

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION

A. Billet Number	7201 X22X	B. Billet Title	Chief, Marine Chart Division
C. Grade Requested	O6 - CAPT	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	1315 East-West Highway	B. Street Address	#7360				
C. City	Silver Spring	D. State	Maryland	E. Country	United States	F. Zip Code	20910
G. Office	+1 (301) 713-2724	x	101	H. Mobile		I. Fax	+1 (301) 713-4516

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor							
1. Name	Kathryn L. Ries	2. Position	Deputy Director, Office of Coast Survey	3. Grade	ZP V		
4. Email	Kathryn.Ries@noaa.gov	5. Office	+1 (301) 713-2777	x	139	6. Mobile	
B. Reporting Officer (2nd Level Supervisor)							
1. Name		2. Position	Director, Office of Coast Survey	3. Grade	O7		
4. Email		5. Office	+1 (301) 713-2777	x	134	6. Mobile	
C. Reviewer (Normally the Reporting Officer's Supervisor)							
1. Name	Michael Aslaksen	2. Position	NOS Chief of Staff (acting)	3. Grade	ZP V		
4. Email	Mike.Aslaksen@noaa.gov	5. Office	+1 (301) 713-3074	x	148	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	Marine Chart Division	4. Branch	N/A	5. Section or Team	N/A
B. NOAA Goal/Subgoal	Commerce & Transportation	C. Program	Marine Transportation System		
D. NOAA Org Code	N/CS2	E. NFC Org Code	10-09-0002-00-00-00-00	F. Project-Task	

SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

NOAA's Office of Coast Survey is responsible for providing nautical charts for most of the nation, with a suite of over 1,000 charts encompassing the coasts of the U.S., the Great Lakes, and the U.S. territories. Nautical charts provide detailed information on the area beneath the water surface, normally not visible to the naked eye, which is very critical for the safe and efficient navigation of surface vessels. The nautical chart is a working document used to plot courses for navigators to follow in order to transit a certain area. The nautical chart displays special conditions required for the safe voyage, such as depth, aids to navigation, landforms, wrecks, and obstructions. The coastal waters of the U.S. are in a constant state of change: channels are dredged and sometimes re-routed; new aids to navigation are established or deleted; new wrecks and obstructions are discovered; natural shoaling occurs in many areas; and new berthing facilities are built along the shoreline. In order for the mariner to transit safely, it is imperative that these changes be reflected on nautical charts as soon as practicable.

SECTION 6 - DUTIES AND RESPONSIBILITIES

6A. Description of Duties and Responsibilities

This position is located in the Office of Coast Survey, National Ocean Service. The incumbent coordinates the Nation's navigational charting activities (suite of over 1,000 raster charts and over 750 vector cells), cartography, applied automation technology, international agreements, and new nautical products by providing executive, administrative, and scientific direction to a workforce of approximately 140 civil service, NOAA Corps officer, and contract personnel.

- Planning, directing, and managing the production of US nautical navigational information and products.
- Sets program priorities and improves, implements, and maintains efficient management practices, administrative procedures, and supervision of allocated human, financial, and material resources in fulfilling program plans and user needs.
- Communicates overall policy and program guidance to appropriate management levels, and ensures that planning resources and responsibility are properly allocated within MCD to effectively accomplish OCS objectives and goals.
- Directs and monitors MCD activities to promote equal employment opportunities.
- Represents Office of Coast Survey at national, international, scientific, and technical meetings.
- Ensures that all navigation products are updated with critical corrections and maintained for new editions as required.

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):

No.

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

Leadership Prerequisite Comments (Optional)

Command of a Class II Hydrographic Survey ship is 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)

Top Secret security clearance is desirable; hydrographic experience on both coasts 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).

- Extensive experience in hydrographic surveying and related disciplines such as geodesy, tides and water levels, photogrammetry, charting, or cartography.
- Successful completion of sea assignments as commanding officer of a hydrographic vessel, and as field operations officer of a hydrographic vessel, or as officer-in-charge of a hydrographic party or navigation response team.
- Successful completion of sea assignments in responsible positions aboard other NOAA vessels with significant bathymetric or ocean mapping operations may also be considered.
- Budgeting familiarity with PPBES, CBS, and MARS is highly desirable.
- Prior experience with contract management is preferred.

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

Leadership Development Comments (Optional)

Develops and implements an organizational vision to integrate national and program goals and priorities.
Design and implement strategies to maximize employee potential and foster high ethical standards.
Demonstrates accountability and continuous improvement, by making timely and effective decisions through strategic planning and implementation and evaluation of programs and policies.
Ability to explain, advocate, and express facts and ideas in a convincing manner and to negotiate with individuals and groups.

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).

Budget - Experience developing, maintaining, and executing a large unit budget. Knowledge and experience coordinating PPBES initiatives for future years.

Personnel management - Directly supervises 10 employees and is second line supervisor for approximately 90 employees.

Information technology - MCD is developing a database driven charting system that is requiring a major upgrade of commercial-off-the-shelf Geographic Information System software.

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

The primary measure of success is a maintained suite of nautical navigational products that meet the needs of the growing maritime transportation system.

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

Digitally signed by Doug Baird
DN: cn=Doug Baird, o=Coast Survey,
email=Doug.Baird@noaa.gov, c=US
Date: 2010.04.26 15:06:57 -04'00'

2. Date 2010-04-26

3. Name Douglas D. Baird, Jr.

4. Title/Position Chief, Marine Chart Division/Office of Coast Sur

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 15:56:17 -04'00'

2. Date 2010-07-06

3. Name Captain Michele Finn, NOAA

4. Title/Position NOS Liaison Officer

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

2. Date

3. Name

4. Title/Position

D. Commissioned Personnel Center Endorsement

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

1. Signature

2. Date 2012-05-01

3. Name CAPT Anne Lynch

4. Title/Position Director, Commissioned Personnel Center

D. Director, NOAA Corps Endorsement

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

1. Signature

2. Date 5/11/2012

3. Name RADM Jonathan Bailey

4. Title/Position Director, NOAA Corps

Print Form

Submit to CPC (Reviewer Use Only)