

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION CD Billet #: 9242

A. Billet Number	6120	B. Billet Title	Manager, Bathymetric Data Acquisition Program		
C. Grade Requested	O4 - LCDR	D. Type of Submission	ANNUAL RECERTIFICATION		
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 National Geophysical Data Center	B. Street Address	325 Broadway				
C. City	Boulder	D. State	Colorado	E. Country	United States	F. Zip Code	80305
G. Office	+1 (303) 497-6429	x		H. Mobile		I. Fax	+1 (303) 497-6513

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor							
1. Name	Susan J. McLean	2. Position	Chief, Marine Geology and Geophysics Div.	3. Grade	ZP V		
4. Email	Susan.McLean@noaa.gov	5. Office	+1 (303) 497-6478	x		6. Mobile	
B. Reporting Officer (2nd Level Supervisor)							
1. Name	Dr. Christopher G. Fox	2. Position	Director, National Geophysical Data Center	3. Grade	SES-All		
4. Email	christopher.g.fox@noaa.gov	5. Office	+1 (303) 497-6215	x		6. Mobile	
C. Reviewer (Normally the Reporting Officer's Supervisor)							
1. Name	Mark P. Moran	2. Position	NESDIS Liaison Officer	3. Grade	O6		
4. Email	mark.p.moran@noaa.gov	5. Office	+1 (301) 817-4244	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	NESDIS	2. Office, Center, or Lab	NGDC		
3. Division	MGG	4. Branch		5. Section or Team	

B. NOAA Goal/Subgoal		C. Program			
D. NOAA Org Code	EH3000	E. NFC Org Code	544008000300000000	F. Project-Task	

SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

The National Geophysical Data Center (NGDC) in Boulder, Colorado is one of three NOAA National Data Centers. Its mission is to provide long-term scientific data stewardship for the Nation's geophysical data, ensuring quality, integrity, and accessibility. NGDC provides stewardship, products and services for geophysical data describing the solid earth, marine, and solar-terrestrial environment, as well as earth observations from space. NGDC's Marine Geology and Geophysics Division, where this billet is located, stewards all NOS hydrographic data and high-resolution tide gauge data, and provides access to these data via standards-based web services and metadata.

NGDC's data holdings currently contain more than 400 digital and analog databases. The Center works closely with contributors of scientific data to prepare documented, reliable data sets. Our data users include:

- * private industry
- * universities and other educational facilities
- * research organizations
- * federal, state, and local governments
- * foreign governments, industry, and academia
- * publishers and other mass media as well as the general 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

Manages the National Geophysical Data Center's (NGDC) hydrographic data program. This responsibility includes the ingest and archiving of bathymetric data, side scan sonar, backscatter and related data describing the seafloor and subsurface. The primary provider is the National Ocean Service for which NGDC also provides data Continuity of Operations (COOP) services. Potential data providers include an ever expanding number of government and scientific organizations both within the US and internationally.

Serves as liaison with the National Geospatial-Intelligence Agency (NGA) Global Navigation Branch negotiating and directing support services and collaborative projects.

Serves as Data Manager for the International Hydrographic Organization (IHO) Data Center for Digital Bathymetry. The IHO is comprised of 80 member states collaborating in all aspects of hydrography including the coordination of standards for hydrographic surveying and promoting uniformity in nautical charts and related publications.

Serves as NGDC's liaison for the ocean and coastal data archive for NOAA's Integrated Ocean and Coastal Mapping program (IOCM). This officer will work closely with NOAA's IOCM Coordinator in fulfilling agency obligations under public law 111-11.

Serves as Co-Lead for NGDC's Integrated Ocean and Coastal Mapping Program/Extended Continental Shelf Data Team.

Prepares the Director's annual report and presentation of NGDC activities in support of the IHO's Data Center for Digital Bathymetry and the IHO/IOC General Bathymetric Chart of the Oceans (GEBCO).

Prepares the Director's annual report and presentation for the US-Japanese Cooperative Program in Natural Resources (UJNR).

Supervises billet #6122, Manager, NOS Hydrographic Database.

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):

No

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 type="checkbox"/> Leveraging Diversity <input checked="" type="checkbox"/> Influencing Others <input type="checkbox"/> Developing Others <input checked="" type="checkbox"/> Execution
LCDR (O4)		<input type="checkbox"/> Decisiveness <input checked="" type="checkbox"/> Problem Solving <input 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 checked="" 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)

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 Category A, scientific papers/publications, GIS); engineering (marine survey, ABYC, ABS, FAA); regulatory (US Code, CFR); information technology (databases, networks, programming).

Experience in database management, web services and the development and implementation of metadata standards, though not required, would be a solid foundation for prospective officers.

SECTION 10 - LEADERSHIP DEVELOPMENT

GRADE	LEADERSHIP MATURITY LEVEL	LEADERSHIP COMPETENCIES DEVELOPED IN THIS BILLET
ENS (O1)	Leading Self	<input type="checkbox"/> Core Values & Conduct <input type="checkbox"/> Health & Well Being <input type="checkbox"/> Responsibility <input type="checkbox"/> Followership <input type="checkbox"/> Adaptability
LTJG (O2)		<input type="checkbox"/> Interpersonal Skills <input type="checkbox"/> Continuous Learning <input type="checkbox"/> Technical Proficiency <input type="checkbox"/> Listening <input type="checkbox"/> Speaking
LT (O3)	Leading Others	<input checked="" type="checkbox"/> Writing <input checked="" type="checkbox"/> Team Building <input type="checkbox"/> Leveraging Diversity <input checked="" type="checkbox"/> Influencing Others <input type="checkbox"/> Developing Others <input checked="" type="checkbox"/> Execution
LCDR (O4)		<input type="checkbox"/> Decisiveness <input type="checkbox"/> Problem Solving <input 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 checked="" type="checkbox"/> External Awareness <input checked="" type="checkbox"/> Strategic Thinking <input type="checkbox"/> Political Savvy <input type="checkbox"/> Vision <input checked="" type="checkbox"/> Partnering

Leadership Development Comments (Optional)

This billet requires a significant level of inter-agency and international contact and negotiation. It presents an opportunity for an officer to develop their external awareness and their skills in fostering partnerships with a broad array of government and scientific organizations.

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).

An officer completing this assignment will better understand standards for scientific data, the management of systems and technology used to ingest and archive various categories of data, and web delivery services for making scientific datasets available to the public. Also, this billet requires significant involvement with other US federal agencies and with foreign governments thus providing broad exposure to science and technology external to NOAA and to some degree external to the United States.

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

Increase volume of data ingested and archived annually by 10%.

Increase volume of data made available to the public on-line annually by 10%.

Ingest no later than the next quarter 90% of hydrographic survey data received per quarter.

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

James A. ILLG

2. Date

26 July 2010

3. Name LCDR James A. ILLG

4. Title/Position Mgr, Bathymetric Data Acquisition Program

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

Susan J. McLean

2. Date

26 July 2010

3. Name Susan J. McLean

4. Title/Position Chief, Marine Geology and Geophysics 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

Mark P. Moran

2. Date

28 JULY 2010

3. Name CAPT Mark P. Moran

4. Title/Position Asst Director, OSPO

D. Commissioned Personnel Center Endorsement

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

1. Signature

Jon Swallow

2. Date

26 July 2010

3. Name ~~CDR Jon Swallow~~ *CDR Nathaniel A. Hawes*

4. Title/Position ~~Chief, Officer Career Management Division~~ *Chief, Officer Career Management Division*

E. Director, NOAA Corps Endorsement

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

1. Signature

Jonathan Bailey

2. Date

31/7/2011

3. Name RADM Jonathan Bailey

4. Title/Position Director, NOAA Corps

Print Form

Submit to CPC (Reviewer Use Only)