

## NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

### SECTION 1 - GENERAL INFORMATION

A. Billet Number	7200	B. Billet Title	Director, Office of Coast Survey		
C. Grade Requested	O7 - RDML	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	4 Years		

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

A. Street Address	SSMC3, Room 6147	B. Street Address	1315 East West Highway				
C. City	Silver Spring	D. State	Maryland	E. Country	United States	F. Zip Code	20910
G. Office	+1 (301) 713-2770	x	134	H. Mobile	+1 (301) 873-2064	I. Fax	+1 (301) 713-4019

### SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor							
1. Name	Holly A. Bamford	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	
B. Reporting Officer (2nd Level Supervisor)							
1. Name	Holly A. Bamford	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	
C. Reviewer (Normally the Reporting Officer's Supervisor)							
1. Name	RADM Jonathan Bailey	2. Position	Director, NOAA Corps	3. Grade	O8		
4. Email	jon.bailey@noaa.gov	5. Office	+1 (301) 713-7600	x		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	N/A	4. Branch	N/A	5. Section or Team	N/A

B. NOAA Goal/Subgoal	Resilient Coastal Communities and Economies	C. Program	N/A		
D. NOAA Org Code	N/CS	E. NFC Org Code	10-09-0000-00-00-00-00	F. Project-Task	

## SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

NOAA is authorized to provide nautical charts and related hydrographic information for the safe navigation of maritime commerce and for engineering, scientific, and other commercial and industrial activities per the Coast and Geodetic Survey Act of 1947 and the Hydrographic Services Improvement Act of 1998 (and amendments). This requirement covers all U.S. territorial waters and the U.S. Exclusive Economic Zone (EEZ). Chart carriage regulations of the U.S. Coast Guard (33 C.F.R. 164.33) mandate that vessels operating in U.S. waters carry official marine charts and nautical publications to facilitate safe passage within U.S. waters. The data that NOAA collects and the nautical charts and publications NOAA produces meet carriage requirements and directly support safe and efficient navigation, Maritime Domain Awareness and Homeland Security in areas of national interest, protection of the marine environment, coastal and marine spatial planning, and economic prosperity for the nation.

The U.S. national charting program is managed by the Office of Coast Survey (OCS), which maintains a suite of approximately 2,000 nautical charts and publications, several hundred updated weekly. OCS is recognized as the U.S. National Hydrographic Office by other federal, state, and local government agencies as well as foreign hydrographic offices. OCS's charting mission fits primarily under NOAA's strategic goal to support the nation's commerce with information for safe, efficient, and environmentally sound marine transportation. OCS works closely with NOAA's Office of Marine and Aviation Operations (OMAO) to accomplish the data collection mission with four ships dedicated to hydrographic missions. OCS works with NGA and Navy, and with other international Hydrographic Offices to shape maritime technology and set global standards for marine navigation information.

## SECTION 6 - DUTIES AND RESPONSIBILITIES

### 6A. Description of Duties and Responsibilities

The Office of Coast Survey is one of nine programs under the National Ocean Service (NOS). Since the reorganization of NOS, the position of Director, Office of Coast Survey, has been considered to be an SES-equivalent grade, and has had SES Directors in the past. In FY10, the OCS budget was \$97M; with up to 275 FTEs, 30 officers, and 700+ other contractors/partners/commercial groups etc. involved in the execution of program requirements that supports 13M jobs and contributes \$742B+ annually to U.S. GDP.

#### Leadership/Management (25%):

- A. Effective, Efficient Service Provider - Provides interagency leadership in and/or support of ocean policy development, climate science and services, or other priorities established by the DOC Secretary and NOAA management.
- B. Organizational Synergies - Enhances service delivery to the public by increasing collaboration across DOC and/or throughout NOAA, other federal and international agencies, and fostering synergetic relationships among organizations with similar and/or supporting missions.
- C. Safety and Security - Fosters a safe operating environment with efficient and effective financial administrative, and support services.
- D. Diversity - Effectively considers equal opportunity and diversity principles in all aspects of program and human resources decisions that are in compliance with merit systems principles.
- E. Property Management - Maintains all accountable personal property within designated areas.
- F. Performance Management - effective performance management to align organizational goals with employee performance.
- G. Classified National Security Information (IT Security) - Classified information within area of responsibility is managed.
- H. Responsible for operating an information system at an acceptable level of risk based on the Risk Management Framework.

#### Customer/Client Service Responsiveness (15%):

- A. Demonstrates a high degree of responsiveness to the full range of clients, including end users of goods and services.

#### Support of NOAA (40%):

- A. NOAA Regional Collaboration - Improves NOAA's productivity and value to customers by identifying and applying NOAA's full range of capabilities, within and across regions, and designing the best, geographically-specific solutions for customers.
- B. Green/Blue Businesses - Supports efforts to catalize a national policy strategy to secure economic opportunities and job creation, as appropriate, while conserving ocean and coastal resources and advancing climate prediction efforts.
- C. NOAA Strategic Priorities - Enables stewardship and leverages science to support the achievement of NOAA's strategic priorities. Actively supports, develops, and implements decisions required to plan, program, accurately resource and execute NOAA programs. Matrix Program Managers and Goal Team Leads are supported as needed to support Strategic Priorities.

#### Executive's Individual Annual Performance Priorities (20%):

- A. Outcomes in Area of Responsibility - Achieves results stated in the organizational AOP and/or established goals.
- B. Process Improvements - Actions are taken that lead to business results at the local level.
- C. Professional Networking - Identifies opportunities for professional development or involvement in professional associations that have a direct impact on organizational outcomes and/or NOAA's mission.

### 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):**

OCS owns, leases, or operates several boats and vehicles; OCS total accountable property assets are valued at ~\$1.1M. OCS is the primary user of four OMAO vessels and aircraft with operational budgets of approximately \$40M.

**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)**

Executive-level leadership training is recommended. An Officer considered for this position must have a record of accomplishment in organizational leadership and execution. Relevant experience examples include leadership of a large division or small program (50+ FTE's, multi-million dollar budget).

## 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)

This is a non-operational position. A Top Secret security clearance with access to Sensitive Compartmented Information is required for assumption of duties. Broad operational experience in NOAA hydrography, geodesy, remote sensing, and/or tides and currents throughout the U.S. is desired; positions of operational experience include hydrographic Field Operations Officer, Chief of Field Party, and/or Mission Commander; previous command of a NOAA vessels and/or aircraft is highly desirable; vessel and/or aircraft navigation and piloting experience on both coasts is desired. FIG/IHO Category A certified program in hydrography/ocean mapping, and/or ACSM/THSOA Hydrographer certification, and/or similar accreditation in remote sensing and/or geodesy is 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).

Qualifications and experience for this billet are commensurate with a career progression in operational and programmatic assignments specializing in hydrography/ocean mapping, oceanography, remote sensing, etc. The incumbent should be familiar, or have served, with the Navigation Services programs, including Office of Coast Survey (OCS), Center for Operational Oceanographic Products (CO-OPS), or the National Geodetic Survey (NGS). The incumbent should have served in a variety of operational assignments, including command-at-sea, commensurate with a career progression of increasing responsibilities as a professional mariner. Previous assignments within the Navigation Services programs as a branch chief and division chief are considered essential. In addition, the incumbent should have a record of accomplishments which demonstrate:

**Vision** - Through previous NOAA Corps assignments, an articulated and clear vision achieved through purposeful management of change, effective collaboration, and decisiveness.

**Leadership** - Achievement in executing NOAA missions through previous organizational leadership roles. These leadership achievements should be the result of sound people skills, excellent communication, solid technical understandings, and a demonstrated dedication to NOAA's missions.

**Partnering** - Accomplishments through tactical, operational, and strategic partnerships within NOAA, and in the joint and interagency arenas, with state and local government, the private sector, or the international community.

**Public Presence** - Knowledge and confidence in representing the federal government in situations of national interest.

**Knowledge and Information Management** - Continuous learning and learning accomplishment; and a career record which demonstrates the intellectual capacity to apply and make effective use of acquired expertise as a leader toward achieving organizational goals.

**Organizational Context** - An understanding and growing political acumen of how the Navigation Services and NOAA Corps fit into the broader structure of NOAA, the Department, Executive Branch, federal government, nation, and international community.

## 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)		
The incumbent interacts with NOAA senior leadership and program leadership on a regular basis.		

## SECTION 11 - OPERATIONAL DEVELOPMENT

<p><b>A. Marine Development</b></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>B. Aviation Development</b></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><b>C. Dive Development</b></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><b>D. Additional Operational Development (security clearances, special training) or Operational Development Comments (Optional)</b></p> <p>N/A.</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).

Specific knowledge, skills or abilities developed in this billet include working familiarity of the NOAA functions and management practices found in the Business Operating Manual, and proficiency with those relating to the Strategic Execution and Evaluation (SEE) process.

The incumbent will become proficient in leading and executing a major NOAA program that includes testifying before Congress.

The incumbent will also gain knowledge in public service sector strategic planning and performance measurement, and related activities which will drive changing strategic goals and objectives to make NOAA responsive to evolving national priorities.

The incumbent will develop a social network across NOAA leadership critical for maintaining and advancing the visibility of the Navigation Services.

The incumbent serves as the U.S. National Hydrographer. In this capacity, the incumbent interacts with counterparts from other national hydrographic offices, from the National Geospatial-Intelligence Agency, from the Naval Oceanographic Office, and from the U.S. Coast Guard. Serves as Head of the U.S. Delegation in alternate years for the plenary sessions of the International Hydrographic Organization (IHO) regular and extraordinary conferences. Chairs or serves in leadership capacities of various IHO committees, regional commissions, and working groups, including the Hydrographic Services and Standards Committee (HSSC), the Inter-Regional Coordination Committee (IRCC), the U.S./Canada Hydrographic Commission, the MESO American & Caribbean Sea Hydrographic Commission (MACHC), and the Arctic Regional Hydrographic Commission (ARHC).

The incumbent serves as the Designated Federal Official (DFO) for the Hydrographic Services Review Panel per the Federal Advisory Committee Act (FACA).

When the incumbent is in the grade of Flag Officer (O-7), he/she may serve as the NOAA representative to the U.S. Army Corps of Engineers Mississippi River Commission (MRC).

## SECTION 13 - CRITICAL SUCCESS CRITERIA

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

**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 CDR Jon D. Swallow, NOAA

Digitally signed by CDR Jon D. Swallow, NOAA  
DN: cn=CDR Jon D. Swallow, NOAA, o=NOA/NOS Liaison  
Officer, email=Jon.Swallow@noaa.gov, c=US  
Date: 2011.12.01 17:23:40 -0500

2. Date 2011-12-01

3. Name CAPT (sel) Jon D. Swallow

4. Title/Position NOS Liaison Officer

**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 [Signature]

2. Date 2011-11-21

3. Name Holly A. Bamford

4. Title/Position Deputy Assistant Administrator, NOS

**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 [Signature]

2. Date 2/9/2012

3. Name RADM Jonathan Bailey

4. Title/Position Director, OMAO

**D. Commissioned Personnel Center Endorsement**

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

1. Signature [Signature]

2. Date 2/8/2012

3. Name CAPT Anne K. 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 [Signature]

2. Date 2/9/2012

3. Name RADM Jonathan W. Bailey

4. Title/Position Director, NOAA Corps

Print Form

Submit to CPC (Reviewer Use Only)