

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION CD Billet #: 13806

A. Billet Number	7210	B. Billet Title	Chief, Navigation Services Division
C. Grade Requested	O6 - CAPT	D. Type of Submission	PROPOSED NEW BILLET
E. Minimum amount of overlap between incumbent officer/reporting officer for continuity of duties	3 weeks		
F. Duty Type	FIXED SHORE	G. Estimated Length of Assignment	2.5 years

SECTION 2 - DUTY STATION ADDRESS AND CONTACT INFORMATION

A. Street Address	1315 East West Highway	B. Street Address	SSMC3, N/CS5				
C. City	Silver Spring	D. State	Maryland	E. Country	United States	F. Zip Code	
G. Office	+1 (301) 713-2729 x 0	H. Mobile		I. Fax			

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor					
1. Name	Capt. John Lowell	2. Position	Director, Office of Coast Survey	3. Grade	O6
4. Email	John.E.lowell@noaa.gov	5. Office	+1 (301) 713-2770 x 134	6. Mobile	
B. Reporting Officer (2nd Level Supervisor)					
1. Name	Capt. John Lowell	2. Position	Director, Office of Coast Survey	3. Grade	O6
4. Email	John.E.lowell@noaa.gov	5. Office	+1 (301) 713-2770 x 134	6. Mobile	
C. Reviewer (Normally the Reporting Officer's Supervisor)					
1. Name	Holly A. Bamford, PHD	2. Position	Deputy Assistant Administrator, NOS	3. Grade	SES-All
4. Email	Holly.Bamford@noaa.gov	5. Office	+1 (301) 713-3074 x 222	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		5. Section or Team	
B. NOAA Goal/Subgoal		C. Program	01-03-01-000		
D. NOAA Org Code		E. NFC Org Code	54-10-09-0005	F. Project-Task	H8K6BMB-P00

SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

The Navigation Services Division (NSD), one of four divisions within the Office of Coast Survey (OCS), directly supports NOAA's strategic goal of promoting Safe Navigation and Healthy Coasts by interacting and working closely with various maritime organizations across the US. NSD is the customer service arm of OCS, providing a point for customer requests, coordinating response to nautical charting issues and maritime emergencies, short-term hydrographic surveys, and Coastal updates. The Division plays a major role in determining requirements and shaping the products and services OCS provides to the Nation. The Division includes the team of Navigation Managers located throughout the coastal U.S. who are OCS/NOAA's personal face to our customers. NSD is comprised of a staff and three branches. The staff of NSD is administrative and works to maintain the day to day operations, consolidate requirements, and coordinate information flow to/from OCS's customers and OCS/NOS/NOAA leadership. The Customer Affairs Branch consists of the regional Navigation Managers whose purpose is to provide an extension of OCS to a particular area of the country by building and maintaining a close working relationship with the various government and non-government maritime interests in the region. The Coast Pilot Branch is responsible for maintaining the US Coast Pilot books and Coast Pilot Manual. The Navigation Response Branch, which consists of six mobile hydrographic field parties, is responsible for acquiring data at selected high-priority ports across the US for emergency response, nautical charts, ENC's and the Coast Pilot. The incumbent will lead and manage this division.

SECTION 6 - DUTIES AND RESPONSIBILITIES

6A. Description of Duties and Responsibilities

The incumbent will have a major role in influencing the products and services OCS/NOAA provides to the Nation.

- Lead and Manage Division personnel, budget, operations, assets, strategic planning, and implementation of a quality management system.
- Supervise and mentor the Deputy Chief, NSD; Chief, Customer Affairs Branch; Chief, Coast Pilot Branch; and Chief, Navigation Response Branch and their subordinate personnel.
- Set Division priorities in-line with NOAA/NOS/OCS strategic plans.
- Develop and implement a requirements process that allows OCS to better understand the needs of the Marine Transportation System, Recreational Boating community, Coastal Zone Managers, and other customers to assist OCS in improving products and services and increasing customer base beyond the traditional navigation community.
- Lead a culture of open and responsive communication to include the use of customer satisfaction surveys, focus groups, and feedback to ensure OCS is the provider of choice for information needed for safe navigation.
- Serve on the OCS Executive Leadership Board.
- Serve as OCS representative in the NOS Continuity of Operations Plan (COOP) and OCS COOP Activation Team, ensuring consistency and linkages between the two.
- Respond and ensure proper communication flow for national or regional incidents that may require OCS, NOS, or NOAA support.
- Act as OCS Liaison to national maritime organizations, federal and state partners, and applicable NOAA programs.
- Represent OCS at Emergency Response and Harbor Safety /Port Authority meetings and conferences with federal, state, and local agencies.
- Represent OCS at national, international, and scientific conferences or technical meetings.
- Assist with applicable functions of the Hydrographic Services Review Panel (HSRP)
- Assist with applicable initiatives of the Integrated Ocean and Coastal Mapping (IOCM), Coastal and Marine Spatial Planning (CMSP), and other seafloor mapping programs.
- Assist with applicable initiatives of NOAA's Arctic Vision and Strategy
- Serve as OCS Tech Rep to the Officer Assignment Board / NOS Liaison, and advise the Director, OCS on NOAA Corps personnel issues.
- Internally communicate NOAA/OCS vision, mission, and objectives to division employees, and ensure they understand their value and contribution to meeting the organization's mission.
- Direct the formulation and documentation of new products, services, processes and standard operating procedures.
- Lead continuous improvement and efficiency of management practices, administrative procedures, and supervision of allocated human, financial, and material resources.
- Ensure Division activities are conducted in accordance with all equal opportunity and organizational guidelines.
- Lead with integrity and adherence to NOAA Corps and OCS values.

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):

Management of approximately 8 million dollars in small vessel / equipment assets

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)		

Demonstrated potential to lead people at the Division level. Leadership position aboard NOAA Hydrographic vessel and / or at the OCS Branch Chief level.

Strong communication skills, customer focus, external awareness, partnering, and entrepreneurship competencies.

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)

Prior Command at sea and hydrographic survey experience desired.

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.
- Leadership position aboard NOAA Hydrographic vessel and / or at the OCS Branch Chief or Field Party / NRT level.
- 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 Programming, CBS, and MARS is highly desirable.
- Prior experience with contract management is preferred.
- Experience with emergency response (field and/or HQ)
- Demonstrated potential to build teams and lead a highly geographically distributed division.

SECTION 10 - LEADERSHIP DEVELOPMENT

GRADE	LEADERSHIP MATURITY LEVEL	LEADERSHIP COMPETENCIES DEVELOPED IN THIS BILLET
ENS (O1)	Leading Self	<input type="checkbox"/> Core Values & Conduct <input 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 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)		
<p>The incumbent will develop the full range of senior leadership competencies. Communicating a vision and leading a geographically distributed division requires excellent communication skills and ability to achieve buy-in. Interaction with high level constituents and federal partners of the multi-billion dollar maritime industry will provide significant opportunity to hone political savvy and external awareness skills. As member of the OCS Executive Leadership Board, the incumbent will influence the future of Coast Survey, from products and services to the shape and skills of the workforce.</p>		

SECTION 11 - OPERATIONAL DEVELOPMENT

<p>A. Marine Development</p> <p><input type="checkbox"/> Officer of the Deck <input type="checkbox"/> Senior Watch Officer <input type="checkbox"/> ECDIS <input type="checkbox"/> Dynamic Positioning <input type="checkbox"/> Boat Deployment <input type="checkbox"/> MedPIC</p> <p><input type="checkbox"/> Coxswain/OIC <input type="checkbox"/> HAZWOPER <input type="checkbox"/> AUV Deployment <input type="checkbox"/> U/W UAS Deployment <input type="checkbox"/> Buoy/Mooring Qualified</p> <p><input type="checkbox"/> Trawl Qualified <input type="checkbox"/> Longline Qualified <input type="checkbox"/> Hydro Launch PIC <input type="checkbox"/> Foreign Port Calls</p>
<p>B. Aviation Development</p> <p><input type="checkbox"/> Co-Pilot <input type="checkbox"/> Pilot <input type="checkbox"/> Aircraft Commander <input type="checkbox"/> Mission Commander <input type="checkbox"/> Instructor Pilot <input type="checkbox"/> Hurricane Qualified</p> <p><input type="checkbox"/> Alaska/Wilderness Qualified <input type="checkbox"/> Flight Meteorologist <input type="checkbox"/> International Flights <input type="checkbox"/> UAS Pilot</p>
<p>C. Dive Development</p> <p><input type="checkbox"/> Scientific Diver <input type="checkbox"/> Working Diver <input type="checkbox"/> Advanced Working Diver <input type="checkbox"/> Master Diver <input type="checkbox"/> Dive Master <input type="checkbox"/> Dive Medic</p> <p><input type="checkbox"/> Unit Diving Supervisor</p>
<p>D. Additional Operational Development (security clearances, special training) or Operational Development Comments (Optional)</p>

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).

Leadership - The full range of leadership competencies will be developed in this challenging billet. The incumbent will have the opportunity to establish and implement a vision for the division to meet the strategic objectives of NOAA and OCS. They will obtain extensive experience in partnering, political savvy, entrepreneurship, leading people, communicating with stake holders, and developing a customer based requirements process to shape the future of products and services provided by OCS to the nation. They will likely be involved at a high level in emergency response efforts and with NOAA / NOS wide projects. The billet will require building relationships with both internal and external constituents, and lead the "face of Coast Survey", the Navigation Managers and Navigation Response Teams who deal directly with our primary customers and the public.

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

- True needs in the navigation and coastal zone management communities identified, validated, and incorporated into the development of OCS products and services.
- Customer Service feedback high (effectiveness of Navigation Managers, Navigation Response Teams, Coast Pilot, etc.).
- NRTs ready and effectively respond to maritime incidents.
- Concise and timely information flow from the field to appropriate management levels regarding maritime incidents, customer requirements, and division needs.
- Significant progress or full implementation of a Quality Management System within the Division
- Plan budget and execute to +/- 5%
- Approve time and attendance, manage employee leave, serve as approving official for government purchase cards, serve as approving official for employee travel.
- Manage staffing, hiring, discipline for NSD staff employees
- Maintain a professional development program for NSD employees.
- Plan, and execute procurement contracts for necessary/developmental mission related gear.

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 **Kathryn L. Ries**

Digitally signed by Kathryn L. Ries
DN: cn=Kathryn L. Ries, o=Office of Coast Survey,
ou=NOAA, email=kathryn.ries@noaa.gov, c=US
Date: 2011.05.13 19:06:46 -0400

2. Date

3. Name **Ms. Kathryn L. Ries**

4. Title/Position **Deputy Director, Office of Coast Survey**

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 **John Lowell**

Digitally signed by John Lowell
DN: cn=John Lowell, o=Office of Coast Survey, ou=NOS/
OCS, email=john.lowell@noaa.gov, c=US
Date: 2011.05.13 09:57:07 -0400

2. Date

3. Name **CAPT John E. Lowell, NOAA**

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 **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: 2011.05.16 13:48:52 -0400

2. Date **2011-05-16**

3. Name **CAPT Michele A. 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



2. Date

18 May 2011

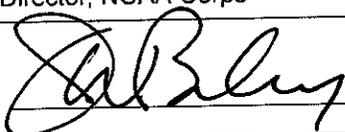
3. Name **RAYMOND SLAGLE**

4. Title/Position **DIRECTOR CPC**

D. Director, NOAA Corps Endorsement

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

1. Signature



2. Date

6/22/2011

3. Name **RADM Jonathan W. Bailey, NOAA**

4. Title/Position **Director, NOAA Corps**

Print Form

Submit to CPC (Reviewer Use Only)