

## NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

### SECTION 1 - GENERAL INFORMATION CD Billet #: 9243

A. Billet Number	6122	B. Billet Title	Manager, NOS Hydrographic Database
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	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	325 Broadway	B. Street Address					
C. City	Boulder,	D. State	Colorado	E. Country	United States	F. Zip Code	80305
G. Office	+1 (303) 497-6390	x		H. Mobile		I. Fax	

### SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor							
1. Name	LCDR James A. ILLG	2. Position	Manager, Bathy Data Acquisition Program	3. Grade	O4		
4. Email	Jim.Illg@noaa.gov	5. Office	+1 (303) 497-6429	x		6. Mobile	
B. Reporting Officer (2nd Level Supervisor)							
1. Name	Susan J. McLean	2. Position	Chief, Marine Geology and Geophysics Div.	3. Grade	ZP IV		
4. Email	Susan.Mclean@noaa.gov	5. Office	+1 (303) 497-6478	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 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
- \* 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

Manage the assimilation, quality assurance, storage, and archival of hydrographic, bathymetric, and acoustic imagery data received for the NOS hydrographic survey database, and NOS hydrographic metadata database.

Coordinate development of data management software and procedures for the databases.

Provide expert assistance to all users of the databases.

Assist in program coordination with senior scientists at NGDC, NOS, and elsewhere.

Direct dissemination of data to customers.

Provide backup and security for NOS hydrographic, multi-beam, and imagery data.

Investigate and test latest technologies for survey data management.

Participate in development of new product applications.

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

#### 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 type="checkbox"/> Health & Well Being <input checked="" type="checkbox"/> Responsibility <input type="checkbox"/> Followership <input checked="" type="checkbox"/> Adaptability
LTJG (O2)		<input checked="" type="checkbox"/> Interpersonal Skills <input type="checkbox"/> Continuous Learning <input checked="" type="checkbox"/> Technical Proficiency <input type="checkbox"/> Listening <input 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 checked="" 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)

## 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).

Prior knowledge of programming and use of Linux requested. Should be familiar with file management through command line interface. Working knowledge of Bash, Perl, and Java or Groovy. Prior experience with hydrographic data encouraged.

## 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 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 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 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
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)**

## 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).

Computer programming and data management techniques will be developed. Additionally, using the data archived will develop skills with GIS, Caris and other mapping programs.

## 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

*for James A. Illg*

2. Date

26 July 2010

3. Name

LTJG Mark Frydrych

4. Title/Position

Manager, NOS Hydrographic Database

**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

*James A. Illg*

2. Date

26 July 2010

3. Name

LCDR James A. ILLG

4. Title/Position

Mgr, Bathymetric Data Acquisition Program

**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

*CDR Jon Swallow*

2. Date

13 Aug 10

3. Name

CDR Jon Swallow  
*LCDR Nathaniel H. Howler*

4. Title/Position

Chief, Officer Career Management Division  
*Assignment Branch*

**E. Director, NOAA Corps Endorsement**

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

1. Signature

*Jonathan Bailey*

2. Date

3/1/2011

3. Name

RADM Jonathan Bailey

4. Title/Position

Director, NOAA Corps

Print Form

Submit to CPC (Reviewer Use Only)