NOAA Form 56-28A
(revised 9/25/2009)

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

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION

A. Billet Number: 7235
B. Billet Title: Hydrographic Scientist
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: 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:
B. Street Address:
C. City: Norfolk
D. State: Virginia
E. Country: United States
F. Zip Code:
G. Office: x
H. Mobile:
I. Fax:

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor

1. Name: Briana Welton
2. Position: Chief, Atlantic Hydrographic Branch
3. Grade: O4
4. Email: briana.welton@noaa.gov
5. Office: +1 (757) 441-6746 x
6. Mobile:

B. Reporting Officer (2nd Level Supervisor)

1. Name: Richard Brennan
2. Position: Chief, Hydrographic Surveys Division
3. Grade: O6
4. Email: Richard.t.brennan@noaa.gov
5. Office: +1 (301) 713-2702 x 124
6. Mobile:

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

1. Name: Shepard M. Smith
2. Position: Director, Office of Coast Survey
3. Grade: O7
4. Email: shep.smith@noaa.gov
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: NOS
2. Office, Center, or Lab: Office of Coast Survey
3. Division: Hydrographic Surveys Div
4. Branch: Pacific Hydrographic Bran
5. Section or Team:

B. NOAA Goal/Subgoal: C & T
C. Program: MTS
D. NOAA Org Code: NJ3400
E. NFC Org Code: 541009000304000000
F. Project-Task: L8P2ANA - PCS

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. The Pacific Hydrographic Branch's (PHB) primary mission is to process incoming hydrographic surveys from NOAA field unit, contractor, and outside source 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

☐ 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

1) Maintain current knowledge of the National Ocean Service Hydrographic Survey Specification and Deliverables Manual (HSSD) and the Hydrographic Surveys Division Field Procedures Manual (FPM).

2) Complete survey acceptance reviews (SARs) on in-house, contract, or outside source data as assigned in compliance with the SAR SOP, FPM, and HSSD. Evaluate incoming data with regard to published standards. Make recommendations for acceptance, priority, and charting of hydrographic survey data. Provide complete and accurate feedback to field units to foster a cycle of continual improvement.

3) Compile hydrographic survey data using the latest OCS HCell specs, guidelines, and the Office Processing Manual. Provide internal and external customer support as assigned. Investigate HCell tickets as assigned and provide prompt feedback to MCD.

4) Deployments in support of NOAA field units or IOCM projects and to maintain proficiency with data acquisition systems.

5) Work in coordination with HSTP, OCS IT, and the Field units to conduct software, hardware, and systems integration testing and development to improve Hydrographic Surveys Division operations and productivity.

6) Training Support- Provide assistance as needed in hydrographic survey training (either internal to NOAA or external to other agencies/countries).

7) Analysis and planning of PHB's budget and project management for new and ongoing initiatives as assigned.

8) Augment rapid response survey teams after storms or other incidents that interrupt shipping in critical ports

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

Technical	50	+ Operational	30	+ Leading and Managing	20	+ 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 3-5

Grades of personnel led ZP-II, ZP-III, O1, O2

2. Fiscal

Will the Officer have budget responsibility? Yes - Planning and Budgeting Dollar Amount (K) $250

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):

None

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)

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 shall have Hydrographic survey sheet management experience, survey process knowledge, and data submission requirements. Officer must have completed NOAA Hydro Training or IHO Cat A certified training.

Experience in shoreline verification is highly desirable to provide a basis for the cartographic processing that is required for both Survey Acceptance Reviews and HCell compilation.

The officer is expected to have thorough knowledge of National Ocean Service Hydrographic Survey Specification and Deliverables Manual and the Hydrographic Surveys Division Field Procedures Manual.

Some personnel administration and public communication experience recommended.

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)

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)

Mentor: Potential to mentor new Physical Scientists and ERT Interns. Opportunity to augment aboard various hydrographic ships or the Navigation Response Teams (NRT).

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).

1. Develop knowledge and skill in hydrographic survey acceptance review and compilation process. Incumbent gains a better understanding of the chart production process at the Hydrographic Branches as well as at Marine Chart Division.

2. Training and skill development in project management principles is expected and Project Management Professional (PMP) certification is possible depending on assigned duties.

3. Officer may attend, present, or help facilitate Hydro Conference, FPW, Hydro Training, and or Cartographic Workshop as appropriate.

3. Attendance at professional conference and the opportunity to publish scientific papers are possible.

4. Part-time university training may be available depending on assigned duties

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

1. Successful completion of a SAR(s) and HCell(s) compilation.

2. Effective and efficient management of assigned projects such as SOP review/update, FPM HSSD edits, leadership of working groups, etc.

3. Attendance and positive projection of NOAA at various conference and public out reach events.

4. Successful planning of PHB 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 CDR/NOAA 2. Date 22 DEC 2016

3. Name Jeffrey D. Shoup CDR/NOAA 4.Title/Position Chief, Officer Assignment Branch

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 FOR 2. Date 12/22/2016

3. Name Briana J. Welton, LCDR/NOAA 4.Title/Position Chief, Atlantic Hydrographic Branch

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 2. Date 12/22/2016

3. Name Shepard M. Smith, RDML/NOAA 4.Title/Position Director, Office of Coast Survey

D. Commissioned Personnel Center Endorsement

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

1.Signature CAPT, NOAA 2. Date 2016-12-22

3. Name Devin R. Brakob, CAPT/NOAA 4.Title/Position Chief, Officer Career Management Division

E. Director, NOAA Corps Endorsement

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

1.Signature CAPT/NOAA 2. Date 2016-12-22

3. Name David A. Score, RADM/NOAA 4.Title/Position Director, NOAA Corps

Print Form Submit to CPC (Reviewer Use Only)