NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION

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  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  6. 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

- 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 | 40 | Operational | 40 | Leading and Managing | 20 | Executive Leadership | 0 | = 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?  
- No

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

<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</td>
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<td>☒ Health &amp; Well Being</td>
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<td>☒ Responsibility</td>
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<td>☒ Followership</td>
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<td>☒ Adaptability</td>
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<td>LTJG (O2)</td>
<td>Leading Others</td>
<td>☒ Interpersonal Skills</td>
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<td>☒ Continuous Learning</td>
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<td>☒ Technical Proficiency</td>
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<td>☒ Listening</td>
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<td>☒ Speaking</td>
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<tr>
<td>LT (O3)</td>
<td>Leading Performance and Change</td>
<td>☒ Writing</td>
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<td>☒ Team Building</td>
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<td>☒ Leveraging Diversity</td>
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<td>☒ Influencing Others</td>
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<td>☐ Developing Others</td>
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<td>☒ Execution</td>
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<tr>
<td>LCDR (O4)</td>
<td>Leading Performance and Change</td>
<td>☐ Decisiveness</td>
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<td>☐ Problem Solving</td>
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<td>☐ Conflict Management</td>
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<td>☐ Customer Focus</td>
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<td>☐ Entrepreneurship</td>
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<tr>
<td>CDR (O5)</td>
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<td>☐ Creativity &amp; Innovation</td>
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<td>☐ Human Capital Management</td>
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<td>☐ Financial Management</td>
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<td>☐ Technology Management</td>
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<tr>
<td>CAPT (O6)</td>
<td>Leading Organizations</td>
<td>☐ External Awareness</td>
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<td>and</td>
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<td>☐ Strategic Thinking</td>
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<td>RADM (07/08)</td>
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<td>☐ Political Savvy</td>
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<td>☐ Vision</td>
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<td>☐ Partnering</td>
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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


[ ] 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

<table>
<thead>
<tr>
<th>GRADE</th>
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<th>LEADERSHIP COMPETENCIES DEVELOPED IN THIS BILLET</th>
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<td>CAPT (O6) and RADM (O7/08)</td>
<td>☒ External Awareness ☒ Strategic Thinking ☒ Political Savvy</td>
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<td>☐ Vision ☐ Partnering</td>
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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.
<table>
<thead>
<tr>
<th>Section</th>
<th>Statement</th>
<th>Signature</th>
<th>Date</th>
<th>Name</th>
<th>Title/Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Developer's Statement</td>
<td>&quot;I certify that I have written this billet description and certify that it is a true and correct representation of the billet.&quot;</td>
<td>KRETOVIC.ELIZABETH.I.1008</td>
<td>2019-10-25</td>
<td>CAPT Liz Kretovic, NOAA</td>
<td>Deputy Hydrographer</td>
</tr>
<tr>
<td>B. Supervisor's Statement</td>
<td>&quot;I have reviewed this billet description and certify that it is a true and correct representation of this billet.&quot;</td>
<td>KRETOVIC.ELIZABETH.I.1008</td>
<td>2019-10-25</td>
<td>CAPT Elizabeth I. Kretovic, NOAA</td>
<td>Deputy Hydrographer</td>
</tr>
<tr>
<td>C. Reviewing Officer's Statement</td>
<td>&quot;I have reviewed this billet description and certify that this billet is a priority for my Line, Staff, or Headquarters Office.&quot;</td>
<td>SMITH.SHEPARD.MORGAN.1</td>
<td>2019-12-20</td>
<td>RDML Shepard M. Smith, NOAA</td>
<td>Director, Office of Coast Survey</td>
</tr>
<tr>
<td>D. Commissioned Personnel Center Endorsement</td>
<td>&quot;I am the OMAO/CPC Officer Career Management Division representative. I recommend approval of this billet.&quot;</td>
<td>CAPT Jeffrey C. Taylor, NOAA</td>
<td>2020-01-27</td>
<td>RADM Michael J. Silah, NOAA</td>
<td>Director, NOAA Corps</td>
</tr>
<tr>
<td>E. Director, NOAA Corps Endorsement</td>
<td>&quot;I am the Director, NOAA Corps and I approve this billet.&quot;</td>
<td>RADM Michael J. Silah, NOAA</td>
<td>2020-01-27</td>
<td>RADM Michael J. Silah, NOAA</td>
<td>Director, NOAA Corps</td>
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