NOAA Form 56-28A
(8-94)

U.S. DEPARTMENT OF COMMERCE
NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

TO: DIRECTOR, COMMISSIONED PERSONNEL CENTER, CPC

FROM: Navigation Services Division
ROUTING CODE: N/CS5
ADDRESS:
1315 East West Highway
Silver Spring, MD 20910

THRU (Liaison Officer):
CDR Carl Groeneveld

BILLET TITLE: Hydrographic Team Leader (Northeast)
BILLET #: 7217

PHONE NUMBER: (301) 713-2730

RANK REQUESTED: (0-2, 0-3, 0-4, etc.) 02-04
GS/GM EQUIVALENT: GS-10

(This block to be completed by liaison officer)
IS THIS A NEW BILLET: [X] YES [ ] NO
BILLET PRIORITY: [X] A, [ ] B, [ ] C, [ ] R

IMMEDIATE SUPERVISOR:	TITLE:	PHONE NUMBER:
LCDR Rick Fletcher	Chief, Navigation Response Branch	(301) 713-2730

EDUCATIONAL REQUIREMENTS:

Same as for entry into NOAA Corps.

OTHER QUALIFICATIONS (INCLUDE PARTICULAR SECURITY CLEARANCES, SKILLS, ETC...)

The officer must have completed at least one tour on board a hydrographic survey vessel with experience as launch OIC. The officer should be familiar with data acquisition and data processing for single, multibeam, and side scan sonar systems. The officer should be able to work with minimal supervision and be able to communicate well in public forums,

1. GENERAL DESCRIPTION OF BILLET:

This billet resides within the Navigation Response Branch, Navigation Services Division, Office of Coast Survey, National Ocean Service. The officer leads a mobile Navigation Response Team that conducts surveys in major ports in the Northeast United States. The officer will be responsible for planning, conducting and processing hydrographic and chart evaluation surveys at the direction of the Branch Chief. The officer is also responsible for constituent briefings on the survey results.

This is a mobile assignment and significant travel is required throughout but not limited to the Northeast region. This assignment is considered an arduous assignment.

2. DUTIES AND RESPONSIBILITIES:
a. Is this a supervisory billet? [X] YES [ ] NO
b. If so, state number and grade of personnel supervised. Number: 2 Grade(s): GS-5/7/8/9

1. Manage and administer Navigation Response Team which includes survey launch, processing trailer, trucks, personnel.
2. Work with the local Navigation Managers, other NOAA components, federal agencies, or navigation constituents to facilitate data acquisition and processing requirements for hydrographic and chart evaluation surveys.
3. Conduct surveys as required.
4. Compile products that show survey results.
5. Brief constituents on survey procedures and results.
6. Assist the Northeast Navigation Manager as required with conducting NOAA constituent outreach.

CONTINUE IN ITEM 4

3. CAREER DEVELOPMENT OPPORTUNITIES:

This billet provides an opportunity for the officer to develop a wide breadth of technical skills including project planning, data acquisition, data processing, tidal, geodetic, and Geographic Information System (GIS) skills. In addition this billet will provide opportunities for development of management skills such as procurement, budget, T&A, as well as individual skills in communication, leadership, and supervision. Successful completion of this billet should be sufficient to prepare the officer for Field Operations Officer or Navigation Manager.

4. ADDITIONAL COMMENTS:

SIGNATURE OF SUPERVISOR:	DATE: 04/16/2002