

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION

A. Billet Number	7110	B. Billet Title	Chief, Requirements Branch, NGS Remote Sensing Division
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 weeks		
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 Hwy	B. Street Address	SSMC3, Rm 8350				
C. City	Silver Spring	D. State	Maryland	E. Country	United States	F. Zip Code	20910
G. Office	+1 (301) 713-2663	x	173	H. Mobile		I. Fax	+1 (301) 713-4572

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor							
1. Name	Albert M. Girimonte	2. Position	Deputy Chief, Remote Sensing Division	3. Grade	O5		
4. Email	albert.girimonte@noaa.gov	5. Office	+1 (301) 713-2663	x	153	6. Mobile	+1 (813) 385-2768
B. Reporting Officer (2nd Level Supervisor)							
1. Name	Michael L. Aslaksen, Jr	2. Position	Chief, Remote Sensing Division	3. Grade	ZP V		
4. Email	mike.aslaksen@noaa.gov	5. Office	+1 (301) 713-2663	x	160	6. Mobile	+1 (301) 801-9024
C. Reviewer (Normally the Reporting Officer's Supervisor)							
1. Name	Benjamin Bergersen	2. Position	Acting Deputy Director, National Geodetic Survey	3. Grade	GS 15		
4. Email	benjamin.bergersen@noaa.gov	5. Office	+1 (301) 713-3222	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	NOS	2. Office, Center, or Lab	NGS		
3. Division	NGS3	4. Branch	NGS3200	5. Section or Team	
B. NOAA Goal/Subgoal	Resilient Coastal Communities & Economies	C. Program	Marine Transportation		
D. NOAA Org Code	NL3000	E. NFC Org Code	10-11-0003-02-00-00-00	F. Project-Task	C30

SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

The National Geodetic Survey Remote Sensing Division has three core programs: the Coastal Mapping Program (CMP), the Aeronautical Survey Program (ASP), and Emergency Response (ER). The main function of the Requirements Branch is to determine/prioritize the requirements of aerial surveys for the three programs, plan the surveys, and monitor/oversee their execution. To properly plan and develop strategies, interaction with the NOS Office of Coast Survey (OCS), the NOS Center for Operational Oceanographic Products and Services (CO-OPS), and the Federal Aviation Administration (FAA) and Other Government Agencies is essential. The Requirements Branch Chief position requires significant project coordination throughout the National Ocean Service as well as with various FAA Aeronautical Survey offices, federal/state government mapping agencies, and academia. The Chief position also requires knowledge and proficiency with GIS and mission software applications in order to provide leadership, guidance, and quality assurance to digital survey planning products and data management.

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

The incumbent will report to the Remote Sensing Division (RSD) Chief and Deputy Chief. The officer will be responsible for the overall supervision and leadership of the Requirements Branch personnel to define requirements and accomplish planning functions for the division. Duties will support production as well as research efforts. This requires the application of professional knowledge and operational skills in airborne remote sensing, mapping and related sciences. By working with the other Remote Sensing Division branch chiefs, the incumbent will ensure the remote sensing flight program (operational field unit) and contractors are provided all relevant project instructions prior to field season commencement. The officer will assist the Division Chief with tracking and meeting internal and external performance metrics. The incumbent will ensure administrative functions of the branch are properly completed in a timely manner.

- 1) Responsible for all accomplishments of all Requirements Branch responsibilities.
- 2) Supervision of Requirements Branch personnel (nominally 10 FTE, contractors, and Corps officers) and implementation of NOAA policies at the branch level.
- 3) Represents the Requirements Branch, RSD, and NGS at meetings and conferences with Federal, State, and Local agencies as well private organizations.
- 4) Identify, organize, and provide training for Requirements Branch personnel concerning mission planning, operations, and survey methodology.
- 5) Responsible for supervising cartographer's planning data to ensure adherence to administrative policies and technical specifications prior to delivering products to aeronautical survey field parties, contractor field parties, and NOAA flight crews.
- 6) Develop, maintain, organize and provide updated manuals for RSD field parties.
- 7) Maintain proficiency in mission GIS applications and mission software for standardization and QA review.
- 8) Coordinate RSD requirements with other NGS divisions or NOAA offices such as the Office of Coast Survey.
- 9) Coordinate with CO-OPS on tidal gauge installation for future surveys.
- 10) Schedule and plan surveys to support the Coastal Mapping, Aeronautical Survey, and Emergency Response programs.
- 11) Assist RSD Chief on allocation of funds and tracking of mission budgets.
- 12) Coordinate with NGS Aeronautical Survey Program Manager and NGS Contract Managers for future and ongoing surveys as well as contractor deliverables.
- 13) Define aerial survey requirements and provide aerial planning products to NOAA and/or contract flight crews.
- 14) Promote NOAA Corps opportunities within NGS and RSD.
- 15) Fulfill operational duties aboard ship or aircraft on a augmentation basis as needed by OMAO. NGS/RSD has a strong partnership with OMAO and is understanding of the needs of the fleet.

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):

The Chief, Requirements Branch is responsible for tasking NOAA aircraft that support RSD's missions (primarily the Hawker Beechcraft King Air - N68RF) with aerial survey projects, and with monitoring/overseeing their execution; however the Chief is not directly responsible or accountable for aircraft.

The Chief, Requirements Branch is responsible for coordinating installation and removal of Tide Gauges throughout the US in support of RSD projects. RSD owns 18 tide gauges (est. value \$20K each).

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 type="checkbox"/> Conflict Management <input type="checkbox"/> Customer Focus <input 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)

Demonstrated technical management in the fields of remote sensing or hydrography is highly desired.

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)

Secret clearance is required, with the ability to obtain a TS(SCI) clearance if necessary. Medically qualified pilots may be requested/permitted to augment the RSD Flight Program aboard NOAA aircraft.

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).

Scientific:

Previous experience with GIS and data management in a production environment

Administrative:

Knowledge of NOS/OCS organizational structure, activities, and products

Web Time and Attendance

CRequest - Contracting (COTR), submitting, reviewing, and documentation

FAA - Knowledge of FAA rules and regulations and airport survey requirements

Aircraft Operations - Knowledge of aircraft operations, costs, limitations and scheduling

SEE - Understanding of the Strategy Execution and Evaluation budgeting and planning process

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 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 provides the incumbent with an excellent introduction to supervision and management. By directly supervising a diverse team of federal employees, contractors, and Corps officers, the officer will develop core competencies; specifically building skills required to manage larger groups within NOAA.

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)

The billet develops technical management skills directly applicable to the fields of hydrography and remote sensing. These developed skills can also be applied operationally to both ship and aircraft platforms.

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 level of supervision is commensurate with other O-4 to O-5 grade NOAA Corps billets. A strong performance in this billet will make the officer very competitive with their peers for promotion purposes. This billet will develop knowledge, skills, or abilities in the following areas (described in detail below): personnel, contracting, scientific, engineering, and information technology.

Personnel: This billet will develop an officer's supervisory and personnel management skills. Because the officer directly supervises three different types of employees (NOAA Corps Officers, civilian federal employees, and contract employees), the officer gains knowledge of Time and Attendance, performance plans, and feedback systems for each employee type.

Contracting: This billet will develop an officer's knowledge of contracting for shoreline mapping. There is potential for an officer to obtain or utilize COTR skills with shoreline mapping contracts.

Scientific & Engineering: This billet will develop an officer's knowledge and skill in GIS software and databases, and other remote sensing software packages. The officer will gain knowledge of aerial remote sensing and sensor systems, specifically: photogrammetry, LIDAR and emerging remote sensing technologies. The officer will gain knowledge in marine charting and IHO standards. The officer will also gain knowledge in different types of aeronautical surveys and aeronautical survey standards as published by the FAA. There is potential for scientific research, publications, and presentations at professional conferences.

Information Technology: The officer will develop knowledge of large computer networks, security, data management, and programming.

This billet provides a strong foundation in technical, administrative, and operational management applicable to higher supervisory level billets throughout NOAA and the NOAA Corps.

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

- 1) Effectively supervise Requirements Branch employees.
- 2) Meeting planned targets for miles of shoreline updated, port surveys, and achieving aeronautical survey program milestones.
- 3) Determine and prioritize the requirements of aerial surveys for coastal mapping, aeronautical surveys, and emergency response missions.
- 4) Plan aerial surveys and monitor/oversee their execution.
- 5) Coordinate project plans with OCS, CO-OPS, the FAA and other government agencies.
- 6) Provide technical guidance to the Division Chief and/or other branches within NGS/RSD.
- 7) Assumption of higher responsibilities within RSD and NGS in an "acting" capacity when needed.

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 Digitally signed by CABANA.NICOLE.M.1237216586
Date: 2013.01.11 15:02:16 -05'00'

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 GIRIMONTE.ALBERT.MICHAE L.1018424823
Digitally signed by GIRIMONTE.ALBERT.MICHAEL.1018424823
DN: cn=US, o=U.S. Government, ou=DoD, ou=PKI, ou=NOAA,
ou=GIRIMONTE.ALBERT.MICHAEL.1018424823
Date: 2013.01.11 15:21:37 -05'00'

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 BENJAMIN BERGERSEN
Digitally signed by BENJAMIN BERGERSEN
DN: cn=US, o=U.S. Government, ou=Department of Commerce, ou=Office of
the Inspector General, ou=BENJAMIN BERGERSEN,
o.9.2342.18300300.100.1.1+12001901226423
Date: 2013.01.14 19:02:30 -05'00'

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 

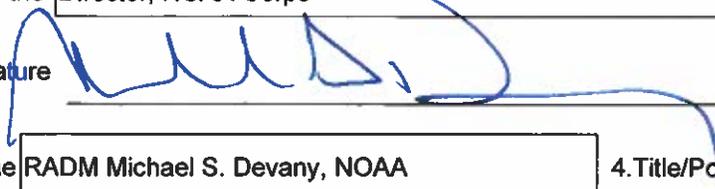
2. Date

3. Name

4. Title/Position

E. Director, NOAA Corps Endorsement

"I am the and I this billet."

1. Signature 

2. Date

3. Name

4. Title/Position

