

## **Frequently Asked Questions**

### **Hydrographic Services Review Panel - Call for Nominations**

#### **I wasn't selected multiple times, should I submit again?**

Yes, you are **STRONGLY ENCOURAGED** to resubmit every year due to changes to the mix of expertise and geography. While there are few slots and some current members may be eligible for a second term, NOAA appreciates having you in the pool to consider and create the most balanced panel. Prior nominees will be asked and encouraged to resubmit their nomination.

#### **What is the time frame for nominations and selection?**

Nominations are accepted on a rolling basis and due no later than mid April. The new term starts January 1. Nominations received after the deadline will be kept on file and may be used to fill future vacancies. You can expect to hear back in the Fall.

#### **What is a complete nomination package and how long should it be?**

Nominees are asked to submit the following and be no longer than a total of 8 pages:

1. A cover letter noting your area of expertise from the list in the FRN, information about your interest in serving, subject expertise, and geographic area.
2. Respond to the 5 short response questions in the Federal Register Notice:
  - a) List the area(s) of expertise, as listed in the FRN, which you best represent.
  - b) List the geographic region(s) you primarily associate your expertise.
  - c) Describe your professional experiences or leadership which you believe will contribute to the effectiveness of this panel.
  - d) Describe your familiarity and experience with NOS navigation, positioning and observations data, products, services, and programs.
  - e) Generally describe the breadth and scope of stakeholders, users, or other groups whose views you believe you can share with the panel.
3. A biography of 350 words or less and a photo.
4. A short CV.

#### **What are the categories of expertise you are seeking?**

The HSRP provides advice on current and emerging oceanographic and marine science technologies relating to operations, research and development; and dissemination of data pertaining to: (a) Hydrographic surveying; (b) Coastal and shoreline surveying; (c) Nautical charting; (d) Water level measurements; (e) Current measurements; (f) Geodetic measurements; (g) Geospatial measurements; (h) Geomagnetic measurements; and (i) Other oceanographic/marine related sciences. The individuals shall be especially qualified in one or more of the disciplines and fields relating to: hydrographic data and hydrographic services, marine transportation, port administration, vessel pilotage, coastal and fishery management, marine navigation and technology, marine shipping or other intermodal transportation industries, cartography and geographic information systems, geodesy, physical oceanography, resource management, including coastal preparedness and emergency response, and related fields.

#### **What kind of candidates are you seeking?**

The mix of expertise, knowledge, background, and geographic diversity required for a balanced make up for the HSRP changes each year. It is dependent on who is rotating off, some who are eligible may apply for a possible 2<sup>nd</sup> term, and the most diverse mix for the few slots. If you remain interested, it is strongly recommended you re-nominate during each call for nominations period.

#### **How much time does it take and how many meetings are there?**

There are 2 public meetings of approximately three days each in spring and fall. There are informational/administrative meetings and working group meetings approximately once a month. To learn more about serving, you can view past HSRP recommendations, issue and position papers: <https://www.nauticalcharts.noaa.gov/hsrp/recommendations.html>

**Are members paid?**

Members are compensated with a small salary when they are actively advising NOAA at 2 public meetings a year and serve as Special Government Employees (SGEs). The meetings are approximately 3 days each for a total of 6 days a year plus travel reimbursement. The members are not compensated for informational, administrative and working group meetings. NOAA pays for travel to the public meetings in accordance with the Federal Travel Regulations.

**How long is the process for nominations and when will I hear from you?**

The review, vetting and onboarding process take approximately 6-12 months. There are multiple layers of reviews, and the package is processed through NOS and NOAA offices prior to the selection. There is processing for the new members through NOAA and DOC offices.

**Will I receive a confirmation note after I send in my nomination?**

You will receive an email and infrequent updates. If you do not receive one, please inquire.

**I'm a Federal, State, local employee, or a retired Fed - can I serve on the HSRP?**

Federal employees cannot serve. State, local, and retired Federal employees can serve.

**Can foreign nationals be nominated?** Yes, but foreign nationals must reside in the US.

**I'm a registered lobbyist, can I serve?** Registered lobbyists can not serve.

**How many terms can I serve?** Members can serve a max of 2 four year terms.

**Should I send recommendation letters?** Recommendation letters are not required.

**Why do you ask me for a 350 word biography and a photo?**

A short bio is used throughout the vetting and review process, if selected will be used for a press announcement, and member bios / photos are posted to the HSRP website.

**Is there a nomination form?**

There is no nomination form. Please submit a cover letter with your area of expertise, respond to the 5 questions, include a short biography (350 words), a short CV – and it should be no longer than 8 pages.

**What is the maximum length for the nomination?**

The nomination should be 8 pages including the response to 5 questions, CV, and short bio.

**My CV is 8 pages and I'd like to send you my recent 20 page paper, can I?**

Your statement of interest should be no longer than 8 pages. Please don't submit your 20 page paper or 8 page CV, however you can provide a web link or magazine citation.

**For more information on the HSRP:**

- Nominations: <https://www.nauticalcharts.noaa.gov/hsrp/call-application.html>
- Current and past member info: <https://www.nauticalcharts.noaa.gov/hsrp/panel.html>
- Recommendations: <https://www.nauticalcharts.noaa.gov/hsrp/recommendations.html>
- Working groups: <https://www.nauticalcharts.noaa.gov/hsrp/workinggroups.html>
- Meeting documents: <https://www.nauticalcharts.noaa.gov/hsrp/meetings.html>