

## NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

### SECTION 1 - GENERAL INFORMATION

A. Billet Number	7262	B. Billet Title	Staff AHB
C. Grade Requested	O3 - LT	D. Type of Submission	REALIGNMENT OF DUTIES
E. Minimum amount of overlap between incumbent officer/reporting officer for continuity of duties	No Overlap Required		
F. Duty Type	FIXED SHORE	G. Estimated Length of Assignment	3 years

### SECTION 2 - DUTY STATION ADDRESS AND CONTACT INFORMATION

A. Street Address	N/CS33, AHB	B. Street Address	439 West York Street				
C. City	Norfolk	D. State	Virginia	E. Country	United States	F. Zip Code	
G. Office	+1 (757) 441-6746	x	121	H. Mobile		I. Fax	

### SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor							
1. Name	LCDR Richard Brennan	2. Position	Chief, Atlantic Hydrographic Branch	3. Grade	O4		
4. Email	richard.t.brennan@noaa.gov	5. Office	+1 (757) 441-6746	x	101	6. Mobile	+1 (443) 994-3301
B. Reporting Officer (2nd Level Supervisor)							
1. Name	Jeffrey Ferguson	2. Position	Chief, Hydrographic Surveys Division	3. Grade	ZP V		
4. Email	jeffrey.ferguson@noaa.gov	5. Office	+1 (301) 713-2700	x	124	6. Mobile	
C. Reviewer (Normally the Reporting Officer's Supervisor)							
1. Name	CAPT John Lowell	2. Position	Director, Office of Coast Survey	3. Grade	O6		
4. Email	john.lowell@noaa.gov	5. Office	+1 (301) 713-4019	x	134	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	Office of Coast Survey		
3. Division	Hydrographic Surveys Div	4. Branch	Atlantic Hydrographic Br.	5. Section or Team	
B. NOAA Goal/Subgoal	C&T	C. Program	MTS		
D. NOAA Org Code	CS3300	E. NFC Org Code	10-09-0003-03-00-00	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 a workforce composed of approximately 225 full time federal employees and 20 NOAA Corps Officers.

The billet will support NOAA's efforts to enhance the safety and efficiency of the United States Marine Transportation System through NOS products and services. Support the Atlantic Hydrographic Branch (NOS, Office of Coast Survey, Hydrographic Surveys Division). AHB processes incoming NOAA field unit, contractor, and outside source data hydrographic surveys in two primary stages: Survey Acceptance Review (SAR) and Survey Compilation. Personnel conducting SARs generally review incoming surveys for adequacy, quality, and feature/sounding management. The output of the SAR (review documentation, final bathymetric grids, final bottom/shoreline feature sets) is used in Compilation to generate an H-cell product which is forwarded to HSD and MCD for nautical chart updates.

## SECTION 6 - DUTIES AND RESPONSIBILITIES

### 6A. Description of Duties and Responsibilities

- Assistant to Chief of AHB - Provide support to the Chief of AHB in various administrative functions, including travel management, budgeting, and personnel administration
- Branch Production - Conduct Survey Acceptance Reviews and Chart Compilations of incoming hydrographic survey data using standard Coast Survey processing tools (i.e. Caris, MapInfo, etc)
- Quality Management Project Manager - Monitor and implement strategies for quality management in branch processes; generate and use measurable results to maximize survey review and compilation efficiency and effectiveness
- Homeland Security Liaison - Act as Office of Coast Survey's link with various Homeland Security agencies and organizations. Maintain communication networks with Navy, Coast Guard, and regional/local port security programs to convey NOAA interests and capabilities while supporting Maritime Domain Awareness and Maritime Homeland Defense. Support the Navy's Port Survey effort.
- Training Support - Provide assistance as needed in hydrographic survey training (either internal to NOAA or external to other agencies/countries)

### 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):

N/A

## 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)		<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 type="checkbox"/> Conflict Management <input 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)

Should have SECRET or higher security clearance and some hydrographic knowledge/experience (qualified as Hydrographer in Charge and completed a field Hydrographic Survey)

## 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).

Some personnel administration and public communication experience recommended. Hydrographic Survey process knowledge required (must have completed NOAA Hydrotraining or IHO Cat A certified training). Prior experience as Hydrographic Sheet Manager.

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

Mentor: Potential to mentor new Physical Scientists and ERT Interns.

## 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)

## **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).

Hydrographic Survey Review and Nautical Chart Development; Budget Management; Intra/Extra-NOAA Networking; Public and Internal Relations and Communication.

Potential to write scientific papers and articles for publication and/or presentation at conferences.

Potential to receive ISO/QMS certification.

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

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

- Successful completion and submission of H-Cell(s) from receipt of survey data at AHB
- Identification and resolution of branch process efficiency/effectiveness issues through a quality management approach
- Development and completion of NOAA Homeland Security project(s) from initial project planning to data transmission and acceptance at the Naval Oceanographic Office
- Attendance and positive projection of NOAA at various Homeland Security/Defense exercises and/or conference events
- Successful development, planning, and execution of AHB travel budget

**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



Jeffrey Ferguson  
I am the author of this document  
2010.04.26 15:05:10 -04'00'

2. Date 2010-04-26

3. Name Jeffrey Ferguson

4. Title/Position Chief, Hydrographic Surveys Division

**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



Jeffrey Ferguson  
I am approving this document  
2010.04.26 15:05:49 -04'00'

2. Date 2010-04-26

3. Name Jeffrey Ferguson

4. Title/Position Chief, Hydrographic Surveys Division

**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 16:17:36 -04'00'

2. Date 2010-07-06

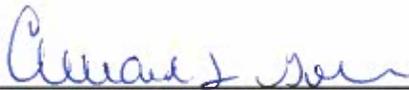
3. Name Captain Michele Finn, NOAA

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 11/22/2011

3. Name LT 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



2. Date 1/23/2012

3. Name CAPT Anne Lynch

4. Title/Position Director, Commissioned Personnel Center

Print Form

Submit to CPC (Reviewer Use Only)

