

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION

A. Billet Number	7260	B. Billet Title	Chief, Atlantic Hydrographic Branch
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	2 Months		
F. Duty Type	FIXED SHORE	G. Estimated Length of Assignment	3 years

SECTION 2 - DUTY STATION ADDRESS AND CONTACT INFORMATION

A. Street Address	N/CS33, AHB	B. Street Address	439 West York Street				
C. City	Norfolk	D. State	Virginia	E. Country	United States	F. Zip Code	23510
G. Office	+1 (757) 441-6746	x	101	H. Mobile		I. Fax	

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor							
1. Name	Jeffrey Ferguson	2. Position	Chief, Hydrographic Surveys Division	3. Grade	ZP V		
4. Email	jeffrey.ferguson@noaa.gov	5. Office	+1 (301) 713-2700	x	124	6. Mobile	+1 (240) 753-4729
B. Reporting Officer (2nd Level Supervisor)							
1. Name	Jeffrey Ferguson	2. Position	Chief, Hydrographic Surveys Division	3. Grade	ZP V		
4. Email	jeffrey.ferguson@noaa.gov	5. Office	+1 (301) 713-2700	x	124	6. Mobile	
C. Reviewer (Normally the Reporting Officer's Supervisor)							
1. Name	CAPT John Lowell	2. Position	Director, Office of Coast Survey	3. Grade	O6		
4. Email	john.lowell@noaa.gov	5. Office	+1 (301) 713-2770	x	134	6. Mobile	+1 (301) 873-2064

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	Hydrographic Surveys Div	4. Branch	Atlantic Hydrographic Br	5. Section or Team	

B. NOAA Goal/Subgoal	C&T	C. Program	MTS
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D. NOAA Org Code	CS3300	E. NFC Org Code	10-09-0003-03-00-00	F. Project-Task	
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SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

The billet will support NOAA's efforts to enhance the safety and efficiency of the United States Marine Transportation System through NOS products and services. The Atlantic Hydrographic Branch's (AHB) primary missions are to verify and quality assure hydrographic surveys submitted from NOAA hydrographic vessels and contractors, and to cartographically generalize these surveys to display critical navigational information for updating NOAA's nautical chart products.

SECTION 6 - DUTIES AND RESPONSIBILITIES

6A. Description of Duties and Responsibilities

1. Responsible for direct supervision and management of all Branch personnel, which includes 13 civilian employees, 1 NOAA Corps Officer and up to 4 contractors/interns.
2. Manage Branch personnel and resources to effectively process hydrographic surveys submitted by NOAA field units and contractors. Continually monitor Branch output and processes and look for improvements in Branch productivity.
3. Develop Branch's yearly budget and execute spending for compliance to yearly and monthly targets.
4. Ensure all hydrographic data and projects are properly tracked, that data is transferred to HSD and NGDC efficiently and all data acquired is properly archived.
5. Provide leadership on technical issues to other Federal, nongovernmental and private sector partners regarding technology and programmatic direction and improvements.
6. Develop new ways for HSD to support NOAA's IOCM and other cross Office efforts without significantly impacting Branch productivity.

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):

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 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 supervisory experience required.

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 must have a strong hydrographic background and be intimately familiar with operations aboard NOAA hydrographic survey vessels. Prior experience as Field Operations Officer or XO aboard NOAA hydrographic vessel preferred.

Maritime background and knowledge of the technologies used by mariners preferred. Familiarity with Office of Coast Survey's production of nautical charts is desirable.

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).

Officer must possess good oral and written communication skills so that they can effectively deal with the public and other government agencies. IHO Category A training and/or ACMS Hydrographic certification desired.

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 type="checkbox"/> External Awareness <input checked="" type="checkbox"/> Strategic Thinking <input type="checkbox"/> Political Savvy <input checked="" type="checkbox"/> Vision <input checked="" type="checkbox"/> Partnering

Leadership Development Comments (Optional)

The billet has the opportunity to provide the incumbent with a broad understanding of OCS resources and capabilities in the region and the intrinsically linked relationships between NOAA and other government and non-government agencies and organizations. Successful completion of assignment should qualify the Officer for more advanced positions in OCS and as CO of a hydrographic survey 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 geographic separation from HQ leads to the opportunity to exercise significant independent management control of the Branch.

The officer will supplement his knowledge of hydrographic field operations with the data verification, evaluation and cartographic procedures.

Potential to write scientific papers and articles for publication and/or presentation at conferences.

Potential to work towards an ACSM hydrographic Certification.

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

1. Successful supervision of all Branch employees, including on time completion of performance plans, mid-term and final reviews with concise, meaningful written documentation of employee performance and activities.
2. Execute Branch budget effectively and within 5% of assigned targets.
3. Manage Branch resources to effectively process hydrographic surveys aiming for 100 surveys processed per year.
4. Track all surveys using "survey tracker" with all activities entered into the database within 1 business day of completion.
5. Ensure robust "data stewardship" processes for all data that passes through the Branch, ensuring the data is properly archived and available for public distribution.
6. Market OCS capabilities, information, products and services.

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 **Captain Michele Finn**

Digitally signed by Captain Michele Finn
DN: cn=Captain Michele Finn, o=Disaster Response Center,
ou=NOS/ORR, email=michele.a.finn@noaa.gov, c=US
Date: 2010.07.06 16:11:56 -0400

2. Date **2010-07-06**

3. Name **for Jeffrey Ferguson**

4. Title/Position **Chief, Hydrographic Surveys Division**

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 **Captain Michele Finn**

Digitally signed by Captain Michele Finn
DN: cn=Captain Michele Finn, o=Disaster Response Center,
ou=NOS/ORR, email=michele.a.finn@noaa.gov, c=US
Date: 2010.07.06 16:12:21 -0400

2. Date **2010-07-06**

3. Name **for Jeffrey Ferguson**

4. Title/Position **Chief, Hydrographic Surveys 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 **Captain Michele Finn**

Digitally signed by Captain Michele Finn
DN: cn=Captain Michele Finn, o=Disaster Response Center,
ou=NOS/ORR, email=michele.a.finn@noaa.gov, c=US
Date: 2010.07.06 16:12:48 -0400

2. Date **2010-07-06**

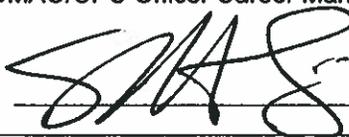
3. Name **Captain Michele Finn, NOAA**

4. Title/Position **NOS Liaison Officer**

D. Commissioned Personnel Center Endorsement

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

1. Signature

 **CDR/USNA**

2. Date **11-23-11**

3. Name **CDR Scott Sirois**

4. Title/Position **Chief, Officer Career Management Division**

D. Director, NOAA Corps Endorsement

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

1. Signature

 **NOAA**

2. Date **11/22/2011**

3. Name **RADM Jonathan Bailey**

4. Title/Position **Director, NOAA Corps**

Print Form

Submit to CPC (Reviewer Use Only)

