

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION

A. Billet Number	7231	B. Billet Title	HSTB Operations Manager
C. Grade Requested	O4 - LCDR	D. Type of Submission	REALIGNMENT OF DUTIES
E. Minimum amount of overlap between incumbent officer/reporting officer for continuity of duties	2 Months		
F. Duty Type	FIXED SHORE	G. Estimated Length of Assignment	3 years

SECTION 2 - DUTY STATION ADDRESS AND CONTACT INFORMATION

A. Street Address	24 Colovos Road	B. Street Address	
C. City	Durham	D. State	New Hampshir
E. Country	United States	F. Zip Code	03824
G. Office		x	
H. Mobile		I. Fax	

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor			
1. Name	Rob Downs	2. Position	Chief, Hydrographic Systems and Technolog
3. Grade	ZP IV	4. Email	rob.downs@noaa.gov
5. Office	+1 (302) 827-3228	x	
6. Mobile			
B. Reporting Officer (2nd Level Supervisor)			
1. Name	Corey Allen	2. Position	Chief, Coast Survey Development Lab
3. Grade	ZP V	4. Email	corey.allen@noaa.gov
5. Office	+1 (202) 936-5992	x	
6. Mobile			
C. Reviewer (Normally the Reporting Officer's Supervisor)			
1. Name	incumbant	2. Position	Director, Office of Coast Survey
3. Grade	O7	4. Email	director.ocs@noaa.gov
5. Office	+1 (240) 410-3314	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	OCS
3. Division	CSDL	4. Branch	HSTB
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 Office of Coast Survey (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 Branch (HSTB) 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

☐ 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

Initiate and manage projects and lead project teams to test, evaluate, and transition new technologies, including sonar systems and uncrewed systems (UxS), software, and processes to improve the quality and efficiency of hydrographic data acquisition, processing, and delivery. This billet will be located at the NOAA Ocean and Great Lakes Mapping Center of Excellence and the incumbent will serve as HSTB's liaison with the Center. Responsibilities included project management, budgeting and execution, logistical planning, and development and implementation of testing and transition plans. Maintain strategic relationships with academic partners, cooperative institutes, and other organizations pursuing development of hydrographic and ocean mapping technologies.

Oversee technical support to NOAA's hydrographic and seafloor mapping platforms, including directing of the activities of the HSTB Field Support Liaison Officers, coordinating and managing manufacturer licensing and support services, and providing expertise in system specification, installation, readiness testing, and troubleshooting. Maintain a strategic and tactical relationship with OMAO Marine Engineering for the installation, integration, and maintenance of hydrographic equipment on NOAA vessels.

Serve as Coast Survey's technical representative to inter and intra agency working groups, meetings, conferences and the ocean mapping community.

Serve as acting chief of HSTB, in their absence, to include oversight and direction of daily HSTB activities, personnel management, budgeting and execution, and establishing and tracking strategic goals. Serve as direct supervisor to HSTB Field Liaison Officers, including completion of annual evaluations and supporting technical and professional development.

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 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 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 checked="" type="checkbox"/> Partnering

Leadership Prerequisite Comments (Optional)

Successful tour as Operations Officer aboard a NOAA hydrographic ship is highly recommended.

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)

Officer must have a strong hydrographic background and be intimately familiar with operations aboard NOAA hydrographic survey vessels. Hydrographer-in-charge qualification on a NOAA hydrographic vessel or equivalent experience. Experience with uncrewed systems (UxS) is beneficial.

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).

Candidate must have robust background in all aspects of field hydrography including acoustics, geodesy, horizontal and vertical control, and data acquisition and processing software.

Technical knowledge: strong understanding of theoretical and practical aspects of: single beam, multibeam, and side-scan sonar systems; attitude and position measuring systems including inertial navigation systems and GNSS positioning including kinematic GNSS approaches; water-level instrumentation and methods of data reduction; data storage methods including network attached storage (NAS).

Programmatic Knowledge: in depth understanding of NOS Hydrographic Survey Specifications and Deliverances and Field Procedures Manual. Must have demonstrably contributed to the development and evolution of both documents. Must have operationally lead NOAA hydrographic survey team or field party and been responsible for submission of data products.

Vision - must have clear vision for technical progression in hydrography.

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 type="checkbox"/> Financial Management <input checked="" 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
Leading Organizations		
Leadership Development Comments (Optional)		
<p>The incumbent will develop strategic planning and project management skills through all project phases from research, operational evaluation and transition, to support, which will benefit the officer in future assignments, including branch manager or ship's Executive Officer. The incumbent will have extensive opportunities to interact with OCS, NOAA, external agency, and international hydrographic community technical and managerial leaders and gain expertise in emerging technology that will impact future NOAA operations and products.</p>		

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) <p>Diverse augmentation on NOAA operational assets expected and experience and training with emerging technology to be transitioned to operations, including uncrewed systems (UxS).</p>

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 is expected to develop supervisory and leadership skills and will serve to effectively transition the incumbent from a demonstrated successful management of projects and field activities to organization management and larger scale developmental projects, fostering organizational innovation, and identification and development of strategic opportunities.

As advocate for technical change and progress, this billet is expected to develop incumbents ability to lead from below and tactfully engage with senior leadership to move the organization forward.

Through engagement with OCS and NOAA leadership, the incumbent will gain knowledge in strategic planning and performance measurement.

The incumbent will develop a network across NOAA and global hydrographic community critical for maintaining and advancing the authoritative expertise of OCS as mapping and charting technical experts.

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

- Effectively manage technical project requirements, schedule, costs, and personnel resources to thoroughly evaluate and effectively transition technology to improve the quality and efficiency of hydrographic data acquisition, processing, and delivery.
- Technical support, including system readiness and problem solving, is delivered to hydrographic and seafloor mapping platforms in a timely manner to minimize downtime and ensure quality of data.
- Effective communication and coordination of Office of Coast Survey strategic objectives and technical requirements within NOAA, including OMAO, and with technical partner outside of NOAA.
- Contribution to Office of Coast Survey technical and strategic planning.
- Continued development and sharing of expertise with the broad hydrographic community.
- Effective management of junior officers, including timely reviews and support of their technical and professional development.

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 DOWNS.ROBERT.T.10284889
51

Digitally signed by
DOWNS.ROBERT.T.1028488951
Date: 2023.04.14 09:32:44 -04'00'

2. Date 2023-04-14

3. Name Rob Downs

4. Title/Position Chief, HSTB

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 

ALLEN.JOHN.COREY.1365848340
2023.04.17 07:27:51 -04'00'

2. Date 2023-04-17

3. Name Corey Allen

4. Title/Position Acting 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 MANSOUR.JASON.ROBERT.1
267666780

Digitally signed by
MANSOUR.JASON.ROBERT.1267666780
Date: 2023.07.27 09:44:07 -04'00'

2. Date 2023-07-27

3. Name CAPT Jason R. Mansour, NOAA

4. Title/Position NOS Line Office Liaison

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: 2023.09.21 13:30:58 -04'00'

2. Date 2023-09-21

3. Name CDR Andrew Colegrove, NOAA

4. Title/Position Chief, OCMD

E. Director, NOAA Corps Endorsement

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

1. Signature  Han, RADM/NOAA

2. Date 19 OCT 2023

3. Name Nancy Hann, RADM/NOAA

4. Title/Position Director, NOAA Corps

Print Form

Submit to CPC (Reviewer Use Only)