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: 7720
B. Billet Title: Atlantic Field Ops Hydro Support Officer
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: MOBILE
G. Estimated Length of Assignment: 3 years

SECTION 2 - DUTY STATION ADDRESS AND CONTACT INFORMATION

A. Street Address: 672 Independence Pkwy
B. Street Address:
C. City: Chesapeake
D. State: Virginia
E. Country: United States
F. Zip Code: 23320
G. Office: +1 (757) 842-4418 x
H. Mobile: +1 (757) 880-9125
I. Fax: +1 (757) 436-9292

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor

1. Name: David Lane
2. Position: Chief, Atlantic Operations Branch
3. Grade: ZP V
4. Email: David.Lane@noaa.gov
5. Office: +1 (757) 842-4444 x
6. Mobile: +1 (757) 751-4009

B. Reporting Officer (2nd Level Supervisor)

1. Name: Katherine Bosley, Ph. D.
2. Position: Chief, Field Operations Division
3. Grade: ZP V
4. Email: kate.bosley@noaa.gov
5. Office: +1 (757) 842-4406 x
6. Mobile: +1 (757) 617-6520

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

1. Name: Eric Berkowitz, CAPT/NOAA
2. Position: Chief, Hydrographic Surveys Division
3. Grade: O6
4. Email: eric.w.berkowitz@noaa.gov
5. Office: +1 (301) 713-2270 x 124
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: CO-OPS
3. Division: FOD
4. Branch: Atlantic
5. Section or Team: Hydro support

B. NOAA Goal/Subgoal: Support all goals
C. Program:
D. NOAA Org Code: NT2100
E. NFC Org Code: 541016000201000000
F. Project-Task:

SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

The National Ocean Service (NOS) is a scientific and technical organization whose mission is to preserve and enhance the nation's coastal resources and ecosystems and advocate coastal and ocean stewardship. It achieves this through scientific research, monitoring, observing, and predicting scientific phenomena; preserving and restoring ocean and coastal areas; establishing and enhancing state and local governments' coastal resources; mapping and charting; and responding to hazardous substance spills.

CO-OPS provides the national infrastructure, science, and technical expertise to monitor, assess, and distribute tide, current, water level, and other coastal oceanographic products and services that support NOAA's mission of environmental stewardship and environmental assessment and prediction.

The Atlantic Operations Branch (AOB) performs observing system design, installation, environmental data analysis, system and sensor performance review and diagnosis of problems, and maintenance of CO-OPS observing systems. AOB personnel develop requirements and plans, prepare cost estimates, review and accept deliverables for CO-OPS contracts, participate in cross-divisional CO-OPS teams, and serves as CO-OPS' liaison to external partners, stakeholders, and the public.

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 incumbent officer performs or leads the design, installation or deployment, environmental data analysis, system and sensor performance review and diagnosis of problems, and maintenance remote water level, water quality, and meteorological observing and telemetry systems. Develops remote maintenance and logistics plans, prepares statements of work and cost estimates, reviews and accepts contract deliverables. Participates in cross-divisional teams to improve technology, practices, and products. Monitors and maintains various staging and storage spaces, vessels, vehicles, and tools, and maintain critical parts inventories. The incumbent is eligible for the NOAA Corps Mobile Duty Ribbon following six months in the assignment, and Chief of Party designation and insignia upon recommendation of Chief, AOB and Chief, Field Operations Division.

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

Technical 40 + Operational 40 + 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 ZT-2 to ZT-3

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):

Government vehicles - Large work trucks containing field equipment, tools and repair parts ~ $150,000 estimated
Small boats ~ $50,000-$100,000 estimated
Survey equipment: ~$25,000 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)

Able to adapt to changing environmental conditions and operational requirements is important. Must be technically competent and able to learn new skills and new technologies quickly.

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)

Small boat handling may be required to reach some remote sites. Experience aboard a hydrographic survey vessel, as well as experience with tide station installation, helps with understanding of "big picture" aspect of work and aids learning regarding water level measurement equipment and processes, but is not mandatory. Diving is a necessary part of station maintenance. Tender qualification training is required if one is not a working diver. Qualification as UDS is preferred. Assisting with the design, installation or deployment, environmental data analysis, system and sensor performance review, troubleshooting, repair, and maintenance of remote water level, water quality, or meteorological observing and telemetry systems. Participating on teams to improve technology, practices, and products. Conducting precise leveling during the installation and maintenance of stations.

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).

Experience with repair and maintenance of electronic equipment/systems. Experience with basic hand and power tools. Experience with or training in geodetic leveling, GNSS application, and light GIS experience.

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)

The officer will lead small field parties for up to a month at a time potentially in disaster stricken areas after hurricanes. When planning and in the field the officer will often have to make quick decisions that will have large effects on the cost and efficiency of the operation. Interaction with the public happens on a regular basis while in the field. There will be many opportunities to speak about CO-OPS and NOAA in both formal and informal settings. Will be able to develop experience as a COTR.

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)

Ample opportunities for diving in support of tide gauge installation will be provided. There is some opportunity for small boat handling experience. Will have the opportunity to develop field operations/operational management experience.

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 officer will be responsible for planning and leading assigned field activities supporting CO-OPS remote observing systems, performing observing system design, installation, environmental data analysis , system and sensor performance review and diagnosis of problems, and maintenance of CO-OPS observing systems. They will also develops maintenance plans, prepare statements of work and cost estimates, review and accept deliverables for CO-OPS contracts, participate in cross-divisional CO-OPS teams, and serve as CO-OPS' liaison to external partners, stakeholders, and the public.

• The officer will leverage knowledge of the principles, theories and practices of physical science related to meteorological and oceanographic data and gain working knowledge of tides and currents. The incumbent will also gain knowledge of data communication systems including telephony, radios, satellite, and other wireless systems. The incumbent will display the ability to diagnose, disassemble and reassemble sensors and related hardware to inspect, repair, and replace worn or expendable components, solve problems and make improvements, plan and execute complex oceanographic projects, lead a team, communicate effectively both orally and written to technical and non-technical audiences, and analyze scientific data to identify trends or anomalies. They will also gain significant experience in geodetic leveling, geodetic theory, and understanding of datum and vertical control.

• The Officer works independently to plan and carry out assignments in remote locations with sometimes difficult logistics and short notice. Travel approximately 50% of the year is likely, including working aboard NOAA ships. The officer will act as COTR or task manager to monitor the work of contractors and ensure compliance, schedule adherence and overall technical performance. The officer will train, influence, and motivate people.

• The Officer gains well rounded knowledge of CO-OPS and the products they create including the National Water Level Observation Network and Physical Oceanographic Real Time Systems. This knowledge provides an excellent foundation as these networks support many of NOAA's products and operations. The Officer interacts with the public frequently and represents NOAA, the Corps and CO-OPS.

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

• Learning new skills quickly is essential for this billet. The incumbent must become familiar with field maintenance tools, procedures, and equipment such as an electronic leveling instrument, gauge electronics and various sensors as well as the intricacies of software used to maintain electronic documentation for benchmarks and water level stations. The incumbent should have these skills mastered and be able to operate independently as a crew chief within 1 year (satisfactory), hopefully within 6 months (excellent).

• Annual project instructions provide specific objectives to be met for individual stations. Visiting all assigned stations and completing 95% of project instruction objectives would demonstrate excellent performance.

• Submit all electronic station documentation on time, particularly meeting all 24 hour and 30 day deadlines and rarely having documentation deficiencies.

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: MOULTON.STEPHEN.F.1282116835 Digitally signed by MOULTON.STEPHEN.F.1282116835 DN: c=US, o=U.S. Government, ou=DoD, ou=PKI, ou=NOAA, cn=MOULTON.STEPHEN.F.1282116835 Date: 2016.06.14 12:14:52 -04'00'

2. Date: 2016-06-14

3. Name: Stephen Moulton LTJG / NOAA

4.Title/Position: Atlantic Field Ops Hydro Support Officer

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: LANE.DAVID.LEE.1398839346 Digitally signed by LANE.DAVID.LEE.1398839346 DN: c=US, o=U.S. Government, ou=DoD, ou=PKI, ou=OTHER, cn=LANE.DAVID.LEE.1398839346 Date: 2016.03.11 08:50:06 -05'00'

2. Date: 2016-03-11

3. Name: David Lane

4.Title/Position: Chief, Atlantic Operations 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: Eric W Berkowitz CAPT

2. Date: 2016-06-14

3. Name: Eric Berkowitz CAPT / 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: CDR, NOAA

2. Date: 7/7/2016

3. Name: CDR Devin R. Brakob, 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: RADM/NOAA

2. Date: 7/11/2016

3. Name: RADM David A. Score, NOAA

4.Title/Position: Director, NOAA Corps

Print Form

Submit to CPC (Reviewer Use Only)