

## NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

### SECTION 1 - GENERAL INFORMATION CD Billet #: 13409

A. Billet Number	7214	B. Billet Title	Navigation Manager, Mid-Atlantic Region
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	2 weeks		
F. Duty Type	FIXED SHORE	G. Estimated Length of Assignment	3 years

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

A. Street Address	NOAA at Nauticus	B. Street Address	One Waterside Drive				
C. City	Norfolk	D. State	Virginia	E. Country	United States	F. Zip Code	23510
G. Office	+1 (757) 627-7072	x	11	H. Mobile		I. Fax	+1 (757) 441-6601

### SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor							
1. Name	Ed Martin	2. Position	Chief, Customer Affairs Branch	3. Grade	ZP IV		
4. Email	ed.martin@noaa.gov	5. Office	+1 (301) 713-2730	x	179	6. Mobile	
B. Reporting Officer (2nd Level Supervisor)							
1. Name	Howard Danley	2. Position	Chief Navigation Services Division	3. Grade	ZP V		
4. Email	howard.danley@noaa.gov	5. Office	+1 (301) 713-2729	x	160	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	OCS			
3. Division	NSD	4. Branch	CAB	5. Section or Team		
B. NOAA Goal/Subgoal			C&T	C. Program		MTS
D. NOAA Org Code	N/CSS2	E. NFC Org Code	10-09-0005-03-00-00-00	F. Project-Task	G8K6BMB	

## SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

The Navigation Services Division directly supports NOAA's strategic goal of Promoting Safe Navigation by interacting and working closely with the US Navy, Coast Guard, Port Authorities, Harbor masters, Pilot Associations and various other maritime organizations in the assigned region. Coordination between NOAA's Office of Coastal Resource Management, Marine Sanctuaries, Office of Response and Restoration in addition to other NOAA and government organizations. The incumbent will focus on resolving regional charting and navigation questions by educating constituents on charting technologies and their uses, and soliciting feedback on NOAA's navigation products and services from the professional maritime community in the Mid-Atlantic. Travel throughout coastal New Jersey, Delaware, Maryland, Virginia and passage aboard government and commercial vessels should be expected.

This position provides NOAA with a conduit to the Mid-Atlantic coastal region unique culture and their needs regarding maritime commerce, homeland security, and environmental stewardship.

## SECTION 6 - DUTIES AND RESPONSIBILITIES

### 6A. Description of Duties and Responsibilities

The incumbent serves as the Navigation Manager in the Mid-Atlantic.

Responsibilities include:

1. Provide a regional focal point for OCS in advancing NOAA's marine navigation products and services.
2. Further OCS programs through outreach efforts at conferences, workshops, etc.
3. Represent OCS and NSD in regional, federal, and state interagency efforts for safe marine navigation and improved navigation services.
4. Work with USCG, USACE, DoD, state, and municipal offices to understand and forward maritime survey interests and cooperatives.
5. Represent or coordinate with other regional NOS and NOAA personnel to support crosscutting missions within NOS.
6. Manage Navigation Services Division facility at Nauticus.

Duties include:

1. Rectify navigation issues and facilitate the exchange of information that is distinct to the region.
2. Conduct special projects as directed; projects may include Coast Pilot updates, ECDIS applications, forward special charting requests, etc.
3. Actively participate in regional maritime planning meetings.
4. Liaison with shipping companies, pilot associations, port users, and other interested parties to identify and understand their needs for navigation products and services.

### 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 type="checkbox"/> Team Building <input type="checkbox"/> Leveraging Diversity <input checked="" type="checkbox"/> Influencing Others <input type="checkbox"/> Developing Others <input 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 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 should 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. Familiar with NOS Nautical Chart, Coast Pilot, and CO-OPS PORTS programs and services.

## 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).

1. Maritime background and knowledge of the technologies used by mariners
2. Familiarity with Office of Coast Survey's production of nautical chart and NOS Environmental programs
3. Familiarity with NOAA products and services across different Line Office's

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

### 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.

## 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).

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.

This assignment provides an officer with the opportunity to work with and to better understand numerous OCS and NOS program areas, and to see how products, services, and information can best be integrated for delivery on a regional basis. It also provides the incumbent with a broader picture of NOAA's and OCS's charting efforts, and the intrinsically-linked relationships between OCS and other government and non-government agencies and organizations.

As the official OCS representative in the Mid-Atlantic, the incumbent regularly interacts with numerous personnel within NOAA, USCG, USACE, DoD, and other federal and state agencies in support of OCS's marine navigation services. This billet provides the incumbent with the opportunity to integrate with federal and state environmental agencies in an effort to preserve the regions natural resources.

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

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

1. Provide weekly input to CAB Navigation Manager Activities report and as appropriate provide information concerning upcoming events for NOS Weekly News
2. Provide logistical support for NRT response as required
3. Identify at least 1 new use for NOAA data, products or services per year
4. Attend at least 6 monthly Port/Harbor Safety/Operations Committee/Group meetings
5. Staff regional or local Incident Coordination Center when requested
6. Participation in NOAA Regional Collaboration Team
7. Attend and report out at Annual Navigation Manager meeting
8. Provide at least 2 Coast Pilot update reports per year
9. Conduct at least 1 Site visit to each port facility in region per year
10. Conduct at least 6 user outreach sessions to marine commercial, recreational or academic community to educate users about NOAA product and services

**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 **Ed Martin**

Digitally signed by Ed Martin  
DN: cn=Ed Martin, o=Customer Affairs, ou=N/CSS2,  
email=ed.martin@noaa.gov, c=US  
Date: 2010.06.23 10:56:29 -04'00'

2. Date **2010-06-18**

3. Name **Ed Martin**

4. Title/Position **Chief, Customer Affairs Branch**

**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 **Ed Martin**

Digitally signed by Ed Martin  
DN: cn=Ed Martin, o=Customer Affairs, ou=N/CSS2,  
email=ed.martin@noaa.gov, c=US  
Date: 2010.06.23 10:56:50 -04'00'

2. Date **2010-06-18**

3. Name **Ed Martin**

4. Title/Position **Chief, Customer Affairs Branch**

**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/DORR, email=michele.a.finn@noaa.gov, c=US  
Date: 2010.07.06 15:50:56 -04'00'

2. Date **2010-07-06**

3. Name **CAPT 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 \_\_\_\_\_

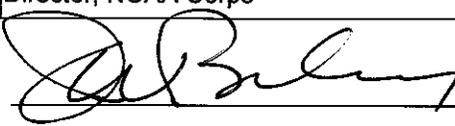
2. Date **2010-08-04**

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 **6/7/2011**

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

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

**Print Form**

**Submit to CPC (Reviewer Use Only)**