

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION

A. Billet Number B. Billet Title
C. Grade Requested D. Type of Submission
E. Minimum amount of overlap between incumbent officer/reporting officer for continuity of duties
F. Duty Type G. Estimated Length of Assignment

SECTION 2 - DUTY STATION ADDRESS AND CONTACT INFORMATION

A. Street Address B. Street Address
C. City D. State E. Country F. Zip Code
G. Office x H. Mobile I. Fax

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor
1. Name 2. Position 3. Grade
4. Email 5. Office x 6. Mobile

B. Reporting Officer (2nd Level Supervisor)
1. Name 2. Position 3. Grade
4. Email 5. Office x 6. Mobile

C. Reviewer (Normally the Reporting Officer's Supervisor)
1. Name 2. Position 3. Grade
4. Email 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

The Mission of NOAA's National Geodetic Survey (NGS) is "to define, maintain and provide access to the National Spatial Reference System to meet our nation's economic, social, and environmental needs."

NGS provides the framework for all positioning activities in the Nation. The foundational elements - latitude, longitude, elevation, shoreline information and their changes over time - contribute to informed decision making and impact a wide range of important activities including mapping and charting, navigation, flood risk determination, transportation, land use and ecosystem management. NGS' authoritative spatial data, models, and tools are vital for the protection and management of natural and manmade resources and support the economic prosperity and environmental health of the Nation.

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

Responsible for overall coordination of day to day internal activities of NGS and for assuring adherence to policy guidelines developed jointly with and approved by the Deputy Director that are in line with guidance from the Director and other higher NOAA management.

Operational Management -- Directs and/or reviews all aspects of the financial, personnel, administrative, and program management functions associated with NGS. Oversees and analyzes NGS operational practices and procedures to identify where increased uniformity and standardization will enhance program efficiency and effectiveness. Initiates improved communications and information sharing between all NGS components. Works with the Deputy Director to identify and develop new procedures or policies to insure management plans and operational objectives are met and to facilitate flow of work within NGS. Evaluates program operations and supervises the execution of NGS policies and procedures.

Administrative Management -- Performs and manages administrative services such as: NGS Front Office communications, data calls, NOAA tasker management, Balanced Score Card (BSC), mission and administrative coordination and reporting, travel administration, administrative management, and property control.

Budget Management -- Works with the M&B Chief in the preparation of the annual budget and expenditures for NGS. Includes coordination and formulation of NGS's Annual Operating Plan; review of budget progress data received from Divisions, supervising the preparation of financial plans within the funding limitations of the established budget.

Project Coordinator -- Directs the preparation of detailed program planning documents, to include Strategic Plans, Annual Milestones, and Projects to establish priorities, budgets, resource and production requirements for NGS. Maintains an awareness of NGS's overall financial condition, as well as those of individual Divisions. Identifies departures from plans and acts to achieve or assist Division in achieving necessary corrections.

COOP Manager -- Coordinates all COOP activities within NGS, oversees the development and maintenance of the NGS COOP plan. -- **Supervision** -- Supervises 1-4 program analysts who provide assistance and support for administration, project, and/or program management. Participates in the supervision and management of the divisions, including providing performance feedback on Division Chiefs to the Deputy Director for inclusion in annual performance evaluations. Represents the Deputy Director, at meetings with other NOS, NOAA, and Department of Commerce management officials, representatives of other agencies, the media, private industry representatives, and the public for coordination of NGS activities concerning collection of data and dissemination of products and services. Serves as acting Deputy Director in his/her absence.

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):

55 vehicles; 1 aircraft (survey and mapping aircraft shared with another office); ~250 personal computers; ~80 computer servers; 3 data centers; mobile smartphones; survey and mapping equipment; facilities including headquarters in Silver Springs MD, a training center in Virginia, and a continuity of operations (COOP) site in a geographically disparate location.

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 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 type="checkbox"/> Entrepreneurship
CDR (O5)	Leading Performance and Change	<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)		<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)

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)

Security clearance preferred.

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).

Project Management, Program Management, Communications, Reporting, Travel Management, Administrative Services, Property Management, Continuity of Operations (COOP), Budgeting, and Financial Management

SECTION 10 - LEADERSHIP DEVELOPMENT

GRADE	LEADERSHIP MATURITY LEVEL	LEADERSHIP COMPETENCIES DEVELOPED IN THIS BILLET
ENS (O1)	Leading Self	<input type="checkbox"/> Core Values & Conduct <input type="checkbox"/> Health & Well Being <input type="checkbox"/> Responsibility <input type="checkbox"/> Followership <input type="checkbox"/> Adaptability
LTJG (O2)		<input type="checkbox"/> Interpersonal Skills <input type="checkbox"/> Continuous Learning <input type="checkbox"/> Technical Proficiency <input type="checkbox"/> Listening <input type="checkbox"/> Speaking
LT (O3)	Leading Others	<input type="checkbox"/> Writing <input type="checkbox"/> Team Building <input type="checkbox"/> Leveraging Diversity <input type="checkbox"/> Influencing Others <input type="checkbox"/> Developing Others <input type="checkbox"/> Execution
LCDR (O4)		<input type="checkbox"/> Decisiveness <input type="checkbox"/> Problem Solving <input type="checkbox"/> Conflict Management <input type="checkbox"/> Customer Focus <input type="checkbox"/> Entrepreneurship
CDR (O5)	Leading Performance and Change	<input checked="" type="checkbox"/> Creativity & Innovation <input checked="" type="checkbox"/> Human Capital Management <input checked="" type="checkbox"/> Financial Management <input checked="" type="checkbox"/> Technology Management
CAPT (O6) and RADM (O7/O8)		<input checked="" type="checkbox"/> External Awareness <input checked="" type="checkbox"/> Strategic Thinking <input checked="" type="checkbox"/> Political Savvy <input type="checkbox"/> Vision <input checked="" type="checkbox"/> Partnering
Leadership Development Comments (Optional)		

SECTION 11 - OPERATIONAL DEVELOPMENT

A. Marine Development <input type="checkbox"/> Officer of the Deck <input type="checkbox"/> Senior Watch Officer <input type="checkbox"/> ECDIS <input type="checkbox"/> Dynamic Positioning <input type="checkbox"/> Boat Deployment <input type="checkbox"/> MedPIC <input type="checkbox"/> Coxswain/OIC <input type="checkbox"/> HAZWOPER <input type="checkbox"/> AUV Deployment <input type="checkbox"/> U/W UAS Deployment <input type="checkbox"/> Buoy/Mooring Qualified <input type="checkbox"/> Trawl Qualified <input type="checkbox"/> Longline Qualified <input type="checkbox"/> Hydro Launch PIC <input type="checkbox"/> Foreign Port Calls
B. Aviation Development <input type="checkbox"/> Co-Pilot <input type="checkbox"/> Pilot <input type="checkbox"/> Aircraft Commander <input type="checkbox"/> Mission Commander <input type="checkbox"/> Instructor Pilot <input type="checkbox"/> Hurricane Qualified <input type="checkbox"/> Alaska/Wilderness Qualified <input type="checkbox"/> Flight Meteorologist <input type="checkbox"/> International Flights <input type="checkbox"/> UAS Pilot
C. Dive Development <input type="checkbox"/> Scientific Diver <input type="checkbox"/> Working Diver <input type="checkbox"/> Advanced Working Diver <input type="checkbox"/> Master Diver <input type="checkbox"/> Dive Master <input type="checkbox"/> Dive Medic <input type="checkbox"/> Unit Diving Supervisor
D. Additional Operational Development (security clearances, special training) or Operational Development Comments (Optional) Security clearance, Continuity of Operations (COOP) management.

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).

Budget, Human Resources, Personnel Management and Leadership, Scientific Geodesy, Information Technology, Administration, Travel Management, Property Control.

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

The incumbent serves as the Operations Director (OPS Director) of the National Geodetic Survey (NGS). The OPS Director is responsible for assisting the Deputy Director in carrying out the mission operations of the organization in the most economical and efficient manner, using the precepts of sound management practice. Oversees the execution of NGS programs, projects, and priorities. Performs and manages administrative services for NGS. Works with the six (6) Division Chiefs (ZA/ZP-V) to manage day to day operations of the organization.

National Geodetic Survey (NGS) defines and manages the nation's coordinate system, which provides the foundation for transportation and communication; mapping and charting; and a multitude of scientific and engineering applications. NGS develops Federal standards for geodetic surveys and helps to coordinate surveying methods. NGS conducts aerial photography surveys near airports in the United States and its possessions to position obstructions and aids to air travel. NGS also maps the coastal regions of the United States and provides data for navigational charts.

Specific success criteria include:

- Manages the day-to-day operations and NGS staff nationwide in compliance with the strategic plan, the balanced scorecard, and the Annual Operating Plan (AOP).
- Coordinate and execute a successful NGS Annual Operating Plan (AOP) for approximately \$35M and 250 personnel.
- Coordinates NOAA taskers and data calls with accurate, complete, and on-time responses.
- Input into and assisting in creation of the strategic plan, workforce management plan, and budget.
- Reporting - Creates and coordinates reports. Weekly, monthly, on-demand, and the balanced scorecard (BSC) reports are used to effectively to manage NGS operations and for upward communications.
- Travel - An annual travel plan is created and administered NGS wide that complies with the AOP and the budget.
- Property - Property is managed and controlled according to property accountability officer (PAO) standards.
- Innovation - Mission and administrative business processes are continuously improved for more efficient and effective service.
- Supervision - Oversee 1-5 program analysts/managers (ZA/ZP-II to ZA/ZP-IV), including their time cards, performance plans, and annual performance reviews. Provides input to Deputy Director about the (6) six Division Chiefs' (ZA/ZP-V) performance reviews.
- External Awareness and Political Savvy - Enhances the reputation of NGS and represents the Director and Deputy Director well.

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 BENJAMIN BERGERSEN

Digitally signed by BENJAMIN BERGERSEN
DN: cn=U.S. Government, ou=Department of Commerce, ou=Office of the Inspector General, cn=BENJAMIN BERGERSEN,
o=U.S. Government, ou=Department of Commerce, ou=Office of the Inspector General, cn=BENJAMIN BERGERSEN,
0.9.23.42.19200200.100.1.1+13001001295423
Date: 2013.01.04 16:35:41 -0500

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 BENJAMIN BERGERSEN

Digitally signed by BENJAMIN BERGERSEN
DN: cn=U.S. Government, ou=Department of Commerce, ou=Office of the Inspector General, cn=BENJAMIN BERGERSEN,
o=U.S. Government, ou=Department of Commerce, ou=Office of the Inspector General, cn=BENJAMIN BERGERSEN,
0.9.23.42.19200200.100.1.1+13001001295423
Date: 2013.01.04 16:36:24 -0500

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 BLACKWELL.JULIANA.P.1043590622

Digitally signed by BLACKWELL.JULIANA.P.1043590622
DN: cn=US, o=U.S. Government, ou=DoD, ou=PKI,
ou=OTHER, cn=BLACKWELL.JULIANA.P.1043590622
Date: 2013.01.04 16:46:36 -0500

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

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 Juliana Blackwell 2. Date 5/10/13
3. Name for Benjamin Bergersen 4. Title/Position Deputy Director, NGS (acting)

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 Juliana Blackwell 2. Date 5/10/13
3. Name Juliana Blackwell 4. Title/Position Director, NGS

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 W. Russell Callender 2. Date 5/10/13
3. Name Russel Callender 4. Title/Position Deputy Assistant Administrator, NOS (acting)

D. Commissioned Personnel Center Endorsement

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

1. Signature Aimee K. Lynch CAPT USN 2. Date
3. Name CAPT Aimee K. Lynch 4. Title/Position Director, CPC

E. Director, NOAA Corps Endorsement

"I am the Director NOAA Corps and I approve this billet."

1. Signature [Signature] 2. Date 4 DEC 13
3. Name RADM Michael S. Devany 4. Title/Position Director, NOAA Corps

Print Form

Submit to CPC (Reviewer Use Only)