

## NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

### SECTION 1 - GENERAL INFORMATION

A. Billet Number	7216	B. Billet Title	NCCOS Scientific Support Specialist
C. Grade Requested	O2 - LTJG	D. Type of Submission	CHANGE OF DUTY STATION
E. Minimum amount of overlap between incumbent officer/reporting officer for continuity of duties	1 Month		
F. Duty Type	FIXED SHORE	G. Estimated Length of Assignment	3 years

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

A. Street Address	NOAA Beaufort Laboratory	B. Street Address	101 Pivers Island Rd.				
C. City	Beaufort	D. State	North Carolina	E. Country	United States	F. Zip Code	28516
G. Office	2527283595	x		H. Mobile		I. Fax	

### SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor							
1. Name	Tim Battista	2. Position	Supervisory Oceanographer	3. Grade	ZP IV		
4. Email	tim.battista@noaa.gov	5. Office		x		6. Mobile	2402054191
B. Reporting Officer (2nd Level Supervisor)							
1. Name	Randy Clark	2. Position	Acting Biogeography Branch Chief	3. Grade	ZP IV		
4. Email	randy.clark@noaa.gov	5. Office		x		6. Mobile	2025503665
C. Reviewer (Normally the Reporting Officer's Supervisor)							
1. Name	CAPT Jason Mansour	2. Position	NOS Line Office Liason	3. Grade	O6		
4. Email	jason.mansour@noaa.gov	5. Office	2029365959	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	NCCOS		
3. Division	Marine Spatial Ecology	4. Branch	Biogeography	5. Section or Team	Habitat Mapping
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's National Center for Coastal Ocean Science (NCCOS) Biogeography Branch works with a variety of partners and stakeholders to inform coastal management and decision making. Within NCCOS's Biogeography Branch, the Habitat Mapping Team is actively collecting, processing, and producing seafloor mapping products to serve coastal resource management and research efforts. Mapping products inform and characterize the type, extent, and health of seafloor habitats, which support activities to model and map the distribution and abundance of marine ecosystems. The Habitat Mapping Team utilizes a wide range of remote sensing technologies to support data acquisition to conduct synoptic mapping efforts in addition to research and development of sensors and processing protocols. Clients and partners include many facets of NOAA, multiple other civilian and defense agencies, states and territorial agencies, and academic institutions.

## 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 billet requires participation and leadership in planning and data processing of mapping and ground validation efforts. Sensors used are typically acoustic, optical, or both. Platforms include ships, small boats, autonomous underwater vehicles (AUVs), remotely operated vehicles (ROVs), and potentially unmanned aerial vehicles (UAVs) and satellites. As a primary resource for bathymetric data acquisition, the officer will plan, prepare for, conduct, and document mapping efforts for a variety of NCCOS projects.

Technical duties and responsibilities change frequently due to the project based and developmental nature of NCCOS work. The duties and responsibilities can be customized based on the interests and experience of the officer.

**OPERATIONAL 30%:** Support seafloor mapping and ground validation work in the field, largely ship and small boat based, requiring travel up to 20 days at a time, and cumulatively up to 80 days per year. Work with ship personnel to ensure NCCOS data quality is met. Process preliminary data products for operational planning, assist the Chief Scientist as needed in mapping priorities and strategy. Potential to sail as Chief Scientist.

**TECHNICAL 50%:** Provide logistics and planning support for multiple mapping and ground validation efforts each year. Serve as a primary processor of data from a variety of platforms and sensors. Develop understanding of data type and tailor processing workflows as needed. Ensure that NCCOS data quality standards to support modeling efforts are met. Generate any final products and complete archival as needed. Continuous development of GIS proficiency, basic acoustics, and sensor familiarization. Utilize a variety of GIS and remote sensing techniques to accomplish tasks. Potential to assist with small ROV and AUV maintenance and engineering if interested.

**LEADING AND MANAGING 20%:** Support project data management efforts by overseeing data transfers and backups as necessary. Work with NCCOS, National Centers for Environmental Information (NCEI), and Office of Coast Survey (OCS) Data Managers to ensure data and products are archived and shared as needed. Complete data documentation and cruise reports as required. Lead scientific personnel in the field if necessary. Work with IT to manage license installation and software updates when required.

### 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):****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 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 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)**

Demonstrated solid foundation in self-leadership, and ability to work independently to complete tasks. Ability to work with team-members to coordinate and complete tasks to meet high scientific merit. Propensity to learn new technical approaches and techniques.

## 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)

Meet NOAA medical requirements for sailing on a NOAA Vessel. NOAA small boat component or coxswain certification is desirable. Previous experience with ROV's, AUV's, over-side ship, small boat operations, is preferred but not required, or an interest to develop these technical and operational skills.

## 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).

Undergraduate or graduate degree in environmental, biological, spatial, engineering, or physical sciences. Technical expertise and field experience in hydrography including acquisition, post-processing, and collection standards as well as familiarity with NOAA Hydrographic Specifications and Deliverables is desirable. Good computer, writing, and oral skills are essential; a knowledge of programming language such as R or Python would be beneficial but not required. A foundation of GIS knowledge with some proficiency in Caris HIPS and SIPS, QPS Software, and ArcGIS. A propensity and adaptability to learn mapping protocols, software, and procedures is required.

An ability to work independently, virtually, and in a team working environment to produce desired products on time and to high scientific standards is required. Coastal and open ocean field work experience operating off large and small vessels with strong situational awareness of safety and risk issues working at sea or in the water, deploying scientific gear is critical.

## 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 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 checked="" type="checkbox"/> Customer Focus <input 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 type="checkbox"/> Technology Management
CAPT (O6) and RADM (O7/O8)		<input checked="" 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)		
Some opportunities for development in team leadership, project, and team coordination.		

## 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)**

Officer may receive sensor, GIS, or processing specific training. Will gain experience working with uncrewed systems from planning, development, and operational perspectives. Training opportunities may become available depending on the needs of the program. This may include a formal GIS Certificate provided training fund availability. Officer must receive approval and acceptance to any academic programs based on their own merit.

## 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 should further the career development of a hydrographic or oceanographic oriented officer with a desire and interest in applications and development of remote sensing technology. This assignment allows the officer to gain familiarity with the workings of NOS research and insights into the process of gathering and analyzing information to support decision making. This billet offers a balanced mix of technical, operational, and leadership/management opportunities. By participating in a number of different projects and solving problems, the officer will refine skills in operational planning and preparation, communication, and organization. The experience gained should be directly applicable to the potential for success of the officer in subsequent assignments as an Operations Officer.

## SECTION 13 - CRITICAL SUCCESS CRITERIA

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

- Maintains understanding and familiarity with NOAA hydrographic mapping standards to support collaborations and ensure NCCOS data requirements are met.
- Provides field support on data acquisition from ships, small boats or uncrewed systems. Assess data quality and develop products as required by the Chief Scientist.
- Develops skills in geospatial data analysis and visualization, an expertise in backscatter processing, and product development.
- Expands processing capabilities to include sensors other than acoustic.
- Assists in developing products, reports, and public accessibility of information generated and collected.
- Supports small boat operations and field equipment testing.
- Expands application of uncrewed systems through mission planning, technological development, and/or data processing.

## 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  
URQUHART.KARINA.JULIETTE.1554932629  
Date: 2024.02.07 10:07:22 -05'00'

2. Date 02/07/2024

3. Name LTJG Karina Urquhart

4. Title/Position NCCOS Scientific Support Specialist

### 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

BATTISTA.TIMOTHY.ADAMS.  
1365829663

Digitally signed by  
BATTISTA.TIMOTHY.ADAMS.1365829663  
Date: 2024.02.07 11:23:23 -05'00'

2. Date 02/07/2024

3. Name Tim Battista

4. Title/Position Supervisory Oceanographer

### 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

MANSOUR.JASON.ROBERT.1  
267666780

Digitally signed by  
MANSOUR.JASON.ROBERT.1267666780  
Date: 2024.02.07 11:43:47 -05'00'

2. Date 07 FEB 2024

3. Name CAPT Jason Mansour, NOAA

4. Title/Position NOS Line Office Liaison Officer to OMAO

### D. Commissioned Personnel Center Endorsement

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

1. Signature

COLEGROVE.ANDREW.RAY  
MOND.1292287646

Digitally signed by  
COLEGROVE.ANDREW.RAYMOND.1292287646  
Date: 2024.04.02 14:49:23 -04'00'

2. Date 2024-04-02

3. Name CDR Andrew Colgrove, NOAA

4. Title/Position Chief, Officer Career Management Division

### E. Director, NOAA Corps Endorsement

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

1. Signature



2. Date 01 May 2024

3. Name RADM Nancy Hann, NOAA

4. Title/Position Director, NOAA Corps & OMAO

Print Form

Submit to CPC (Reviewer Use Only)