) 615-2793	I. Fax	

### SECTION 3 - OFFICER EVALUATION REPORTING

A. 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	+1 (240) 753-4729
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	+1 (301) 873-2064

### 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	Operations Branch	5. Section or Team	

B. NOAA Goal/Subgoal	C&T	C. Program	MTS		
D. NOAA Org Code	CS3100	E. NFC Org Code	10-09-0003-01-00-00	F. Project-Task	

## SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

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 Operations Branch defines survey requirements and priorities, writes Project Instructions for NOAA hydrographic projects, manages hydrographic projects and documents processes. Develops major HSD and OCS GPRA (and internal) goals and tracks organizational performance against the goals.

## SECTION 6 - DUTIES AND RESPONSIBILITIES

### 6A. Description of Duties and Responsibilities

1. Responsible for direct supervision and management of all Branch personnel, which includes 10 civilian employees.
2. Manage Branch personnel and resources to effectively plan and manage hydrographic surveys conducted by NOAA field units. Continually monitor Branch output and processes and look for improvements.
3. Develop Branch's yearly budget and execute spending for compliance to yearly and monthly targets.
4. Ensure all hydrographic projects are properly tracked.
5. Provide leadership on technical issues to other Federal, nongovernmental and private sector partners regarding technology and programmatic direction and improvements.
6. Develop new ways for HSD to support NOAA's IOCM and other cross Office efforts without significantly impacting Branch productivity.

### 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 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 type="checkbox"/> Customer Focus <input checked="" 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)

Prior supervisory experience required.

## 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 or XO 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 charts 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).

Officer must possess good oral and written communication skills so that they can effectively deal with the public and other government agencies.

American Congress of Surveying and Mapping (ACSM) Hydrographer Certification or graduation from a IHO Category A certified program preferable.

## 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 checked="" type="checkbox"/> Human Capital Management <input checked="" type="checkbox"/> Financial Management <input checked="" 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 checked="" type="checkbox"/> Partnering

### Leadership Development Comments (Optional)

The billet has the opportunity to provide the incumbent with a broad understanding of OCS and NOS resources and capabilities and the intrinsically linked relationships between NOAA and other government and non-government agencies and organizations. Successful completion of assignment should qualify the Officer for more advanced positions in OCS and as CO of a hydrographic survey vessel.

## 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.

## SECTION 13 - CRITICAL SUCCESS CRITERIA

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

1. Successful supervision of all Branch employees, including on time completion of performance plans, mid-term and final reviews with concise, meaningful written documentation of employee performance and activities.
2. Execute Branch budget effectively and within 5% of assigned targets.
3. Manage Branch resources to effectively plan and manage projects of the NOAA hydrographic fleet that may include up to 30 projects per year.
4. Track all surveys using "survey tracker" with all activities entered into the database within 1 business day of completion.
5. Market OCS capabilities, information, products and services.
6. Provide yearly update to the NOS Hydrographic Priorities document.

**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 Captain Michele Finn

Digitally signed by Captain Michele Finn  
DN: cn=Captain Michele Finn, o=Disaster Response Center,  
ou=NOS/ORR, email=michele.a.finn@noaa.gov, c=US  
Date: 2010.07.06 16:14:07 -04'00'

2. Date 2010-07-06

3. Name for 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 Captain Michele Finn

Digitally signed by Captain Michele Finn  
DN: cn=Captain Michele Finn, o=Disaster Response Center,  
ou=NOS/ORR, email=michele.a.finn@noaa.gov, c=US  
Date: 2010.07.06 16:14:33 -04'00'

2. Date 2010-07-06

3. Name for 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=NOS/ORR, email=michele.a.finn@noaa.gov, c=US  
Date: 2010.07.06 16:15:05 -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 11-23-11

3. Name CDR Scott Siros

4. Title/Position Chief, Officer Career Management Division

**D. Director, NOAA Corps Endorsement**

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

1. Signature  NOAA

2. Date 11/22/2011

3. Name RADM Jonathan Bailey

4. Title/Position Director, NOAA Corps

Print Form

Submit to CPC (Reviewer Use Only)

