

Replaces 7520: OAS Manager, DRC (Finn)

### NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

#### SECTION 1 - GENERAL INFORMATION

A. Billet Number  B. Billet Title

C. Grade Requested  D. Type of Submission

E. Minimum amount of overlap between incumbent officer/reporting officer for continuity of duties

F. Duty Type  G. Estimated Length of Assignment

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

A. Street Address  B. Street Address

C. City  D. State  E. Country  F. Zip Code

G. Office  x  H. Mobile  I. Fax

#### SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor

1. Name  2. Position  3. Grade

4. Email  5. Office  x  6. Mobile

B. Reporting Officer (2nd Level Supervisor)

1. Name  2. Position  3. Grade

4. Email  5. Office  x  6. Mobile

C. Reviewer (Normally the Reporting Officer's Supervisor)

1. Name  2. Position  3. Grade

4. Email  5. Office  x  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  2. Office, Center, or Lab

3. Division  4. Branch  5. Section or Team

B. NOAA Goal/Subgoal  C. Program

D. NOAA Org Code  E. NFC Org Code  F. Project-Task

## SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

NOAA is authorized to provide nautical charts and related hydrographic information for the safe navigation of maritime commerce and for engineering, scientific, and other commercial and industrial activities per the Coast & Geodetic Survey Act of 1947 and the Hydrographic Services Improvement Act of 1998 (and amendments). This requirement covers all US territorial waters and the US Exclusive Economic Zone (EEZ). Chart carriage regulations of the US Coast Guard (33 CFR 164.33) mandate that vessels operating in US waters carry official marine charts and nautical publications to facilitate safe passage within US waters. The data that NOAA collects and the nautical charts and publications NOAA produces meet carriage requirements and directly support safe and efficient navigation, Maritime Domain Awareness, and Homeland Security in areas of national interest, protection of the marine environment, coastal and marine spatial planning, and economic prosperity for the nation.

The US national charting program is managed by the Office of Coast Survey (OCS), which maintains a suite of approximately 2,000 nautical charts - updated weekly. OCS is recognized as the US National Hydrographic Office by other federal, state, and local government agencies as well as foreign hydrographic offices. OCS's charting mission fits primarily under NOAA's strategic goal to support the nation's commerce with information for safe, efficient, and environmentally sound marine transportation. OCS works closely with NOAA's OMAO to accomplish the data collection mission with four ships dedicated to hydrographic missions. OCS works with the US Navy and National Geospatial-Intelligence Agency (NGA) and with other international Hydrographic Offices to focus maritime technology and set global standards for marine navigation information.

## SECTION 6 - DUTIES AND RESPONSIBILITIES

Property Accountability Officer - Administer and maintain a system of control and accountability for personal property as prescribed in OMAO's Personal Property Policy #1502

Property Custodians - Maintain all accountable personal property within your designated area of responsibility as prescribed in OMAO's Personal Property Policy #1502

### 6A. Description of Duties and Responsibilities

The Office of Coast Survey is one of nine programs under the National Ocean Service (NOS). The recent upgrade of the Director, OCS from O-6 to O-7 has increased the demands and responsibilities of the director thereby requiring a deputy to assist in the management of a program with an annual \$100M budget, 300 FTEs, 30 officers, and 700+ other contractors/partners/commercial groups involved in the execution of program requirements that support 13M jobs and contributes \$745B+ annually to the US GDP. As the nation's Hydrographer, the Director represents the United States on International Hydrographic Organization (IHO) and inter-agency efforts developing charting and survey policy and standards for world wide maritime commerce.

- Represent the Director on inter-agency, international, NOAA, NOS, NOAA Corps, and OCS working groups, meetings, and committees as delegated by the Director.
- Maintain close communications with NOS leadership, PPAD, PCO, and NOAA Office of Legislative Affairs to ensure coordinated effort and clear communications between OCS, NOS, etc. on budget, legislative, messaging, and leadership issues.
- Provide an advisory role (technical, program management) to the Director, program managers, and senior staff.
- Serve as a voting member of the OCS Executive Leadership Board, OCS Project Review Board, and other established boards or working groups.
- Assist management of front office staff and ensure processes are in place to ensure the Director is fully prepared for meetings and events.
- Manage or participate on internal Coast Survey projects as directed.
- Serve on Tri-Office (OCS, NGS, CO-OPS) working groups and projects.
- Support the Hydrographic Services Review Panel (HSRP) as directed.
- Facilitate and ensure proper communication of cross-organizational issues between OCS, OMAO, USCG, USN liaison officers, including fleet utilization and recapitalization.
- Serve a leadership role and represent Coast Survey on delegated portions of the international portfolio and inter-agency working groups (i.e. IHO, NGA, NAVO, USCG, USACE).
- Represent OCS on the inter-departmental Committee on the Marine Transportation System (CMTS) working groups, including assumption of leadership roles.
- Provide staff support for the Director's role on the Mississippi River Commission.
- Serve as NOS NOAA Corps Liaison Officer as directed.
- Facilitate communications between the Director, Division Chiefs, and program managers when necessary to clarify information or respond to quick turnaround taskers.
- Stand in for the Director for speaking engagements, meetings, leadership briefings, and conferences as needed.

### 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):

OCS owns, leases, and operates several boats and vehicles; OCS total accountable property assets are valued at approximately \$1M. OCS is the primary user of four OMAO vessels and one aircraft with operational budgets of approximately \$50M.

## 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 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 checked="" type="checkbox"/> External Awareness <input checked="" type="checkbox"/> Strategic Thinking <input checked="" type="checkbox"/> Political Savvy <input checked="" type="checkbox"/> Vision <input checked="" type="checkbox"/> Partnering
Leading Organizations		

#### Leadership Prerequisite Comments (Optional)

Proven effective leadership at the Commanding Officer and OCS Division Chief level. An officer considered for this position must have a record of accomplishment in organizational leadership (50+ FTE's, multi-million dollar budget) and potential for executive leadership positions.

## 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)

This is a non-operational position. An elevated security clearance with access to Sensitive Compartmented Information may be required for assumption of some duties. Broad operational experience in OCS hydrography, geodesy, remote sensing, or tides/currents throughout the US is desired. Positions of operational experience include hydrographic Field Operations Officer and/or Chief of Field Party; previous command of NOAA hydrographic survey vessel is desired. A certificate in hydrographic surveying, ocean mapping, or similar accreditation in geodesy or remote sensing is preferred.

## 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).

Qualifications and experience for this billet are commensurate with a career progression in operational and programmatic assignments specializing in hydrography, oceanography, and remote sensing. The incumbent should be familiar or have served with the Navigation Services programs (OCS, NGS, and CO-OPS). The incumbent should have served in a variety of operational assignments, including command at sea, commensurate with a career progression of increasing responsibilities as a commissioned officer in the NOAA Corps. Previous assignments within the Navigation Services programs as a branch chief and division chief are essential. In addition, the incumbent should have a record of accomplishments which demonstrate the following:

**Vision** - An articulated and clear vision of programmatic goals achieved through purposeful management of change, effective collaboration, and decisiveness.

**Leadership** - Achievement in executing NOAA missions through previous organizational leadership roles. These leadership achievements should be the result of sound people skills, excellent communication, solid technical ability, and a demonstrated dedication to the nautical charting mission.

**Partnering** - Accomplishments through tactical, operational, and strategic partnerships within NOAA, with other federal, state and local agencies, the private sector, and the international community.

**Public Presence** - Confidence in representing the federal government in situations of national interest.

**Knowledge and Information Management** - Continuous learning and a career which demonstrates the intellectual capacity to apply and make effective use of acquired expertise as a lead toward achieving organizational goals.

**Organizational Context** - An excellent understanding of how the Navigation Services and NOAA Corps fit into the broader structure of NOAA, the Department of Commerce, the Executive Branch, and the international community.

## 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 checked="" type="checkbox"/> External Awareness <input checked="" type="checkbox"/> Strategic Thinking <input checked="" type="checkbox"/> Political Savvy <input checked="" type="checkbox"/> Vision <input checked="" type="checkbox"/> Partnering
Leading Organizations		

### Leadership Development Comments (Optional)

The incumbent will have extensive opportunities to interact with NOAA, external agency, and international hydrographic organization leaders. High capacity to absorb information, make sound judgments, communicate, and serve in leadership roles is essential and will be honed during this assignment.

## 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)

N/A

## 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).

Specific knowledge, skills, or abilities developed in this billet include working familiarity of the NOAA functions and management practices found in the Business Operating Manual, and proficiency with those relating to the Strategic Execution and Evaluation (SEE) process.

The incumbent will gain knowledge in public sector strategic planning and performance measurement, and related activities which will drive changing strategic goals and objectives to make NOAA responsive to evolving priorities.

The incumbent will develop a network across NOAA leadership critical for maintaining and advancing the visibility of the Navigation Services program.

The incumbent serves as the Deputy to the US National Hydrographer. In this capacity, the incumbent interacts with other national hydrographers from International Hydrographic Organization member states and other US federal agencies involved in hydrographic surveying and nautical charting (USN and NGA). Serves as the US or NOAA representative to various regional hydrographic commissions and working groups when the Director is unavailable, including the US-Canada Hydrographic Commission (USCHC), the Meso-American & Caribbean Sea Hydrographic Commission (MACHC), the Arctic Regional Hydrographic Commission (ARHC), the Southwest Pacific Regional hydrographic Commission (SWPHC), and the Allied Geospatial Intelligence Maritime Sub-Group (AMSG).

The incumbent may serve as alternate Designated Federal Official for the Hydrographic Services Review Panel (HSRP) per the Federal Advisory Committee Act (FACA).

## SECTION 13 - CRITICAL SUCCESS CRITERIA

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

- The Director's delegated responsibilities are fulfilled, maintaining Coast Survey as a world class provider of navigation services.
- The Director's international and inter-agency responsibilities are fulfilled, maintaining Coast Survey's leadership role in the development of standards and policy.
- The Director is properly updated and aware of activities related to executing his/her vision for Coast Survey.
- Communications and across NOAA activities between Coast Survey and partner line offices is effective and up to date.
- Communications and inter-agency activities, MTS related national committees, etc. are effective and up to date.
- The Director is properly briefed and staffed for key meetings and events.
- The Director's vision for the organization and position on issues is effectively communicated and acted upon in his/her absence.

**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 Jon Swallow CAPT, NOAA

2. Date 10 May 2013

3. Name CAPT Jon D. Swallow

4. Title/Position Chief, 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 Gerd F. Glang

2. Date 10 MAY 2013

3. Name RDML Gerd F. Glang

4. Title/Position Director, Office of Coast Survey

**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 W. Russell Callender

2. Date 17 June 2013

3. Name Russell Callender

4. Title/Position Deputy Assistant Administrator, NOS (acting)

**D. Commissioned Personnel Center Endorsement**

"I am the OMAO/CPC Officer Career Management Division representative. I recommend approval of this billet."

1. Signature Anne K. Lynch CAPT, NOAA

2. Date

3. Name CAPT Anne K. Lynch

4. Title/Position Director, CPC

**E. Director, NOAA Corps Endorsement**

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

1. Signature Michael S. Devany

2. Date 4 DEC 13

3. Name RADM Michael S. Devany

4. Title/Position Director, NOAA Corps

Print Form

Submit to CPC (Reviewer Use Only)