NOAA Form 56-28A
(revised 9/25/2009)

U.S. Department of Commerce
National Oceanic and Atmospheric Administration

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION

BILLET TO CO # SS24

A. Billet Number: 7237 | B. Billet Title: Officer in Charge (OIC), Navigation Response Team 1

C. Grade Requested: O3 - LT | D. Type of Submission: PROPOSED NEW BILLET

E. Minimum amount of overlap between incumbent officer/reporting officer for continuity of duties: 1 Month

F. Duty Type: MOBILE | G. Estimated Length of Assignment: 3 years

SECTION 2 - DUTY STATION ADDRESS AND CONTACT INFORMATION

A. Street Address: NOAA NRT1 c/o NOAA NDBC | B. Street Address: Building 3202

C. City: Stennis Space Center | D. State: Mississippi | E. Country: United States | F. Zip Code: 39529

G. Office: x | H. Mobile: | I. Fax:

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor

1. Name: CDR Holly D. Jablonski | 2. Position: Chief, Navigation Response Branch | 3. Grade: O5

4. Email: Chief.NRB.OCS@noaa.gov | 5. Office: +1 (301) 713-2730 x 173 | 6. Mobile: +1 (202) 641-1801

B. Reporting Officer (2nd Level Supervisor)

1. Name: CAPT James M. Crocker | 2. Position: Chief, Navigation Services Division | 3. Grade: O6

4. Email: james.m.crocker@noaa.gov | 5. Office: +1 (301) 713-2730 x | 6. Mobile:

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

1. Name: RDML Shepard M. Smith | 2. Position: Director, Office of Coast Survey | 3. Grade: O7

4. Email: director.ocs@noaa.gov | 5. Office: +1 (240) 533-0095 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: OCS

3. Division: NSD | 4. Branch: NRB | 5. Section or Team: NRT1

B. NOAA Goal/Subgoal: C&T | C. Program: MTS

D. NOAA Org Code: NJ5340 | E. NFC Org Code: 54-10-09-0005-03-0[illegible] | F. Project-Task: P5HXXMC-P00

SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

Coast Survey's mission helps the nation meet the challenges of a changing environment. Applying the newest technological advancements for hydrographic surveying, Coast Survey data adds to our scientific knowledge of the coastal seafloor. Coast Survey is responsible for acquiring hydrographic data in support of NOAA's nautical charting program. Coast Survey establishes standards, creates project instructions, and evaluates the adequacy of survey data collected by field units. Survey information is then applied to nautical charts by Coast Survey cartographers. Coast Survey maintains a workforce composed of approximately 264 full time federal employees and 26 NOAA Corps Officers.

The Navigation Services Division (NSD) handles customer requests and associated responses on charting issues, rapid response hydrographic surveys, and Coast Pilot updates. NSD includes the Navigation Response Branch, Customer Affairs Branch, Requirements & Product Management Branch, and Nautical Publication Branch; it is Coast Survey's link to charting customers.

The Navigation Response Branch (NRB) includes six Navigation Response Teams and R/V BAY HYDRO II. All NRB platforms perform routine surveys and respond to emergency survey requests to maintain the Nation's marine transportation infrastructure. NRT1 also serves as NRB's mobile and unmanned systems platform, tasked with developing and operating an expanded suite of equipment to increase operational capabilities and efficiencies for the NRTs and Coast Survey.

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 OIC serves as the on-site supervisor and hydrographic Chief of Party for NRT1. The team is stationed at Stennis Space Center, MS and operates primarily in the nearshore and inland waters of the eastern Gulf of Mexico. The NRT1 team has a three-part mission: (1) conduct routine/emergent needs hydrographic surveys to update NOAA's nautical charts; (2) perform emergency response surveys to support swift reopening of ports following events such as severe weather and maritime accidents; and (3) serve as a developmental platform for application of unmanned systems in Coast Survey. OIC duties and responsibilities include:

- Lead NRT1 operations in both routine and emergency response situations. Smartly manage risk to ensure safety of personnel and equipment while maximizing efficiency.
- Ensure NRT1 assets, including personnel, vessel, trailers, and vehicles, or other equipment (e.g., unmanned systems), are maintained in a state of operational readiness determined to best meet mission requirements.
- Coordinate with personnel from the Hydrographic Systems and Technology Branch (HSTB) to develop unmanned systems technologies, transfer expertise, and train others throughout Coast Survey.
- Identify opportunities to advance unmanned systems capabilities in Coast Survey, cultivate operational partnerships to maximize impact of maintaining and operating unmanned systems.
- Collaborate with other NOAA offices and federal and academic partners to share knowledge, explore new/evolving technologies, and evaluate potential for unmanned systems to enhance mapping capabilities.
- Ensure team's required vessel documentation and Standard Operating Procedures (SOPs) are maintained.
- Train and/or ensure team members receive training to achieve and maintain required professional qualifications.
- Coordinate and manage team schedule for survey operations, personnel training, vessel maintenance, annual inspections, etc.
- Provide oversight and direction for team members, ensuring team safely and efficiently performs duties, and government assets are properly used and managed. Counsel employees on behavior and initiate disciplinary actions if required.• Review and approve all survey deliverables and constituent products prior to submission or dissemination.
- Act as a regional representative to other Federal, State, Local, and Tribal agencies, and other constituents and stakeholders.
- Provide on-site administrative assistance and feedback to the NRB Chief. Prepare and submit required administrative reports.
- Evaluate and assign performance ratings for subordinates, approve awards, and take performance-based corrective action if needed. Fully document performance issues and promptly inform NRB Chief of developing personnel issues.
- Attend the NOAA Field Procedures Workshop (FPW) and the NRB Conference each year, giving presentations on specific topics/projects as necessary or requested.
- Assist with teaching courses for Coast Survey's annual Basic Hydrographic Training and coordinate with HSTB to provide equipment and/or instruction for on water training, as requested.
- Participate in professional conferences, stay up to date on the best practices in the industry, and maintain the survey expertise.
- Plan and execute the team's operational budget, smartly managing requirements and procurements to prevent waste.
- Ensure accountable property assigned/issued to the team is responsibly used and tracked in accordance with agency policies.

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

Technical	+ Operational	+ Leading and Managing	+ Executive Leadership	= 100%
20	20	60	0	

SECTION 6 - DUTIES AND RESPONSIBILITIES (continued)

6C. Resources Managed

1. Human

Does the Officer supervise personnel? (•) Yes ( ) No Number of personnel supervised: 4

Grades of supervised personnel: O-2, ZP-3, ZT-2/3

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? Yes - Budgeting and Execution Dollar Amount (K): 200

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):

NRT survey equipment (hardware/software) installed on NRT1 vessel and in office ~$500K
Mobile Integrated Survey Team (MIST) equipment (with singlebeam sonar & sidescan sonar) - $165k
Remus 100 AUV (with sidescan sonar) ~$750k
Total ~ $1.4 million

Officer will be responsible for any additional unmanned systems procured for, or assigned to, this team, e.g. ASV or Remus 600.

SECTION 7 - LEADERSHIP PREREQUISITES

GRADE	LEADERSHIP MATURITY LEVEL	LEADERSHIP COMPETENCIES NEEDED FOR THIS BILLET
ENS (O1)	Leading Self	☒ Core Values & Conduct ☒ Health & Well Being ☒ Responsibility ☒ Followership ☒ Adaptability
LTJG (O2)	Leading Others	☒ Interpersonal Skills ☒ Continuous Learning ☒ Technical Proficiency ☒ Listening ☒ Speaking
LT (O3)		☒ Writing ☒ Team Building ☐ Leveraging Diversity ☒ Influencing Others ☒ Developing Others ☒ Execution
LCDR (O4)	Leading Performance and Change	☒ Decisiveness ☒ Problem Solving ☐ Conflict Management ☒ Customer Focus ☐ Entrepreneurship
CDR (O5)		☐ Creativity & Innovation ☐ Human Capital Management ☐ Financial Management ☐ Technology Management
CAPT (O6) and RADM (O7/O8)	Leading Organizations	☐ External Awareness ☐ Strategic Thinking ☐ Political Savvy ☐ Vision ☐ Partnering

Leadership Prerequisite Comments (Optional)

ncumbent must be an O-3 with a strong background in both hydrography and small boat operations. Leadership skills of team building and execution are paramount as the individual will be Officer In Charge and immediate supervisor for a remote field unit with diverse operational capabilities that extend beyond those of a traditional Navigation Response Team.

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)

Must have OOD Underway letter and be a skilled ship handler with experience in both hydrographic surveying and small boat operations. Must have achieved non-restricted small boat coxswain endorsement from previous sea tour or NOAA Small Boat Program Vessel Operator qualification. Must have achieved Hydrographer in Charge qualification.

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 Cateogry A, scientific papers/publications, GIS); engineering (marine survey, ABYC, ABS, FAA); regulatory (US Code, CFR); information technology (databases, networks, programming).

A strong background in the field of hydrography is paramount for success. Demonstrated proficiency with equipment (e.g., multibeam and side scan sonar, sound speed profilers, inertially-aided positioning systems), data acquisition and processing systems (e.g., Hypack, CARIS, Pydro), and procedures (e.g., Ellipsoidally Referenced Survey methods, Sheet Manager duties, Field Procedures Manual, Hydographic Survey Specifications and Deliverables) currently used throughout Coast Survey for hydrographic survey operations is critical.

An understanding of Coast Survey's mission, policies, and communication guidelines, as well as above average communication skills are required, as the incumbent will have routine contact with the public during outreach events and may be placed in the position to conduct media interviews.

Detailed knowledge of NOAA Small Boat Program policies is required.

Must have a good working knowledge of policies and procedures for making procurements with a government Purchase Card. Familiarity with requirements for procurements using purchase orders and overseeing contracted services is beneficial.

Supervisory training, such as NOAA Workforce Management Office's "NOAA Leadership Training Program - Introduction to Supervisors", strongly recommended.

NOAA Environmental Compliance Officer, or similar training, preferred.

SECTION 10 - LEADERSHIP DEVELOPMENT

GRADE	LEADERSHIP MATURITY LEVEL	LEADERSHIP COMPETENCIES DEVELOPED IN THIS BILLET
ENS (O1)	Leading Self	☒ Core Values & Conduct ☒ Health & Well Being ☒ Responsibility ☒ Followership ☒ Adaptability
LTJG (O2)	Leading Others	☒ Interpersonal Skills ☒ Continuous Learning ☒ Technical Proficiency ☒ Listening ☒ Speaking
LT (O3)		☒ Writing ☒ Team Building ☒ Leveraging Diversity ☒ Influencing Others ☒ Developing Others ☒ Execution
LCDR (O4)	Leading Performance and Change	☒ Decisiveness ☒ Problem Solving ☒ Conflict Management ☒ Customer Focus ☒ Entrepreneurship
CDR (O5)		☒ Creativity & Innovation ☒ Human Capital Management ☒ Financial Management ☐ Technology Management
CAPT (O6) and RADM (O7/O8)	Leading Organizations	☐ External Awareness ☐ Strategic Thinking ☐ Political Savvy ☐ Vision ☐ Partnering

Leadership Development Comments (Optional)

This billet provides an outstanding opportunity for leadership development at the O-3/senior O-2 level, and follows the progression of the NOAA Corps core competencies. Successful execution of the billet will provide ample experience and opportunities for the incumbent to demonstrate abilities for Leading Others. The incumbent will also be challenged to begin developing competencies that support Leading Performance and Change.

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)

Incumbent will be required to maintain a minimum 24 hour HAZWOPER certification certification.

Successful completion of this assignment will leave officer very well qualified to serve as Executive Officer (XO) aboard a Class II NOAA hydrographic vessel.

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 Cateogry A, scientific papers/publications, GIS); engineering (marine survey, ABYC, ABS, FAA); regulatory (US Code, CFR); information technology (databases, networks, programming).

Serving as OIC, Navigation Response Team 1 will provide the incumbent with leadership development opportunities and experience in a wide array of management, technical, and administrative responsibilities.

By overseeing the day to day operations of the vessel and its crew, the officer will hone his/her skills in leadership, supervision, time management, decision making, problem solving, and budget management. The incumbent will gain expertise in performance management for both NOAA Corps and CAPS employees, as well as procedures for federal acquisitions and procurement. Development of these skills will prepare the incumbent for positions of greater supervisory and budgetary responsibility.

The officer will lead implementation of unmanned systems for the NRTs, support deployment of unmanned systems to other NOAA field units, and collaborate with federal and academic partners to continue developing these new technologies. Technical and leadership expertise gained will prepare the incumbent for a variety challenges that may be encountered in future assignments when driving technological advancement and procedural improvements.

Participation in professional conferences, outreach events, and constituent relations will hone communication skills and encourage diverse professional network building.

Successful performance in this billet will develop the officer for future assignments such as XO on a Class II hydrographic ship; any billet that requires a blend of Coast Survey expertise and ability to develop partnerships or work directly with constituents such as a Navigation Manager, Chief of the Navigation Response Branch, or Office of Coast Survey OMAO/DOD Liaison; or Full Time University Training (FUT).

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

NRT operations are conducted safely, with no reportable incidents or accidents. Safety/environmental regulations are followed and operational risk is smartly managed. All incidents/accidents are promptly reported to supervisor.

Team is survey ready and able to be en route for both vessel and MIST response (to include unmanned systems assigned to NRT1) within 24 hours and begin surveying within 48 hours except during periods of scheduled maintenance. Any unscheduled change in team or equipment status making the NRT not response ready, or limiting response capabilities, is promptly reported to the NRB Chief and NRB Operations Manager, and an update provided when team/equipment returns to full response readiness.

HSRR memo and DAPR are submitted in accordance with the Office of Coast Survey Field Procedures Manual and NRB deadlines. Assigned surveys are completed and delivered to the assigned NOAA Hydrographic Processing Branch in accordance with deadlines set in the Project Instructions. No surveys returned for deficiencies. Survey constituent products are delivered to the appropriate Navigation Manager in a timely fashion.

NRT1 operational budget is planned and executed to accomplish assigned surveys and stay within +/- 10% of yearly approved budget. Authorized purchases are completed in accordance with Agency, Department, and Federal regulations and policies.

Participate in at least one outreach event per year that educates the public and/or enhances constituent knowledge of Coast Survey's mission and products.

Participate in a minimum of one professional conference or one week of elective leadership training (USDA, Brookings, etc...) each year. Coordinate at least one similar professional development opportunity for each crewmember with NRB Chief each year.

Self and crew complete all mandatory NOAA training by prescribed NOS deadlines. Team members complete mission critical training in a timely fashion and qualifications do not lapse.

Team member performance reviews are completed by OCS deadlines. Potential performance and/or conduct issues are documented and NRB Chief notified. All team members comply with JTR/FTR, DOC, and NOAA travel policies.

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 [signature] Digitally signed by JABLONSKI.HOLLY.D.1232772561 Date: 2017.05.14 20:21:46 -04'00'

2. Date 2017-05-14

3. Name CDR Holly Jablonski

4.Title/Position Chief, Navigation Response Branch

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] Digitally signed by JABLONSKI.HOLLY.D.1232772561 Date: 2017.05.14 20:22:35 -04'00'

2. Date 2017-05-14

3. Name CDR Holly Jablonski

4.Title/Position Chief, Navigation Response Branch

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 CROCKER.JAMES.M.1160543635 Digitally signed by CROCKER.JAMES.M.1160543635 DN: c=US, o=U.S. Government, ou=DoD, ou=PKI, ou=NOAA, cn=CROCKER.JAMES.M.1160543635 Date: 2017.05.15 10:05:21 -04'00'

2. Date 2017-05-15

3. Name CAPT James M. Crocker

4.Title/Position Chief, Navigation Services Division

D. Commissioned Personnel Center Endorsement

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

1.Signature [signature] CAPT/NOAA

2. Date 2017.07.03

3. Name CAPT Amilynn E. Adams

4.Title/Position Director, Commissioned Personnel Center

E. Director, NOAA Corps Endorsement

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

1.Signature [signature]

2. Date 7/8/17

3. Name RADM David M. Score

4.Title/Position Director, NOAA Corps

Print Form

Submit to CPC (Reviewer Use Only)