### NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

**SECTION 1 - GENERAL INFORMATION**

- **A. Billet Number:** 7190
- **B. Billet Title:** Operations Director, NGS
- **C. Grade Requested:** CAPT
- **D. Type of Submission:** OTHER - Recertification and filling of vacant billet
- **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:** National Geodetic Survey, SSMC 3
- **C. City:** Silver Spring
- **D. State:** Maryland
- **E. Country:** United States
- **F. Zip Code:** 20910
- **G. Office:** +1 (301) 713-3222
- **H. Mobile:**
- **I. Fax:**

**SECTION 3 - OFFICER EVALUATION REPORTING**

**A. Supervisor**

1. **Name:** Benjamin Bergersen
2. **Position:** (Acting) Deputy Director, NGS
3. **Grade:** GS 15
4. **Email:** benjamin.bergersen@noaa.gov
5. **Office:** +1 (301) 713-3222
6. **Mobile:**

**B. Reporting Officer (2nd Level Supervisor)**

1. **Name:** Juliana Blackwell
2. **Position:** Director, NGS
3. **Grade:** SES-All
4. **Email:** juliana.blackwell@noaa.gov
5. **Office:** +1 (301) 713-3222
6. **Mobile:**

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

1. **Name:** Russell Callender
2. **Position:** Dep. Assistant Administrator, NOS (acting)
3. **Grade:** SES-All
4. **Email:** Russell.Callender@noaa.gov
5. **Office:** +1 (301) 713-3074
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:** National Geodetic Survey
2. **Office, Center, or Lab:** NGS Front Office
3. **Division:**
4. **Branch:**
5. **Section or Team:**

**B. NOAA Goal/Subgoal:**

C. **Program:**

**D. NOAA Org Code:**

**E. NEC Org Code:**

**F. Project/Task:**
SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

The Mission of NOAA's National Geodetic Survey (NGS) is "to define, maintain and provide access to the National Spatial Reference System to meet our nation's economic, social, and environmental needs."

NGS provides the framework for all positioning activities in the Nation. The foundational elements - latitude, longitude, elevation, shoreline information and their changes over time - contribute to informed decision making and impact a wide range of important activities including mapping and charting, navigation, flood risk determination, transportation, land use and ecosystem management. NGS' authoritative spatial data, models, and tools are vital for the protection and management of natural and manmade resources and support the economic prosperity and environmental health of the Nation.

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

Responsible for overall coordination of day to day internal activities of NGS and for assuring adherence to policy guidelines developed jointly with and approved by the Deputy Director that are in line with guidance from the Director and other higher NOAA management.

Operational Management -- Directs and/or reviews all aspects of the financial, personnel, administrative, and program management functions associated with NGS. Oversees and analyzes NGS operational practices and procedures to identify where increased uniformity and standardization will enhance program efficiency and effectiveness. Initiates improved communications and information sharing between all NGS components. Works with the Deputy Director to identify and develop new procedures or policies to insure management plans and operational objectives are met and to facilitate flow of work within NGS. Evaluates program operations and supervises the execution of NGS policies and procedures.

Administrative Management -- Performs and manages administrative services such as: NGS Front Office communications, data calls, NOAA tasker management, Balanced Score Card (BSC), mission and administrative coordination and reporting, travel administration, administrative management, and property control.

Budget Management -- Works with the M&B Chief in the preparation of the annual budget and expenditures for NGS. Includes coordination and formulation of NGS's Annual Operating Plan; review of budget progress data received from Divisions, supervising the preparation of financial plans within the funding limitations of the established budget.

Project Coordinator -- Directs the preparation of detailed program planning documents, to include Strategic Plans, Annual Milestones, and Projects to establish priorities, budgets, resource and production requirements for NGS. Maintains an awareness of NGS's overall financial condition, as well as those of individual Divisions. Identifies departures from plans and acts to achieve or assist Division in achieving necessary corrections.

COOP Manager -- Coordinates all COOP activities within NGS, oversees the development and maintenance of the NGS COOP plan. -- Supervision -- Supervises 1-4 program analysts who provide assistance and support for administration, project, and/or program management. Participates in the supervision and management of the divisions, including providing performance feedback on Division Chiefs to the Deputy Director for inclusion in annual performance evaluations. Represents the Deputy Director, at meetings with other NOS, NOAA, and Department of Commerce management officials, representatives of other agencies, the media, private industry representatives, and the public for coordination of NGS activities concerning collection of data and dissemination of products and services. Serves as acting Deputy Director in his/her absence.

6B. Division of Duties and Responsibilities, Total Must = 100%

Technical 15 + Operational 35 + Leading and Managing 35 + Executive Leadership 15 = 100%
6C. Resources Managed

1. Human

Does the Officer supervise personnel? [ ] Yes [ ] No Number of personnel supervised 1-5

Grades of supervised personnel ZA/ZP-II to ZA/ZP-IV

Will the Officer lead people, but has no supervisory responsibilities? [ ] Yes [ ] No Number of personnel led 8

Grades of personnel led ZA/ZP-V

2. Fiscal

Will the Officer have budget responsibility? [ ] Yes - Execution Dollar Amount (K) 35,000 (35 million)

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):

55 vehicles; 1 aircraft (survey and mapping aircraft shared with another office); ~250 personal computers; ~80 computer servers; 3 data centers; mobile smartphones; survey and mapping equipment; facilities including headquarters in Silver Springs MD, a training center in Virginia, and a continuity of operations (COOP) site in a geographically disparate location.

SECTION 7 - LEADERSHIP PREREQUISITES

<table>
<thead>
<tr>
<th>GRADE</th>
<th>LEADERSHIP MATURITY LEVEL</th>
<th>LEADERSHIP COMPETENCIES NEEDED FOR THIS BILLET</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENS (O1)</td>
<td>Leading Self</td>
<td>[ ] Core Values &amp; Conduct [ ] Health &amp; Well Being [ ] Responsibility</td>
</tr>
<tr>
<td>LTJG (O2)</td>
<td>Leading Others</td>
<td>[ ] Interpersonal Skills [ ] Continuous Learning [ ] Technical Proficiency</td>
</tr>
<tr>
<td>LT (O3)</td>
<td></td>
<td>[ ] Listening [ ] Speaking</td>
</tr>
<tr>
<td>LCDR (O4)</td>
<td>Leading Performance and Change</td>
<td>[ ] Writing [ ] Team Building [ ] Leveraging Diversity</td>
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<td></td>
<td>[ ] Influencing Others [ ] Developing Others [ ] Execution</td>
</tr>
<tr>
<td>CDR (O5)</td>
<td>Leading Organizations</td>
<td>[ ] Decisiveness [ ] Problem Solving [ ] Conflict Management</td>
</tr>
<tr>
<td>CAPT (O6) and RADM (O7/O8)</td>
<td></td>
<td>[ ] Customer Focus [ ] Entrepreneurship</td>
</tr>
</tbody>
</table>

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)

Security clearance 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).

Project Management, Program Management, Communications, Reporting, Travel Management, Administrative Services, Property Management, Continuity of Operations (COOP), Budgeting, and Financial Management
### SECTION 10 - LEADERSHIP DEVELOPMENT

<table>
<thead>
<tr>
<th>GRADE</th>
<th>LEADERSHIP MATURITY LEVEL</th>
<th>LEADERSHIP COMPETENCIES DEVELOPED IN THIS BILLET</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENS (O1)</td>
<td>Leading Self</td>
<td>☐ Core Values &amp; Conduct  ☐ Health &amp; Well Being  ☐ Responsibility</td>
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<tr>
<td></td>
<td></td>
<td>☐ Followership  ☐ Adaptability</td>
</tr>
<tr>
<td>LTJG (O2)</td>
<td>Leading Others</td>
<td>☐ Interpersonal Skills  ☐ Continuous Learning  ☐ Technical Proficiency</td>
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<td>☐ Decisiveness  ☐ Problem Solving  ☐ Conflict Management</td>
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<td></td>
<td>☐ Customer Focus  ☐ Entrepreneurship</td>
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<tr>
<td>CDR (O5)</td>
<td></td>
<td>☒ Creativity &amp; Innovation  ☒ Human Capital Management</td>
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<td></td>
<td>☒ Financial Management  ☒ Technology Management</td>
</tr>
<tr>
<td>CAPT (O6) and RADM (O7/O8)</td>
<td>Leading Organizations</td>
<td>☒ External Awareness  ☒ Strategic Thinking  ☒ Political Savvy</td>
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<td></td>
<td></td>
<td>☐ Vision  ☒ Partnering</td>
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</tbody>
</table>

Leadership Development Comments (Optional)

### 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)

Security clearance, Continuity of Operations (COOP) management.
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).


SECTION 13 - CRITICAL SUCCESS CRITERIA

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

The incumbent serves as the Operations Director (OPS Director) of the National Geodetic Survey (NGS). The OPS Director is responsible for assisting the Deputy Director in carrying out the mission operations of the organization in the most economical and efficient manner, using the precepts of sound management practice. Oversees the execution of NGS programs, projects, and priorities. Performs and manages administrative services for NGS. Works with the six (6) Division Chiefs (ZA/ZP-V) to manage day to day operations of the organization.

National Geodetic Survey (NGS) defines and manages the nation’s coordinate system, which provides the foundation for transportation and communication; mapping and charting; and a multitude of scientific and engineering applications. NGS develops Federal standards for geodetic surveys and helps to coordinate surveying methods. NGS conducts aerial photography surveys near airports in the United States and its possessions to position obstructions and aids to air travel. NGS also maps the coastal regions of the United States and provides data for navigational charts.

Specific success criteria include:

- Manages the day-to-day operations and NGS staff nationwide in compliance with the strategic plan, the balanced scorecard, and the Annual Operating Plan (AOP).
- Coordinate and execute a successful NGS Annual Operating Plan (AOP) for approximately $35M and 250 personnel.
- Coordinates NOAA taskers and data calls with accurate, complete, and on-time responses.
- Input into and assisting in creation of the strategic plan, workforce management plan, and budget.
- Reporting - Creates and coordinates reports. Weekly, monthly, on-demand, and the balanced scorecard (BSC) reports are used to effectively to manage NGS operations and for upward communications.
- Travel - An annual travel plan is created and administered NGS wide that complies with the AOP and the budget.
- Property - Property is managed and controlled according to property accountability officer (PAO) standards.
- Innovation - Mission and administrative business processes are continuously improved for more efficient and effective service.
- Supervision - Oversee 1-5 program analysts/managers (ZA/ZP-II to ZA/ZP-IV), including their time cards, performance plans, and annual performance reviews. Provides input to Deputy Director about the (6) six Division Chiefs' (ZA/ZP-V) performance reviews.
- External Awareness and Political Savvy - Enhances the reputation of NGS and represents the Director and Deputy Director well.
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  BEnjamin Bergersen  2. Date 2013-01-04
3. Name Benjamin Bergersen  4. Title/Position (Acting) Deputy Director, NGS

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  BEnjamin Bergersen  2. Date 2013-01-04
3. Name Benjamin Bergersen  4. Title/Position (Acting) Deputy Director, NGS

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  Blackwell, Juliana P. 1043  2. Date 2013-01-04
3. Name Juliana Blackwell  4. Title/Position Director, NGS

D. Commissioned Personnel Center Endorsement

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

1. Signature  
3. Name  4. Title/Position 

E. Director, NOAA Corps Endorsement

"I am the [ ] and I [ ] this billet."

1. Signature  
3. Name  4. Title/Position
## 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."

<table>
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<tbody>
<tr>
<td>Juliana Blackwell</td>
<td>5/10/13</td>
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<tr>
<th>Name</th>
<th>Title/Position</th>
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<tbody>
<tr>
<td>Benjamin Bergersen</td>
<td>Deputy Director, NGS (acting)</td>
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### B. Supervisor's Statement

"I have reviewed this billet description and certify that it is a true and correct representation of this billet."

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<tr>
<td>Juliana Blackwell</td>
<td>Director, NGS</td>
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### 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."

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<tbody>
<tr>
<td>Russel Callender</td>
<td>Deputy Assistant Administrator, NOS (acting)</td>
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### D. Commissioned Personnel Center Endorsement

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

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<tbody>
<tr>
<td>CAPT Anne K. Young</td>
<td>Director, CPC</td>
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### E. Director, NOAA Corps Endorsement

"I am the and I approve this billet."

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<tr>
<th>Name</th>
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<tbody>
<tr>
<td>RADM Michael S. Devany</td>
<td>Director, NOAA Corps</td>
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