



Frequently Asked Questions

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Hydrographic Services Review Panel - Call for Nominations

What is the time frame for nominations? The period for nominations is on a rolling basis and should be submitted by May 25. Nominations received after this date will be kept on file and may be used to fill vacancies. The positions to be filled start on January 1. There are two public meetings a year in spring (March or April) and late summer or early fall (end of Aug or Sept).

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

Nominees are asked to submit the following and it should be no longer than 8 pages:

1. A cover letter noting your area of expertise from the list in the FRN, information about your interest in serving, and your geographic area of expertise.
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) of the country with which you primarily associate your expertise.
 - c) Describe your leadership or professional experiences which you believe will contribute to the effectiveness of this panel.
 - d) Describe your familiarity and experience with NOAA navigation data, products, and services.
 - e) Generally describe the breadth and scope of stakeholders, users, or other groups whose views and input you believe you can share with the panel.
3. A biography of 350 words or less.
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) 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 other related fields.

Is there a nomination form?

There is no nomination form. Your cover letter with your area of expertise, response to the five questions, a short biography of 350 words, and a short CV will serve as the self-nomination package.

What is the maximum length for the nomination?

There is a limit of 8 pages for the entire nomination including response to 5 questions, CV, and biography.

Why do you ask me for a biography and a photo?

Your short biography is used throughout the vetting and review process, for a press announcement, and it will be posted to the HSRP website if you are selected to serve.

Will I receive a note after I send in my nomination? Yes, you will receive a confirmation email and infrequent updates. If you do not receive a confirmation email, please inquire about the receipt of your nomination.

Is it necessary to fill in a nomination or can you use the one I submitted for 2015 or 2016? You will need to self-nominate again as one new question was added in 2016. Applications from 2018 will be automatically be re-reviewed.

What kind of candidates are you seeking? The mix of expertise and geographic diversity required to provide a balanced make up for the HSRP changes each year dependent on who is rotating on and off the current panel. If you remain interested, it is strongly recommended you re-nominate during each call for nominations period.

I'd like to send you my recent 20 page paper, can I? Your statement of interest should be no longer than 8 pages total. Please don't submit your 20 page paper, however you are encouraged to provide a website or magazine citation on where to find your paper.

My CV is 8 pages and I want to provide it as part of my package. Your total nomination must be no longer than 8 pages.

How much time does it take and how many meetings are there? There are 2 public meetings of approximately three days each. There are member informational/ administrative meetings and working group meetings throughout the year approximately once a month. To get a better sense about serving, you can view past meeting information including agendas, presentations, HSRP and NOAA letters, transcripts, webinars and other materials at the following website: <https://www.nauticalcharts.noaa.gov/hsrp/meetings.htm>

Are members paid? HSRP members are compensated for their time when they are actively advising NOAA at the two HSRP public meetings a year. The meetings are 2-3 days each for a total of approximately 5-6 days a year. The members are not compensated for informational, administrative and working group meetings which occur throughout the year. Members are compensated as Special Government Employees (SGEs). NOAA pays for travel to the public meetings in accord with the Federal Travel Regulations.

How long is the process for new nominations? There is a review and vetting process of approximately 6 months or more. There are multiple layers of reviews, and the package is processed through multiple NOS, NOAA and DOC offices and is vetted prior to the selection announcement. After the selection is made, there is additional processing to onboard the new members through the NOAA Workforce Management Office.

I'm a Federal, State or local employee, can I serve on the HSRP? Federal employees cannot serve on the HSRP. State and local employees, and retired Federal can serve.

Can foreign nationals be nominated to the HSRP? Foreign nationals must reside in the US.

I'm a registered lobbyist, can I serve on the HSRP? Registered lobbyists can not serve.

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

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

I've self nominated in the past and wasn't selected, should I nominate myself again? Yes, the mix of expertise and geographic diversity to provide a balance changes each year.