

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION *Re-purposed from Technical Assistant, NSD Billet to CO: 13717*

A. Billet Number	7255	B. Billet Title	Officer in Charge (OIC), RV BAY HYDRO II
C. Grade Requested	O3 - LT	D. Type of Submission	REALIGNMENT OF DUTIES
E. Minimum amount of overlap between incumbent officer/reporting officer for continuity of duties	6 Weeks		
F. Duty Type	MOBILE	G. Estimated Length of Assignment	1.5 years

SECTION 2 - DUTY STATION ADDRESS AND CONTACT INFORMATION

A. Street Address	14485 Dowell Rd	B. Street Address	c/o Calvert Marina				
C. City	Solomons	D. State	Maryland	E. Country	United States	F. Zip Code	20688
G. Office	+1 (240) 638-6637	x		H. Mobile	+1 (240) 638-6637	I. Fax	n/a

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor					
1. Name	CDR Holly D. Jablonski	2. Position	Chief, Navigation Response Branch	3. Grade	O5
4. Email	Chief.NRB.OCS@noaa.gov	5. Office	+1 (301) 713-2730 x 173	6. Mobile	+1 (202) 641-1801
B. Reporting Officer (2nd Level Supervisor)					
1. Name	Russel C. Proctor	2. Position	Chief, Navigation Services Division	3. Grade	ZA V
4. Email	russell.proctor@noaa.gov	5. Office	+1 (301) 713-2729 x 176	6. Mobile	+1 (202) 329-4285
C. Reviewer (Normally the Reporting Officer's Supervisor)					
1. Name	RDML Gerd F. Glang	2. Position	Director, Office of Coast Survey	3. Grade	O7
4. Email	director.ocs@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	NRB	5. Section or Team	BHII
B. NOAA Goal/Subgoal	C&T	C. Program	MTS		
D. NOAA Org Code		E. NFC Org Code		F. Project-Task	

SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

The Coast Survey mission helps the nation meet the challenges of a changing environment. Applying the newest technological advancements for hydrographic surveying, Coast Survey data adds to our scientific knowledge of the coastal seafloor. Coast Survey is responsible for acquiring hydrographic data in support of NOAA's nautical charting program. Coast Survey establishes standards, creates project instructions, and evaluates the adequacy of survey data collected by field units. Survey information is then applied to nautical charts by Coast Survey cartographers. Coast Survey maintains a workforce composed of approximately 264 full time federal employees and 26 NOAA Corps Officers.

The Navigation Services Division (NSD) handles customer requests and associated responses on charting issues, fast response hydrographic surveys, and Coast Pilot updates. NSD includes the Navigation Response Branch, Customer Affairs Branch, Requirements & Product Management Branch, and Nautical Publication Branch; it is Coast Survey's link to charting customers.

The Navigation Response Branch (NRB) includes six Navigation Response Teams and R/V BAY HYDRO II. All NRB platforms respond to emergency survey requests to maintain the Nation's marine transportation infrastructure. BAY HYDRO II also serves as Coast Survey's research and development platform, testing and evaluating the latest developments in hydrographic technology. Additionally, BAY HYDRO II is a primary source of outreach for Coast Survey, participating in numerous events each year that educate the public and inform maritime constituents about Coast Survey's capabilities and mission.

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 OIC acts as Team Lead and Vessel Operations Coordinator (VOC) for R/V BAY HYDRO II, a 54' survey catamaran operated by the Navigation Response Branch (NRB) of the Office of Coast Survey. The vessel is home ported in Solomons, MD and has a permanent crew of three persons consisting of the OIC, a Junior Officer in Charge (NOAA Corps), and a civilian Physical Science Technician (ZT-3). The vessel's primary area of operations are the protected waters of the Chesapeake and Delaware Bays. The vessel has a three-part mission: (1) to conduct routine hydrographic surveys to update NOAA's nautical charts and other navigational products; (2) to serve as the test and evaluation platform for Coast Survey, providing operational assessments and feedback for new technologies with potential to enhance survey capabilities and promote nautical charting efforts; and (3) to represent NOAA and Coast Survey at a variety of events that support public relations, education, and constituent outreach.

The OIC's primary duty is safe operation of the vessel. The officer is responsible for all logistical planning, risk assessments, and on-site operational decisions necessary to safely carry out the vessel's assigned projects. The OIC will supervise a crew of 2 persons (one officer and one civilian), and will be required to manage a number of visitors and underway passengers aboard the vessel. The OIC must oversee all routine maintenance of the vessel and its equipment in accordance with NOAA Small Boat Program (SBP) policies for Class III small boats and standard marine best practices, as well as coordinate and oversee any repairs that require contracted services.

The OIC will work closely with personnel from the Hydrographic Systems and Technology Branch (HSTB) to test and evaluate developing technologies such as Autonomous Underwater Vehicles and Remotely Operated Vehicles (AUV/ROV), Phase Differencing Bathymetric Sonars (PDBS), Side Scan Sonars (SSS), Multibeam Echosounders (MBES), and other cutting edge systems and software.

The OIC will serve as Chief of Party / Chief Scientist responsible for the efficient acquisition, processing, and submission of high quality survey data. The OIC is expected to participate in professional conferences, stay up to date on the best practices in the industry, and maintain the survey expertise of NOAA and the nation. The officer will attend the NOAA Field Procedures Workshop (FPW) and the NRB Conference each year, giving presentations on specific projects as necessary or requested. The officer will also be expected to assist teaching various courses for Coast Survey's annual Basic Hydrographic Training Course (BHTC). The OIC will coordinate with HSTB to ensure the vessel is available and operational for on water training as requested to support the BHTC.

The officer must plan and execute the vessel's operating budget and maintain a Government Purchase Card, and is responsible for submission of required administrative reports. As a remote user of accountable property, the OIC is responsible for ensuring records remain accurate in Sunflower and proper paperwork is submitted for property transactions pertaining to BAY HYDRO II.

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):

R/V BAY HYDRO II; 54' hydrographic survey vessel - \$2.2 mil

Government vehicle - \$32k

Survey Equipment - \$887k

Administrative Equipment (Computers, accessories) - \$20k

Total ~ \$3.2 million

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 type="checkbox"/> Leveraging Diversity <input checked="" type="checkbox"/> Influencing Others <input type="checkbox"/> Developing Others <input checked="" type="checkbox"/> Execution
LCDR (O4)		<input type="checkbox"/> Decisiveness <input type="checkbox"/> Problem Solving <input type="checkbox"/> Conflict Management <input 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)

Incumbent must successfully complete a tour as Junior Officer in Charge of R/V BAY HYDRO II, or be an O-3/senior O-2 with a strong background in both hydrography and small boat operations. Leadership skills of team building and execution are paramount as the individual will be Officer In Charge and Chief of Party for a remote operational field unit.

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)

Must have OOD Underway letter and be a skilled ship handler with experience in both hydrographic surveying and small boat operations. Must have achieved non-restricted small boat coxswain endorsement from previous sea tour or NOAA Small Boat Program Vessel Operator qualification.

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).

A strong background in the field of hydrography is paramount for success. Demonstrated proficiency with equipment (e.g., multibeam and side scan sonar, sound speed profilers, inertially-aided positioning systems), data acquisition and processing systems (e.g., Hypack, CARIS, Pydro), and procedures (e.g., Ellipsoidally Referenced Survey methods, Sheet Manager duties, Field Procedures Manual, Hydrographic Survey Specifications and Deliverables) currently used throughout Coast Survey for hydrographic survey operations is critical.

An understanding of Coast Survey's mission, policies, and communication guidelines, as well as above average communication skills are required, as the incumbent will have routine contact with the public during outreach events and may be placed in the position to conduct media interviews.

Must have a good working knowledge of policies and procedures for making procurements with a government Purchase Card. Familiarity with requirements for procurements using purchase orders and overseeing contracted services is beneficial.

Experience with vessel maintenance and detailed knowledge of NOAA Small Boat Program policies is required.

Supervisory training, such as NOAA Workforce Management Office's "NOAA Leadership Training Program - Introduction to Supervisors", strongly recommended.

NOAA Environmental Compliance Officer, or similar training, 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 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 checked="" type="checkbox"/> Human Capital Management <input checked="" 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 Development Comments (Optional)

This billet provides an opportunity for leadership development at the O-3/senior O-2 level, and follows the progression of the NOAA Corps core competencies. Successful execution of the billet will provide ample experience and opportunities for the incumbent to demonstrate abilities for Leading Others. The incumbent will also be challenged to begin developing competencies that support Leading Performance and Change.

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)

Incumbent will be required to maintain a minimum 24 hour HAZWOPER certification.

Successful completion of this assignment will leave officer very well qualified to serve as Operations Officer (OPS) aboard a Class II NOAA hydrographic vessel.

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).

Serving as OIC, R/V BAY HYDRO II will provide the incumbent with leadership development opportunities and experience in a wide array of technical and administrative responsibilities.

By overseeing the day to day operations of the vessel and its crew, the officer will hone his/her skills in leadership, supervision, time management, decision making, problem solving, and budget management. The incumbent will gain expertise in performance management for both NOAA Corps and CAPS employees, as well as procedures for federal acquisitions and procurement. Development of these skills will prepare the incumbent for positions of greater supervisory and budgetary responsibility.

The officer will work with computers, sonar systems, and state of the art equipment on a daily basis. Technical expertise and troubleshooting skills gained will prepare the incumbent for a variety of technical challenges that may be encountered in future assignments.

Participation in testing and evaluation projects will provide opportunities for officer to help drive technological advancement and procedural improvements in Coast Survey's operations.

Participation in professional conferences, outreach events, and constituent relations will hone communication skills and encourage diverse professional network building.

Successful performance in this billet will develop the officer for future assignments such as OPS on a Class II hydrographic ship, XO of a Class III or smaller vessel, HSTB Field Support Liaison or similar technical assignment, or Full Time University Training (FUT) at the University of New Hampshire.

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

Zero incident/accident rate. All incidents/accidents are promptly and properly reported to supervisor. All required vessel drills accomplished in accordance with the NOAA SBP.

BAY HYDRO II (BHII) meets annual operational readiness targets. Zero Category 1 deficiencies during annual NOAA SBP Small Boat Examination.

BHII complies with all NOAA SBP policies and regulations pertaining to Class III motorboats, including conducting/documenting training to qualify BAY HYDRO II personnel as "operator" and/or "crewmember" as defined by the NOAA SBP.

Complete a Hydrographic Survey Systems Readiness Review (HSRR), Data Acquisition and Processing Report (DAPR) and a minimum of three hydrographic surveys each year. HSRR memo and DAPR are submitted in accordance with the Office of Coast Survey Field Procedures Manual. Submit completed DR and deliverables for each survey to the assigned NOAA Hydrographic Processing Branch within 30 days of completion of data collection. No surveys returned for deficiencies.

Plan and execute BAY HYDRO II budget to within +/- 10% of yearly approved budget. Authorized purchases are completed in accordance with Agency, Department, and Federal regulations and policies.

Participate in a minimum of three outreach events per year that educate the public and/or enhance constituent knowledge of Coast Survey's mission and products.

Participate in a minimum of one professional conference or one week of elective leadership training (USDA, Brookings, etc...) each year. Offer at least one similar professional development opportunity for each crewmember to the Chief, NRB each year.

BHII Standard Operating Procedures (SOP) are developed, documented, and maintained. Document and propose a minimum of one improvement to NRB best practices (operational or administrative) each year.

Self and crew complete all mandatory NOAA training by prescribed NOS deadlines.

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 Holly Jablonski 2. Date 11 JAN 2016
3. Name CDR Holly Jablonski 4. Title/Position Chief, Navigation Response 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 Holly Jablonski 2. Date 11 JAN 2016
3. Name CDR Holly Jablonski 4. Title/Position Chief, Navigation Response 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 Russe/C. Proctor 2. Date 01/12/16
3. Name Russe/C. Proctor 4. Title/Position Chief, Navigation Services Division

D. Commissioned Personnel Center Endorsement

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

1. Signature Devon Brakob CDR, NOAA 2. Date 1/21/2016
3. Name CDR Devon Brakob 4. Title/Position Chief, Officer Career Mgmt. Division

E. Director, NOAA Corps Endorsement

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

1. Signature David A. Jones 2. Date 1/30/16
3. Name DAVID A. JONES 4. Title/Position Director, NOAA Corps

Print Form

Submit to CPC (Reviewer Use Only)

