

**NOAA COMMISSIONED OFFICER BILLET DESCRIPTION****SECTION 1 - GENERAL INFORMATION**

A. Billet Number	7227	B. Billet Title	Marine Chart Division Special Projects Officer		
C. Grade Requested	O3 - LT	D. Type of Submission	ANNUAL RECERTIFICATION		
E. Minimum amount of overlap between incumbent officer/reporting officer for continuity of duties	2 weeks				
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 Hwy	B. Street Address	SSMC3				
C. City	Silver Spring	D. State	Maryland	E. Country	United States	F. Zip Code	20910
G. Office		x		H. Mobile		I. Fax	

**SECTION 3 - OFFICER EVALUATION REPORTING**

A. Supervisor							
1. Name	Craig Winn	2. Position	Deputy Chief, Marine Chart Division	3. Grade	ZP V		
4. Email	craig.winn@noaa.gov	5. Office	2029365788	x		6. Mobile	
B. Reporting Officer (2nd Level Supervisor)							
1. Name	Julia Powell	2. Position	Chief, Marine Chart Division	3. Grade	ZP V		
4. Email	julia.powell@noaa.gov	5. Office	3209300150	x		6. Mobile	
C. Reviewer (Normally the Reporting Officer's Supervisor)							
1. Name	CAPT Jason Mansour	2. Position	NOS Line Office Liason	3. Grade	O6		
4. Email	jason.mansour@noaa.gov	5. Office	2029365959	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	Marine Chart Division	4. Branch	Staff	5. Section or Team	N/A
B. NOAA Goal/Subgoal	Coastal Resiliency	C. Program	Marine Transportation System		
D. NOAA Org Code	NJ2000	E. NFC Org Code	541009000200000000	F. Project-Task	W8A5ANA-PNA

## SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

NOAA's Office of Coast Survey (OCS) is responsible for providing nautical charts for the coasts of the United States, the Great Lakes, and U.S. territories. Nautical charts provide detailed information on the area beneath the water's surface: critical for safe and efficient navigation. The coastal waters of the U.S. are in a constant state of change: channels are dredged and sometimes re-routed, new aids to navigation are established or deleted, new wrecks and obstructions are discovered, natural shoaling occurs in many areas, and new berthing facilities are built along the shoreline. In order for the mariner to transit safely, it is imperative that these changes be reflected on nautical charts as soon as practicable.

While maintaining this extensive chart suite, OCS is transforming its workflows and end-user products and services to meet the needs of mariners. With the retirement of traditional paper and raster nautical charts, NOAA is improving its electronic navigational charts (ENCs) by realigning their scales and limits, recontouring metric depths, and adding land-based data. These changes should ultimately improve the efficiency of the chart production process, improve situational awareness, and make the products easier to use. This digital data can also be used to create ENC-derived paper charts. Starting in 2026, NOAA ENCs will need to support new S-100-capable ECDIS systems, which are able to integrate ENC data with other navigational products like bathymetry, water levels, and currents.

## 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 incumbent serves as Project Manager for one or more OCS Marine Chart Division (MCD) special projects, in support of the National Charting Plan and other Coast Survey strategic initiatives to improve NOAA navigation products and services.

Specific responsibilities include:

1. Acquiring holistic understanding of the nautical chart production workflow, either through structured or on-the-job training
2. Performance of Project Management functions in support of assigned special projects to include: (1) coordinating work efforts (across branches and divisions as necessary); (2) leading team meetings; (3) coordinating or conducting trainings; (4) obtaining progress reports and tracking project effort; and (5) providing regular update briefs to MCD and OCS leadership.
3. Attendance at biweekly MCD Transformation meetings; leverage operational sea experience to inform office decision processes. Give updates on assigned projects on monthly basis.
4. Collaboration with other federal maritime agencies (i.e. USCG, NGA, USN, USACE, etc.) to discuss digital chart updates or issues.
5. Providing input into Division programs, updating procedures, advising bridge ENC/chart use, and supporting other projects.
6. Augmenting OMAO fleet, as required by OMAO Procedure 1211-01, Commissioned Officer Augmentation
7. Serving as NOAA/OCS representative on International Hydrographic Organization (IHO) working groups, as assigned.

### 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):

No.

## 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 checked="" type="checkbox"/> Developing Others <input checked="" type="checkbox"/> Execution
LCDR (O4)		<input type="checkbox"/> Decisiveness <input checked="" 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)

## 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)

Officer should possess a Secret security clearance with potential for upgrade to Top Secret. The candidate should have experience with Electronic Chart Display & Information Systems (ECDIS) navigation and route planning, and have familiarity or experience with hydrographic surveying, geodesy, water levels, etc.

## 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).

Must possess excellent oral and written communication skills in order to effectively deal with the public, other government agencies, and international partners.

Familiarity with GIS is required.

Familiarity with S-57 encoding is desirable.

Familiarity with contracting procedures is preferred; appropriate interaction with vendors will be required.

## 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 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 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 has the opportunity to lead a team, work with external partners, gain experience in international relations, and build inter-agency partnerships. Success in this assignment should help to prepare the officer for leadership positions in the Office of Coast Survey and as an Operations Officer. Opportunities for project management training and certification may exist.

## 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)

## 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).

The officer will gain experience in building relationships with NOAA partners and the navigation community.

The officer will gain extensive knowledge of the S-57/S-101 encoding requirements, procedures of IHO, and its various working groups.

The officer will gain extensive knowledge on OCS' policies/procedures, the production of ENCs, and the future of charting.

The officer will have a role in international relations, presentations at multi-agency meetings, and process improvement.

This billet is nominally graded at the O-3 level. However, the duties and responsibilities of the position can be adjusted for maximum growth of the assigned officer and benefit to Coast Survey.

## SECTION 13 - CRITICAL SUCCESS CRITERIA

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

Successful performance of project management for assigned projects to include: (1) developing a project timeline and meeting deadlines; (2) setting SMART goals and reporting major milestones to supervisor; (3) providing monthly updates to MCD and OCS leadership on progress by delivering metrics and/or necessary visuals (i.e. GIS web applications, story maps, flowcharts, powerpoint presentations, etc.); (4) conducting or scheduling team/division training as necessary (5) leading team meetings to track team advancements, discuss challenges/brainstorm solutions, and troubleshoot issues; (6) documenting standard procedures, work flows, and best practices; and (6) keeping all stakeholders informed of relevant projects' progresses and its impact on the community.

Other success criteria include:

- Improving the efficiency of data application to NOAA products by modifying workflows or developing/scripting new tools; officer should develop an advanced knowledge of ArcGIS and supporting software.
- Presenting relevant divisional project summaries or updates to other hydrographic offices/agencies; basis determined by scheduled international visits.
- Serving as the NOAA representative at international meetings and events, ensuring U.S. interests are being met and NOAA's obligations are being fulfilled. Coordinate efforts across federal agencies (NGA/USN) to provide necessary U.S. reports by the deadline, and present one national message to international bodies.
- Receiving CAT-B Certification in Nautical Cartography (if available).

# 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 WAGNER.KARL.DAVID.15720 Digitally signed by WAGNER.KARL.DAVID.1572026902  
26902 Date: 2024.03.01 14:52:34 -05'00'

2. Date

3. Name

4. Title/Position

## 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 WINN.CRAIG.STEVEN.113082 Digitally signed by WINN.CRAIG.STEVEN.1130826322  
6322 Date: 2024.03.01 14:47:23 -05'00'

2. Date

3. Name

4. Title/Position

## 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  Digitally signed by MANSOUR.JASON.ROBERT.1267666780  
Date: 2024.03.04 06:51:42 -05'00'

2. Date

3. Name

4. Title/Position

## D. Commissioned Personnel Center Endorsement

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

1. Signature COLEGROVE.ANDREW.RAY Digitally signed by COLEGROVE.ANDREW.RAYMOND.1292287646  
MOND.1292287646 Date: 2024.04.02 15:00:25 -04'00'

2. Date

3. Name

4. Title/Position

## E. Director, NOAA Corps Endorsement

"I am the  and I  this billet."

1. Signature  Digitally signed by VAN WESTENDORP.CHRISTIAAN.HENRY.1012828175  
Date: 2024.04.26 13:26:30 -04'00'

2. Date

3. Name

4. Title/Position