

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION

A. Billet Number	7240	B. Billet Title	Chief, Hydrographic Surveys Division		
C. Grade Requested	O6 - CAPT	D. Type of Submission	REALIGNMENT OF DUTIES		
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 Highway, N/CS2	B. Street Address					
C. City	Silver Spring	D. State	Maryland	E. Country	United States	F. Zip Code	20910
G. Office	+1 (301) 713-2770	x	124	H. Mobile		I. Fax	

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor							
1. Name	RDML Gerd Glang, NOAA	2. Position	Director, Office of Coast Survey	3. Grade	O7		
4. Email	Gerd.Glang@noaa.gov	5. Office	+1 (301) 713-2770	x	134	6. Mobile	
B. Reporting Officer (2nd Level Supervisor)							
1. Name	RDML Gerd Glang, NOAA	2. Position	Director, Office of Coast Survey	3. Grade	O7		
4. Email	Gerd.Glang@noaa.gov	5. Office	+1 (301) 713-2770	x	134	6. Mobile	
C. Reviewer (Normally the Reporting Officer's Supervisor)							
1. Name	Russell Callender	2. Position	Dep. Assistant Administrator, NOS (Acting)	3. Grade	SES-All		
4. Email	Russell.Callender@noaa.gov	5. Office	+1 (301) 713-3074	x	222	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	HSD	4. Branch	N/A	5. Section or Team	N/A
B. NOAA Goal/Subgoal	Coastal / Commerce & Transportation		C. Program		
D. NOAA Org Code	N/CS3	E. NFC Org Code	10-09-0003-00-00-00	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 & Geodetic Survey Act of 1947 and the Hydrographic Services Improvement Act of 1998 (and amendments). This requirement covers all US territorial waters and the US Exclusive Economic Zone (EEZ). Chart carriage regulations of the US Coast Guard (33 CFR 164.33) mandate that vessels operating in US waters carry official marine charts and nautical publications to facilitate safe passage within US 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 Hydrographic Surveys Division (HSD) is one of four divisions within the Office of Coast Survey (OCS). The primary mission is the planning, acquisition, processing, quality control, and interpretation of hydrographic data collected by NOAA ships, private sector contract survey companies and other sources. The data is used to update NOAA's suite of over 1,000 nautical charts and related navigation products as well as Integrated Ocean and Coastal Mapping (IOCM) support. The division works closely with OMAO on survey technology, fleet allocation, and recapitalization issues. The incumbent supports NOAA and the National Hydrographer with technical expertise and staff support for national and international initiatives and issues.

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

- Lead and Manage Division personnel (50+), budget (\$25M+), operations, assets, strategic and tactical planning.
- Supervise and mentor the Deputy Chief, HSD; Chief, Operations Branch; Chief, Pacific Hydrographic Branch; and Chief, Atlantic Hydrographic Branch and their subordinate personnel.
- Oversee strategic and tactical planning of hydrographic surveys performed by NOAA ships and outside sources.
- Maintain standards and specifications documents and ensure submitted surveys and output products meet requirements.
- Oversee planning and execution of Address Survey Backlog contract funds (typically \$25m+/year).
- Oversee OCS representation on the Fleet Working Group and OMAO fleet recapitalization and other work groups.
- Set Division priorities in-line with NOAA/NOS/OCS strategic plans.
- Represent the Director on inter-agency, international, NOAA, NOS, NOAA Corps, and OCS working groups, meetings, and committees as delegated by the Director.
- Ensure coordination of strategic initiatives, project planning, and tactical operations with other Coast Survey Divisions, the NGS Remote Sensing Division (RSD), Center for Operational Oceanographic Products and Services (CO-OPS) and other groups.
- Coordinate initiatives with the Joint Hydrographic Center / Center of Coastal and Ocean Mapping at the University of New Hampshire
- Oversee coordination of applicable graduate training for NOAA Corps Officers and Coast Survey civilian FTE.
- Oversee coordination of the Field Procedures Workshop, participation in the U.S./Canada Hydrographic Conference and other events.
- Serve as a voting member of the OCS Executive Leadership Board, OCS Project Review Board, and other established boards or working groups.
- Represent OCS at national, international, and scientific conferences or technical meetings.
- Assist with applicable initiatives of the Integrated Ocean and Coastal Mapping (IOCM), Coastal and Marine Spatial Planning (CMSP), and other seafloor mapping programs.
- Assist with applicable initiatives of NOAA's Arctic Vision and Strategy
- Manage or participate on internal NOS and Coast Survey projects as directed.
- Serve as OCS Tech Rep to the Officer Assignment Board or NOS Liaison Officer as directed, and advise the Director, OCS on NOAA Corps personnel issues.
- Internally communicate NOAA/OCS vision, mission, and objectives to division employees, and ensure they understand their value and contribution to meeting the organization'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/HSD is the primary project planner of four OMAO vessels.

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)

Proven effective leadership skills at an OCS Branch and successful tour as a hydrographic ship Commanding Officer.

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, however the division represents the technical operational expertise in acquisition and processing of hydrographic data. Proven outstanding performance on hydrographic vessels is required due to the direct ties to operational missions on NOAA hydrographic and private sector vessels. Broad operational experience in OCS hydrography, geodesy, remote sensing, or tides/currents throughout the US is desired. A certificate in hydrographic surveying, ocean mapping, or similar accreditation is preferred.

The incumbent must possess a valid security clearance at the SECRET level or higher with the ability to obtain TOP SECRET with SCI access including SI, TK, G, and HCS clearance upon reporting for duty.

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, oceanography, and remote sensing. The incumbent should be familiar or have served with the Navigation Services programs (OCS, NGS, and CO-OPS). The incumbent should have served in a variety of operational assignments aboard hydrographic vessels, including command at sea, commensurate with a career progression of increasing responsibilities as a commissioned officer in the NOAA Corps. Previous assignments within the Navigation Services programs as a branch chief are essential. In addition, the incumbent should have a record of accomplishments which demonstrate the following:

Vision - An articulated and clear vision of programmatic goals 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 ability, and a demonstrated dedication to the nautical charting mission.

Partnering - Accomplishments through tactical, operational, and strategic partnerships within NOAA, with other federal, state and local agencies, the private sector, and the international community.

Public Presence - Confidence in representing the federal government in situations of national interest.

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

Organizational Context - An excellent understanding of how the Navigation Services and NOAA Corps fit into the broader structure of NOAA, the Department of Commerce, the Executive Branch, and the 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 will have extensive opportunities to interact with NOAA, external agency, and international hydrographic organization leaders. High capacity to absorb information, make sound judgments, communicate, and serve in leadership roles is essential and will be honed during this assignment.

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)

N/A

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.

Knowledge of high level procurement and contract activities.

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

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

Develop skills in and oversee HSD Quality Management System (QMS) processes, audits and procedures.

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

- OCS maintains a world leadership role and reputation in the acquisition, processing, and application of hydrographic data.
- Projects for NOAA hydrographic ships are strategically and tactically coordinated to optimize available fleet time.
- Address Survey Backlog (contract funds for hydrographic surveys) are planned and executed to required standards and deadlines.
- Standards for hydrographic surveying are up to date and followed by ships, contractors, and small vessels.
- Data received into processing branches is processed and applied to HSD products in a timely and high quality manner.
- Annual training and conferences are of high quality and have appropriate participation.
- The Director is properly updated and aware of activities related to executing his/her vision for Coast Survey.
- The Director is properly briefed on division related issues before key meetings and events.
- HSD processes are documented in the OCS QMS.
- HSD components of the applicable OCS AOP, GPRA and organizational goals and milestones are tracked and met.

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 BRENNAN.RICHARD.T.1186632741 Digitally signed by BRENNAN RICHARD.T.1186632741
DN: cn=US, o=U.S. Government, ou=DoD, ou=PKI,
ou=NOAA, cn=BRENNAN RICHARD.T.1186632741
Date: 2016.10.31 22:04:43 -04'00' 2. Date 2016-08-04

3. Name CAPT Richard T. Brennan, NOAA 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 *Gerd F. Glang* GLANG.GERD.F.1019285916 2016.08.04 15:54:56 -04'00' 2. Date 2016-08-04

3. Name RDML Gerd F. Glang, NOAA 4. Title/Position Director, Office of Coast Survey

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 *Gerd F. Glang* GLANG.GERD.F.1019285916 2016.08.04 15:55:13 -04'00' 2. Date 2016-08-04

3. Name RDML Gerd F. Glang, 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 BRAKOB.DEVIN.ROY.1045507200 Digitally signed by BRAKOB.DEVIN.ROY.1045507200
Date: 2016.11.02 09:40:09 -04'00' 2. Date 2016-11-02

3. Name CAPT Devin R. Brakob, 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 *David A. Score* By Direction 2. Date 2016-11-03

3. Name RADM David A. Score, NOAA 4. Title/Position Director, NOAA Corps

Print Form

Submit to CPC (Reviewer Use Only)