

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

A. Billet Number	7250	B. Billet Title	Chief, Products Branch G
C. Grade Requested	O4 - LCDR	D. Type of Submission	ANNUAL RECERTIFICATION
E. Minimum amount of overlap between incumbent officer/reporting officer for continuity of duties	1 Month		
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	B. Street Address	N/CS2				
C. City	Silver Spring	D. State	Maryland	E. Country	United States	F. Zip Code	20910
G. Office	2408478036	x		H. Mobile		I. Fax	

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor							
1. Name	Julia Powell	2. Position	Chief, Marine Chart Division	3. Grade	ZA V		
4. Email	julia.powell@noaa.gov	5. Office	3029300150	x		6. Mobile	
B. Reporting Officer (2nd Level Supervisor)							
1. Name	Julia Powell	2. Position	Chief, Marine Chart Division	3. Grade	ZA V		
4. Email	julia.powell@noaa.gov	5. Office	3029300150	x		6. Mobile	
C. Reviewer (Normally the Reporting Officer's Supervisor)							
1. Name	RDML Benjamin K. Evans	2. Position	Director, Office of Coast Survey	3. Grade	O7		
4. Email	Director.OCS@noaa.gov	5. Office	2405330104	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	Production Branch G	5. Section or Team	N/A
B. NOAA Goal/Subgoal	Resilient Coastal Communities and Economie	C. Program	N/A		
D. NOAA Org Code	NJ2000	E. NFC Org Code	541009000200000000	F. Project-Task	Y8A5ANA-PNA

SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

This billet will support NOAA's efforts to enhance the safety and efficiency of the global marine transportation system through National Ocean Service (NOS) products and services. The Marine Chart Division (MCD) is responsible for production of the majority of publicly available nautical charts for US waters. MCD works closely with the NOAA's Hydrographic Surveys Division and Navigation Services Division to ensure the highest quality and safest charts are available.

Chief, Products Branch G (PBG) is responsible for the production and maintenance of the electronic navigation charts for the Gulf Coast (west of the Alabama border). The Chief position must work closely with other branch chiefs both within MCD and with NOS's other Divisions.

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

1. Manage the tasking and utilization of PBG full-time employees (FTEs) including training and performance management. This includes ensuring that source is properly assigned to qualified personnel and that standards are established and maintained for both compilation and review of source. Care must be taken to ensure that source is properly prioritized to ensure that the most critical updates are applied in a timely manner and that branch resources are effectively used to update all charts.
2. Represents the Marine Chart Division at meetings and conferences with federal, state, and local agencies and private organizations with interests in the Gulf Coast Region.
3. Ensure Branch activities are conducted in accordance with all organizational guidelines.
4. Manage the tasking of source to contract workforce and provide guidance and feedback regarding their work.
5. Work effectively with other branch chiefs to provide feedback and guidance on updating charting policy and procedures.
6. Ensure effective communication with NSD's Customer Affairs Branch through the Navigation Managers responsible for Texas and Louisiana/Mississippi. This requires constant discussions with two different Navigation Managers and a variety of customers to ensure that customers needs are being effectively met.
7. Respond to all ASSIST tickets, complaints, or questions routed to PBG in a timely manner.

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

11

Grades of supervised personnel

ZP1-ZP4

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

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 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)

Prior experience leading people required. Experience with nautical charting and hydrographic data is desirable.

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)

Maritime background and knowledge of the technology used by mariners is required. Must be familiar with Office of Coast Survey products.

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).

1. Officer must possess excellent oral and written communication skills in order to effectively deal with the public, other government agencies, and international partners.
2. Strong familiarity with Geographic Information Systems is preferred, and a Masters level degree in Geography, Geomatics, GIS, or related subject is strongly desirable.
3. A familiarity with NOAA hydrographic survey is preferable as knowledge of survey deliverables and specifications is beneficial.

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 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)

This billet has the opportunity to lead a team, work with and lead external partners, gain experience in international activities, and build inter-agency partnerships. As technology changes, the incumbent will have opportunities to help shape the future of nautical charting. Success in this assignment should help to prepare the officer for leadership positions in the Office of Coast Survey and as the CO of a hydrographic vessel.

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 Chief, PBG billet provides the incumbent with a solid foundation in personnel management. The incumbent will develop familiarity with T&A processes and performance plan development and performance plan feedback.

The incumbent will be responsible for interfacing with various Federal, State, and local professionals in updating and maintaining the national marine transportation system through chart updates and improvements.

The incumbent will have the opportunity to present at multi-agency meetings, and will be involved in change management and process improvement within MCD.

The incumbent may have the opportunity to earn IHO CAT-B certification as a cartographer.

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

1. Manage the production of PBG charting products, services, and related activities within production goals established by the Annual Operating Plan. Maintain Branch nautical products in continual maintenance for source.
2. Assure evaluation of products for timeliness, requirements, data integrity and product quality. Process all DtoN's within established MCD time lines. Apply and deliver at least 75% of all critical corrections within 11 calendar days. Respond to all ASSIST inquiries in a timely and professional manner.
3. Effectively lead human resources to meet branch objectives, provide appropriate level of guidance and oversight, motivate employees emphasizing analysis and teaming to problem solving: a) Identify employee developmental requirements and support employee participation in professional development opportunities, such as specialized training, tours, rotational assignments, etc. b) Implement IDP's for all employees to reflect stated actions such that employees accomplish more than 50% of short-term IDP goals. c) Recruitment, retention, and development strategies are applied in hiring and retaining qualified employees.
4. Manage employee performance according to merit principles, evaluate performance in accordance with established standards, develop effective performance plans with clear and measurable expectations, provide appropriate feed back to employees within required time lines. All required personnel documents are submitted on time with no errors requiring re-work.
5. Coordinate with the local Navigation Managers (within Navigation Services Division) to ensure coordination with local organizations. Market OCS capabilities, information, products and services to customers and articulate customer support requirements to the workforce. Demonstrate understanding of customer issues and organizational impacts. Identify new or changing requirements, including any resource estimates needed to meet need. Hold a minimum of one branch meeting per month to communicate issues to workforce. Meetings will be complete with agenda, notes, action items, due dates and follow up tracking as needed to completion. Demonstrate corporate thinking and commitment to OCS goals and objectives; Coordinate with other federal agencies in managing and executing goals and requirements. Attend a minimum of one event with other federal agencies or major partners (NGA, USACE, USPS etc.).
6. Demonstrate understanding of technical and process issues. Develop and revise procedures, standard operating procedures and documentation to support safe and efficient production activities. Enter and maintain all QM documents within the Division document management system.

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 DOIG.MICHAEL.EDWARD.1166215010 Digitally signed by
DOIG.MICHAEL.EDWARD.1166215010
Date: 2024.03.04 12:26:40 -05'00'

2. Date 2024-03-04

3. Name LCDR Michael E. Doig, NOAA

4. Title/Position Chief, Production Branch G, MCD

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 POWELL.JULIA.LIEBESKIND.1365887728 Digitally signed by
POWELL.JULIA.LIEBESKIND.1365887728
Date: 2024.03.04 13:46:46 -05'00'

2. Date 2024-03-04

3. Name Julia Powell

4. Title/Position Chief, Marine Chart Division

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 MANSOUR.JASON.ROBERT.1267666780 Digitally signed by
MANSOUR.JASON.ROBERT.1267666780
Date: 2024.03.05 09:34:57 -05'00'

2. Date 05 MAR 2024

3. Name CAPT Jason R. Mansour, NOAA

4. Title/Position NOS Liaison Officer to OMAO

D. Commissioned Personnel Center Endorsement

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

1. Signature COLEGROVE.ANDREW.RAYMOND.1292287646 Digitally signed by
COLEGROVE.ANDREW.RAYMOND.1292287646
Date: 2024.04.02 15:03:02 -04'00'

2. Date 2024-04-02

3. Name CDR Andrew Colegrove, NOAA

4. Title/Position Chief, Officer Career Management Division

E. Director, NOAA Corps Endorsement

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

1. Signature  Digitally signed by VAN
WESTENDORP.CHRISTIAAN.HENRY.1012828175
Date: 2024.04.26 13:27:43 -04'00'

2. Date 4/26/2024

3. Name CAPT Chris van Westendorp, NOAA

4. Title/Position Director, Commissioned Personnel Center

Print Form

Submit to CPC (Reviewer Use Only)