NOAA Form 56-28A
(revised 9/25/009)

U.S. Department of Commerce
National Oceanic and Atmospheric Administration

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION

A. Billet Number: 7234
B. Billet Title: HSTP Field Support Liaison, Atlantic
C. Grade Requested: O2 - LTJG
D. Type of Submission: ANNUAL RECERTIFICATION
E. Minimum amount of overlap between incumbent officer/reporting officer for continuity of duties: 3 weeks
F. Duty Type: FIXED SHORE
G. Estimated Length of Assignment: 3 years

SECTION 2 - DUTY STATION ADDRESS AND CONTACT INFORMATION

A. Street Address: 439 West York Street
B. Street Address:
C. City: Norfolk
D. State: Virginia
E. Country: United States
F. Zip Code: 23510
G. Office: +1 (757) 441-6319 x
H. Mobile:
I. Fax:

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor

1. Name:
2. Position: Chief, Hydrographic Systems and Tech.
3. Grade: O4
4. Email:
5. Office: +1 (301) 713-2653 x 152
6. Mobile:

B. Reporting Officer (2nd Level Supervisor)

1. Name: Mary Erickson
2. Position: Chief, Coast Survey Development Lab
3. Grade: ZP V
4. Email: mary.erickson@noaa.gov
5. Office: +1 (301) 713-2801 x 121
6. Mobile:

C. Reviewer (Normally the Reporting Officer's Supervisor)

1. Name:
2. Position: NOS Liaison Officer
3. Grade: O6
4. Email:
5. Office: +1 (301) 713-2770 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 OCS mission helps the nation meet the challenges of a changing environment. Applying the newest technological advancements for survey and detection, OCS data adds to our scientific knowledge of the coastal seafloor. Coast Survey is responsible for acquiring hydrographic data in support of NOAA's nautical charting program. Coast Survey establishes standards, creates project instructions, and evaluates the adequacy of survey data collected by field units. Survey information is then applied to nautical charts by Coast Survey cartographers. Coast Survey maintains approximately 225 full time federal employees.

To enhance the safety and efficiency of the U.S. Marine Transportation System, NOAA's Office of Coast Survey is responsible for acquiring hydrographic data in support of NOAA's nautical charting program. The Hydrographic Systems and Technology Programs (HSTP) within the Coast Survey Development Laboratory (CSDL) explores, plans, and manages the development and improvement of charting, hydrographic, and oceanographic technologies and techniques used by the Office of Coast Survey and NOAA to provide products and services for the coastal marine community, especially in support of safe and efficient navigation and sustainable healthy coasts.

SECTION 6 - DUTIES AND RESPONSIBILITIES

6A. Description of Duties and Responsibilities

The Field Support Liaison is the first line of contact for hydrographic system support. The incumbent supports NOAA ships, Coast Survey's Navigation Response Teams, and the Atlantic Hydrographic Branch, through direct contact and in conjunction with the OMAO Marine Operations Center. The incumbent provides support by utilizing personal expertise, and by coordinating the assistance of subsystem experts from HSTP, OMAO, and commercial vendors. The incumbent will provide on-scene project coordination for hydrographic system upgrades and testing with field unit personnel. To fulfill these responsibilities the officer shall:

1. Maintain frequent contact with hydrographic field units to proactively anticipate support requirements;
2. Work with HSTP, OMAO, and commercial vendor technical experts for the installation, modification, and maintenance of deployed hydrographic systems;
3. Travel as necessary to provide on-site support and training;
4. Become the holistic system expert for the assigned field units and hydrographic branch;
5. Augment aboard hydrographic ships as required;
6. Serve as project manager and/or participate in system test and evaluation projects in HSTP.
7. Plan and execute NOAA Hydro Training.

The officer will serve as the local project manager for the annual month-long OCS hydrographic training class.

6B. Division of Duties and Responsibilities, Total Must = 100%

Technical	60	+ Operational	20	+ Leading and Managing	20	+ Executive Leadership	0	= 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 1-3

Grades of personnel led O-1 to O-3; ZP2 to ZP3

2. Fiscal

Will the Officer have budget responsibility? No 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):

SECTION 7 - LEADERSHIP PREREQUISITES

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

Leadership Prerequisite Comments (Optional)

The officer may have the opportunity to lead small projects consisting of teams of one to three people. The officer will be required to exert influence and obtain cooperation from individuals over which he/she has no direct supervisory authority to effectively coordinate field support from across multiple organizations. Excellent communication skills and interpersonal skills are required.

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)

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 Cateogry A, scientific papers/publications, GIS); engineering (marine survey, ABYC, ABS, FAA); regulatory (US Code, CFR); information technology (databases, networks, programming).

Officer should have a hydrographic background, with prior experience aboard a hydrographic vessel or mobile field party, and a strong technical aptitude. A working knowledge of hydrographic systems and technologies, including sonars, positioning systems, and data acquisition and processing systems is required. A working knowledge of current Office of Coast Survey (OCS) hydrographic acquisition and processing policies, concepts, specifications is also required. Basic Hydrograhic Training is also required. Advanced training or education in hydrography and ocean mapping is highly desirable.

SECTION 10 - LEADERSHIP DEVELOPMENT

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

Leadership Development Comments (Optional)

Opportunities for project management and leadership training may be made available if beneficial to the development of the officer and the performance of duties.

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 officer may have the opportunity to participate in AUV operations as required by the job.

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 Cateogry A, scientific papers/publications, GIS); engineering (marine survey, ABYC, ABS, FAA); regulatory (US Code, CFR); information technology (databases, networks, programming).

The billet provides the officer with the opportunity to work with and gain in-depth technical expertise of hydrographic systems, technology, and processes. There is the direct potential for development of new systems, standards, and procedures across OCS and NOAA and the officer will have the opportunity to work with the next generation of hydrographic technology. The officer will gain project management experience and will develop further programmatic skills and experience through interactions with OCS Headquarters, and OMAO centers and platforms.

In addition to supporting OCS program goals, the incumbent frequently interacts with various NOAA programs across the country, including CO-OPS, NGS, and OMAO. The officer also will have the opportunity to work with other federal agencies, and academic and commercial partners involved in hydrography and ocean mapping, such as other NOS offices, NMFS, USACE, DOD, USGS, UNH JHC/CCOM, various commercial system vendors, and the general public in support of NOS products and services.

This billet will prepare the officer for a second sea tour as Field Operations Officer aboard a Class 2 hydrographic vessel.

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

- Zero downtime of hydrographic ships and field units due to technical issues which were foreseeable and within the officer's ability to proactively address.

- Speedy response, generally within one day, of all unforeseeable technical issues affecting the productivity of hydrographic ships and field units. If the issue is unable to be resolved in one day, the officer will have set in motion a course of action leading to its resolution, and will effect the eventual resolution of the issue.

- Successful execution of project plans, including the month-long annual hydrographic training, within established budgets and agreed-upon timelines (meeting cost/schedule/performance requirements of projects the officer leads).

- Successful leadership of, and/or participation in, project teams; maintaining positive and productive working relationships with all team members, stakeholders, and managers throughout the execution of projects.

- Proactive communication with supervisor and stakeholders, providing updates of project status, successes and challenges, resources required, and milestones met. Because the officer is located remotely from his/her supervisor, maintaining excellent communications is essential.

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 Edward J. Van Den Ameele Digitally signed by Edward J. Van Den Ameele DN: cn=Edward J. Van Den Ameele, o=NOAA, ou=CSDL/HSTP, email=edward.j.vandenameele@noaa.gov, c=US Date: 2010.04.29 15:36:46 -04'00'

2. Date 2010-05-26

3. Name for Captain Michele Finn, NOAA

4.Title/Position CHIEF, HSTP

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 Captain Michele Finn Digitally signed by Captain Michele Finn DN: cn=Captain Michele Finn, o=Disaster Response Center, ou=NOS/ORR, email=michele.a.finn@noaa.gov, c=US Date: 2010.07.06 15:58:40 -04'00'

2. Date 2010-07-06

3. Name Captain Michele Finn, NOAA

4.Title/Position Chief, CSDL

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 Captain Michele Finn Digitally signed by Captain Michele Finn DN: cn=Captain Michele Finn, o=Disaster Response Center, ou=NOS/ORR, email=michele.a.finn@noaa.gov, c=US Date: 2010.07.06 15:59:38 -04'00'

2. Date 2010-07-06

3. Name Captain Michele Finn, NOAA

4.Title/Position NOS Liaison Officer

D. Commissioned Personnel Center Endorsement

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

1.Signature

2. Date

3. Name LCDR Amanda Goeller

4.Title/Position Chief, Officer Assignment Branch

D. Director, NOAA Corps Endorsement

"I am the authorized representative of the Director, NOAA Corps and I approve this billet."

1.Signature CAPT/NOAA

2. Date 3/6/2013

3. Name CAPT Anne K. Lynch

4.Title/Position Director, CPC

Print Form

Submit to CPC (Reviewer Use Only)