

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION

Billet to CD# 13648

A. Billet Number	7205	B. Billet Title	Technical Advisor to the Director, Office of Coast Survey		
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	1 week				
F. Duty Type	FIXED SHORE	G. Estimated Length of Assignment	2 years		

SECTION 2 - DUTY STATION ADDRESS AND CONTACT INFORMATION

A. Street Address	1315 East-West Highway, SSMC3	B. Street Address	Room 6510				
C. City	Silver Spring	D. State	Maryland	E. Country	United States	F. Zip Code	20910
G. Office	+1 (240) 533-0115	x		H. Mobile		I. Fax	

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor							
1. Name	CAPT Elizabeth Kretovic	2. Position	Deputy Hydrographer	3. Grade	O6		
4. Email	Elizabeth.kretovic@noaa.gov	5. Office	+1 (240) 847-8215	x		6. Mobile	
B. Reporting Officer (2nd Level Supervisor)							
1. Name	RDML Shepard Smith	2. Position	Director, Office of Coast Survey	3. Grade	O7		
4. Email	shep.smith@noaa.gov	5. Office		x		6. Mobile	
C. Reviewer (Normally the Reporting Officer's Supervisor)							
1. Name	RDML Shepard Smith	2. Position	Director, Office of Coast Survey	3. Grade	O7		
4. Email	shep.smith@noaa.gov	5. Office		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		2. Office, Center, or Lab			
3. Division		4. Branch		5. Section or Team	
B. NOAA Goal/Subgoal		C. Program			
D. NOAA Org Code		E. NFC Org Code		F. Project-Task	

SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

NOAA's Office of Coast Survey is the lead federal provider of nautical charts and hydrographic survey data of the U.S. Exclusive Economic Zone. Meeting this responsibility requires active cooperation and coordination with numerous internal and external partners. As the Advisor to the Director of the Office of Coast Survey, the incumbent will be responsible for communicating with Intra- and Interagency Aides and Advisors to ensure all pertinent meeting particulars are coordinated in advance. All materials, schedules, presentations, background information, and other useful data must be complete, accurate, and provided to the Director in a timely manner for review and update before meetings. Schedule and prepare briefs with appropriate subject matter experts for the Director's and Deputy Hydrographer's meetings to present Coast Survey's message clearly and concisely to our partners and stakeholders. As on-scene manager of the Director's travel and meeting agendas, the Advisor must be cognizant of the Admiral's schedule and whereabouts at all times. Due to the position's high public visibility, the Advisor must possess impeccable bearing and appearance, and be thoroughly familiar with the NOAA organization and Uniformed Service customs and courtesies. As the advisor, the incumbent will also support and assist the Deputy Hydrographer with external communications and coordination with Department of Defense and Department of Homeland Security partnerships. The incumbent will track, coordinate, and add value to existing activities involving OCS subject matter experts and these partners, seek and develop additional opportunities for collaboration, and increase visibility and access to these activities and partnerships for OCS leadership.

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

Advisor to the Director, Office of Coast Survey duties include:

- On-scene management of the Director's schedule, meeting agenda, facilities, transportation, and reservations.
- Prepare talking points, speeches, presentations, and correspondence for the Director that are clear, concise, and reflect officially approved NOAA and Coast Survey communications.
- Manage and lead the team managing the Director's official calendar and day book: to include the scheduling of meetings IAW existing protocols, proper staffing and meeting location determinations, presentation material and IT requirements, and attendee notifications.
- Serve as a point of contact and filter for individuals or groups requesting the Director's time and attention for an issue.
- Coordination on meeting particulars with Intra- and Interagency organizations for upcoming events that require the Director's attendance.
- Coordinate the activities, requirements, and policies of the Office of Coast Survey with the NOAA Office of Marine and Aviation Operations, NOAA Commissioned Corps, and Department of Defense (specifically, the U.S. Navy, U.S. Army Corps of Engineers, U.S. Coast Guard, and National Geospatial-Intelligence Agency). The incumbent will develop and maintain a working understating of Coast Survey's partnerships with these agencies, and their organizational structure and personnel.
- Act as the single point of contact for preparing all senior leadership in the Office of Coast Survey for interactions with Department of Defense and Department of Homeland Security. Share past notes from other parts of Coast Survey interactions with the internal senior staff, prepare talking points and read-a-heads, staff all senior leadership on these trips to meet with partners, and manage the get backs after the meetings.
- Track existing cooperation, seek opportunities for increased partnership with these organizations, and keep Coast Survey leadership informed of key developments. Coordinate these liaison activities with the NOAA liaisons to the U.S. Navy and Coast Guard.
- Support the Director in his role as Commissioner on the Mississippi River Commission (MRC). Specifically with the nomination process, staff work, and issues facing the river maritime community and the communities located along this maritime transportation system.
- Manage the team overseeing TDY travel administration for the Director; including review and preparation of travel orders, vouchers, air and ground transportation, lodging, and reservations.
- Support the Deputy Hydrographer as the representative on the Inland Waterways Users Board as a Federal Observer. The Advisor will staff, prepare comments, and track deliverables to the Board as the representative for NOAA as a whole.
- All other duties as assigned by the Director, Office of Coast Survey and Deputy Hydrographer supporting the mission of the Office of Coast Survey.

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 checked="" type="checkbox"/> Team Building <input checked="" 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)

- Excellent, proven verbal and written communication skills are essential.
- Strong "officership" to interact credibly with DoD services.

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)

- Strong inter-personal skills and adaptability required. A varied schedule may include travel on weekends and holidays (60 - 100 days/year in travel status). The incumbent will get a tremendous amount of exposure to high-level discussions and decisions, therefore, discretion and maturity are of the utmost importance.
- A motivated self starter capable of taking on tasks/projects and completing them with little direction or supervision.
- Operational experience and understanding of NOAA navigational products and services required.
- The incumbent must possess a valid security clearance at the SECRET level or higher with the ability to obtain TOP SECRET with SCI.

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).

- Strong knowledge and understanding of the NOAA and Coast Survey organization, missions, history, and policies are mandatory. Familiar with the responsibilities and duties of other Line Offices and Coast Survey staff members. Proficiency in software programs associated with presentations, spreadsheets, and word processing is required.
- Technical expertise, field, and office experience in hydrography and nautical charting desirable, but not required.
- Understanding of OMAO structure and relationship between NOS and OCS is desired.
- Working knowledge and understanding of other uniformed services hydrographic areas of responsibility; ideally some experience working with NOAA Department of Defense and Department of Homeland Security partners.

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 type="checkbox"/> Human Capital Management <input type="checkbox"/> Financial Management <input type="checkbox"/> Technology Management
CAPT (O6) and RADM (O7/O8)		<input checked="" 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 assignment is considered a leadership development opportunity due to the amount of exposure to senior officers in various uniformed services and high ranking government officials. First hand observation of the high-level decision making and legislative processes will help a junior officer prepare for and successfully negotiate the challenges faced in a career of public service. The Officer will develop and utilize a wide-ranging network of contacts within NOAA and the inter-agency navigation services community. The officer will be required to build and lead teams across organizational boundaries toward a common purpose.

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)

- Operational experience and understanding of NOAA navigational products and services required.
- The incumbent must possess a valid security clearance at the SECRET level or higher with the ability to obtain TOP SECRET with SCI.

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.

1. Upholds the integrity of both the Office of Coast Survey and NOAA at all times as direct representation of the Director, Office of Coast Survey in words and actions
2. Exhibits an understanding and awareness of the mission and vision of the Director, Office of Coast Survey and accurately conveys that message in all correspondences within Coast Survey, Intra-Agency and Externally
3. Exhibits excellent time management skills and an ability to prioritize tasks given short notice
4. Leads and works well in a team environment
5. Perceptive to professional development coaching
6. Meets all deadlines
7. Director's travel planned, arranged, and briefed on time as required by Director
8. Director's kept informed of, prepared for, and on time for all meetings
9. Director's Talking Points, Speeches, and Presentations written and edited in proper voice and free of mistakes
10. Director's Calendar maintained to include all desired meetings and events and briefed weekly and or daily to the Director
11. Director's official communication routed and cleared without loss or delay
12. Coast Survey leadership are fully informed as needed on matters within the incumbents portfolio.
13. Successful staffing of both Director, Office of Coast Survey and Deputy Hydrographer.

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 KRETOVIC.ELIZABETH.I.1008 Digitally signed by
453450 KRETOVIC.ELIZABETH.I.1008453450
Date: 2019.10.25 09:52:04 -04'00'

2. Date 2019-10-25

3. Name CAPT Liz Kretovic, NOAA

4. Title/Position Deputy Hydrographer

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 KRETOVIC.ELIZABETH.I.1008 Digitally signed by
453450 KRETOVIC.ELIZABETH.I.1008453450
Date: 2019.10.25 09:52:21 -04'00'

2. Date 2019-10-25

3. Name CAPT Elizabeth I. Kretovic, NOAA

4. Title/Position Deputy Hydrographer

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 SMITH.SHEPARD.MORGAN.1 Digitally signed by
006778930 SMITH.SHEPARD.MORGAN.1006778930
Date: 2019.12.16 16:57:48 -05'00'


2. Date 2019-12-20

3. Name RDML Shepard M. Smith, NOAA

4. Title/Position Director, Office of Coast Survey

D. Commissioned Personnel Center Endorsement

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

1. Signature  Digitally signed by
TAYLOR.JEFFREY.C.1186767825
Date: 2020.01.27 17:44:06 -05'00'

2. Date 2020-01-27

3. Name CAPT Jeffrey C. Taylor, NOAA

4. Title/Position Chief, Officer Career Management Division

E. Director, NOAA Corps Endorsement

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

1. Signature 

2. Date 28 FEB 20

3. Name RADM Michael J. Silah, NOAA

4. Title/Position Director, NOAA Corps

Print Form

Submit to CPC (Reviewer Use Only)