

## NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

### SECTION 1 - GENERAL INFORMATION

A. Billet Number	7231	B. Billet Title	Chief, HSTP
C. Grade Requested	0-4	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	1315 East West Highway N/CS11	B. Street Address					
C. City	Silver Spring	D. State	Maryland	E. Country	United States	F. Zip Code	20910
G. Office	+1 (301) 713-2653	x	152	H. Mobile		I. Fax	+1 (301) 713-2401

### SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor							
1. Name	Richard T. Brennan	2. Position	Chief, Coast Survey Development Lab	3. Grade	O6		
4. Email	richard.t.brennan@noaa.gov	5. Office	+1 (301) 713-2801	x	121	6. Mobile	
B. Reporting Officer (2nd Level Supervisor)							
1. Name	Richard T. Brennan	2. Position	Chief, Coast Survey Development Lab	3. Grade	O6		
4. Email	richard.t.brennan@noaa.gov	5. Office	+1 (301) 713-2801	x	121	6. Mobile	
C. Reviewer (Normally the Reporting Officer's Supervisor)							
1. Name	Gerd Glang	2. Position	Director, Office of Coast Survey	3. Grade	O7		
4. Email	gerd.glang@noaa.gov	5. Office		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		2. Office, Center, or Lab			
3. Division		4. Branch		5. Section or Team	
B. NOAA Goal/Subgoal			C. Program		
D. NOAA Org Code		E. NFC Org Code		F. Project-Task	

## SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

NOAA is authorized to provide nautical charts and related hydrographic information for the safe navigation of maritime commerce and for engineering, scientific, and other commercial and industrial activities per the Coast & Geodetic Survey Act of 1947 and the Hydrographic Services Improvement Act of 1998 (and amendments). This requirement covers all US territorial waters and the US Exclusive Economic Zone (EEZ). Chart carriage regulations of the US Coast Guard (33 CFR 164.33) mandate that vessels operating in US waters carry official marine charts and nautical publications to facilitate safe passage within US waters. The data that NOAA collects and the nautical charts and publications NOAA produces meet carriage requirements and directly support safe and efficient navigation, Maritime Domain Awareness, and Homeland Security in areas of national interest, protection of the marine environment, coastal and marine spatial planning, and economic prosperity for the nation.

The US national charting program is managed by the Office of Coast Survey (OCS), which maintains a suite of approximately 2,000 nautical charts - updated weekly. OCS is recognized as the US National Hydrographic Office by other federal, state, and local government agencies as well as foreign hydrographic offices. OCS's charting mission fits primarily under NOAA's strategic goal to support the nation's commerce with information for safe, efficient, and environmentally sound marine transportation. OCS works closely with NOAA's OMAO to accomplish the data collection mission with four ships dedicated to hydrographic missions. OCS works with the US Navy and National Geospatial-Intelligence Agency (NGA) and with other international Hydrographic Offices to focus maritime technology and set global standards for marine navigation information.

## 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. Responsible for the direct supervision and management of Hydrographic Systems and Technology Programs (HSTP) branch personnel, which includes 8 civilian FTEs, up to three NOAA Corps Officers (O3 and below), and up to two contractors. These personnel are located in Silver Spring, MD; Norfolk, VA; Seattle, WA and Durham, NH.
2. Manage branch personnel to initiate, manage and complete projects to:
  - Test and evaluate new technology for hydrographic data acquisition and processing and facilitate transition of new technology to NOAA field units,
  - Develop and support tools and workflows to improve efficiency in data acquisition, processing and quality control,
  - Coordinate and host an annual hydrotraining class for new and experienced hydrographers,
  - Provide technical support to NOAA's hydrographic data acquisition platforms,
  - Act as a liaison between hydrographic platforms and hydrographic software and hardware vendors for technical support and product improvement,
  - Provide technical expertise in support of ocean mapping activities across the NOAA fleet,
  - Serve as Coast Survey's technical representative to inter and intra agency working groups, meetings, conferences and the ocean mapping community.
3. Develop and execute the Branch's yearly budget.
4. Maintain a strategic and tactical relationship with OMAO Marine Engineering for the installation, integration, and maintenance of hydrographic equipment on NOAA vessels.
5. Maintain a strategic relationship with Office of Coast Survey divisions and the director of Coast Survey to ensure goals of the organization are met.
6. Maintain a strategic relationship with University of New Hampshire's Center for Coastal and Ocean Mapping Joint Hydrographic Center.
7. As ex officio member of Board of Hydrographers, advise Director, Hydrographic Surveys Division on changes to NOAA Survey Specifications and Deliverables

### 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):

Three Autonomous Vehicles: Remus 100, Remus 600, VCT Harborscan, (\$2 million)

## 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)	Leading Others	<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)		<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)	Leading Performance and Change	<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)		<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)	Leading Organizations	<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)

Must have demonstrated ability to lead diverse groups in accomplishing technical tasks and delivering high quality products.

Prior supervisory experience is highly recommended.

## 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. Hydrographer-in-charge qualification on a NOAA hydrographic vessel or equivalent experience, successful tour as an Operations Officer or Executive Officer on a NOAA hydrographic ship experience is highly recommended.

## 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).

Candidate must have robust background in all aspects of field hydrography including acoustics, geodesy, horizontal and vertical control, and data acquisition and processing software.

Technical knowledge: strong understanding of theoretical and practical aspects of: single beam, multibeam, and side-scan sonar systems; attitude and position measuring systems including inertial navigation systems and GNSS positioning including kinematic GNSS approaches; water-level instrumentation and methods of data reduction; data storage methods including network attached storage (NAS).

Programmatic Knowledge: in depth understanding of NOS Hydrographic Survey Specifications and Deliverances and Field Procedures Manual. Must have demonstrably contributed to the development and evolution of both documents. Must have operationally lead NOAA hydrographic survey team or field party and been responsible for submission of data products.

Vision - must have clear vision for technical progression in hydrography.

Scientific/Technical Background - Must have presented original work at a technical or scientific conference or published work in a technical or scientific journal. A certificate in hydrographic surveying, ocean mapping, or similar accreditation in geodesy or remote sensing is preferred.

## 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 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 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 type="checkbox"/> Human Capital Management <input type="checkbox"/> Financial Management <input checked="" 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 Development Comments (Optional)

The incumbent will have extensive opportunities to interact with OCS, NOAA, external agency, and intentional hydrographic organization technical and managerial leaders. High capacity to absorb information, make sound and rapid judgments, communicate with a diverse audience at a wide range of technical levels, and serve in leadership roles is essential and will be honed during this assignment.

## 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)

Diverse augmentation on NOAA operational assets expected.

## **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).

This billet is expected to develop supervisory and leadership skills and will serve to effectively transition the incumbent from a demonstrated successful management of field activities to management of longer term developmental projects, fostering organizational innovation, and identification and development of strategic opportunities.

As advocate for technical change and progress, this billet is expected to develop incumbents ability to lead from below and tactfully engage with senior leadership to move the organization forward.

Through engagement with OCS and NOAA leadership, the incumbent will gain knowledge in strategic planning and performance measurement.

The incumbent will develop a network across NOAA and global hydrographic community critical for maintaining and advancing the authoritative expertise of OCS as mapping and charting technical experts.

## **SECTION 13 - CRITICAL SUCCESS CRITERIA**

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

Success in this billet will be primarily measured by the success of the managed branch and the development of supervised personnel. Under successful leadership, HSTP personnel will:

- Be recognized as the core technical experts of OCS and NOAA with regard to the technical aspects of hydrography.
- Significantly contribute to the advancement of hydrographic practice through active participation in hydrographic and other scientific conferences and journals.
- Advance training and skill sets through formal and informal training opportunities such as coursework, advanced degrees, and certificate programs.
- Provide timely and effective support to NOAA field units to improve operational efficiency and effectiveness.

Additionally, the incumbent will

- Execute allocated budget
- Provide timely and valued guidance to OCS leadership.
- Effectively represent NOAA and OCS as technical liaison to: equipment and software vendors, international hydrographic offices, and other NOAA line-offices.

**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 *Olivia Hauser* NOAA 2014.08.29 15:10:45 -04'00' 2. Date

3. Name  4. Title/Position

**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 *Richard T Brennan* 2. Date

3. Name  4. Title/Position

**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 *Gerd F. Glang* GLANG.GERD.F.1019285916 2014.09.25 12:36:03 -04'00' 2. Date

3. Name  4. Title/Position

**D. Commissioned Personnel Center Endorsement**

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

1. Signature *Kurt Zegowitz* 2. Date

3. Name  4. Title/Position

**E. Director, NOAA Corps Endorsement**

"I am the  and I approve  this billet."

1. Signature *David A. Score* RADM/NOAA 2. Date

3. Name  4. Title/Position