

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION

A. Billet Number	7110	B. Billet Title	Chief, Requirements Branch, RSD
C. Grade Requested	O5 - CDR	D. Type of Submission	ANNUAL RECERTIFICATION
E. Minimum amount of overlap between incumbent officer/reporting officer for continuity of duties	6 Weeks		
F. Duty Type	FIXED SHORE	G. Estimated Length of Assignment	3 years

SECTION 2 - DUTY STATION ADDRESS AND CONTACT INFORMATION

A. Street Address	1315 East West Hwy	B. Street Address	SSMC3 RM 8140				
C. City	Silver Spring	D. State	Maryland	E. Country	United States	F. Zip Code	20910
G. Office	+1 (301) 713-2663	x	159	H. Mobile		I. Fax	+1 (301) 713-4572

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor							
1. Name	Albert Girimonte	2. Position	Deputy Chief, RSD	3. Grade	O5		
4. Email	albert.girimonte@noaa.gov	5. Office	+1 (301) 713-2663	x	159	6. Mobile	
B. Reporting Officer (2nd Level Supervisor)							
1. Name	Michael L. Aslaksen	2. Position	Chief, Remote Sensing Division	3. Grade	ZP V		
4. Email	mike.aslaksen@noaa.gov	5. Office	+1 (301) 713-2663	x	160	6. Mobile	+1 (301) 801-9024
C. Reviewer (Normally the Reporting Officer's Supervisor)							
1. Name	Julianna P. Blackwell	2. Position	Director, National Geodetic Survey	3. Grade	SES-All		
4. Email	Julianna.Blackwell@noaa.gov	5. Office	+1 (301) 713-3222	x	141	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	National Ocean Service	2. Office, Center, or Lab	National Geodetic Survey		
3. Division	Remote Sensing Division	4. Branch	Requirements Branch	5. Section or Team	N/A
B. NOAA Goal/Subgoal		Commerce and Transportation	C. Program		MTS
D. NOAA Org Code	NL3200	E. NFC Org Code	541011000300000000	F. Project-Task	

SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

The National Geodetic Survey Remote Sensing Division has two focus programs which are the Integrated Ocean and Coastal Mapping Program (IOCM) and the Airport Survey Program (ASP). The main role of the Requirements Branch is to interface with the NOS Office of Coast Survey, the NOS Center for Operational Oceanographic Products and Services, and the Federal Aviation Administration to determine survey priorities in order to develop a multi-year aerial survey strategy for NGS and commercial contractor aerial/ground survey crews. Plans are then subdivided into annual operating plans used to task RSD and OMAO personnel and aircraft. The position requires significant project coordination throughout the National Ocean Service as well as various FAA Airport Survey offices, federal/state government mapping agencies and academia.

The Chief position requires knowledge and proficiency with GIS and mission software applications in order to provide leadership, guidance, and quality assurance to digital survey planning products and data management.

SECTION 6 - DUTIES AND RESPONSIBILITIES

6A. Description of Duties and Responsibilities

The incumbent will report to the Remote Sensing Division Chief and Deputy Chief. The officer will be responsible for the overall supervision and leadership of the Requirements Branch personnel to define requirements and accomplish planning functions for the division. Duties will support production as well as research efforts. This requires the application of professional knowledge and operational skills in airborne remote sensing, mapping and related sciences. By working with the other Remote Sensing Division's branch chiefs, the incumbent will ensure the remote sensing flight program (operational field unit) and contractors are provided all relevant project instructions prior to field season commencement. The officer will assist the Division Chief with tracking and meeting internal and external performance metrics. The incumbent will ensure administrative functions of the branch are properly completed in a timely manner.

- 1.) Responsible for all accomplishments of all Requirements Branch responsibilities.
- 2.) Supervision of Requirements Branch Personnel (nominally 10 FTE and contractors) and implementation of NOAA policies at the Branch level.
- 3.) Represents the Requirements Branch, RSD, and NGS at meetings and conferences with Federal, State, and Local agencies as well private organizations.
- 4.) Identifies, organizes, and provides training for Requirements Branch personnel concerning mission planning, operations, and survey methodology.
- 5.) Responsible for supervising cartographer's planning data to ensure adherence to administrative policies and technical specifications prior to delivering products to Airport Survey field parties, contractor field parties, and NOAA Flight Crews.
- 6.) Develop, maintain, organize and provide updated manuals for RSD Field Parties.
- 7.) Maintain proficiency in mission GIS applications and mission software for standardization and QA review.
- 8.) Coordinate RSD Requirements with other NGS Divisions or NOAA agencies such as Office of Coast Survey.
- 9.) Coordinate with CO-OPS on tidal gauge installation for future surveys.
- 10.) Schedule and plan surveys.
- 11.) Assist Remote Sensing Division Chief on Allocation of Funds and tracking of mission budgets.
- 12.) Coordinate with NGS Airport Survey Manager and NGS Contract Managers for future and ongoing surveys as well as contractor deliverables.
- 13.) Define aerial survey requirements and provide aerial planning products to NOAA and/or Contract Flight crews conducting Emergency Damage Assessment.
- 14.) Promote NOAA Corps opportunities within NGS and RSD.
- 15.) Fulfill operational duties aboard ship or aircraft on a part-time basis as needed by OMAO. NGS/RSD has a strong partnership with OMAO and is understanding to the needs of the fleet.

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

Technical + Operational + Leading and Managing + Executive Leadership = 100%

SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

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SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor <i>Berkowitz is a chief?</i>							
1. Name	Eric W. Berkowitz	2. Position	Deputy Chief, RSD	3. Grade	O5		
4. Email	eric.w.berkowitz@noaa.gov	5. Office	+1 (301) 713-2663	x	159	6. Mobile	
B. Reporting Officer (2nd Level Supervisor)							
1. Name	Michael L. Aslaksen	2. Position	Chief, Remote Sensing Division	3. Grade	ZP V		
4. Email	mike.aslaksen@noaa.gov	5. Office	+1 (301) 713-2663	x	160	6. Mobile	+1 (301) 801-9024
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B. NOAA Goal/Subgoal		Commerce and Transportation	C. Program		MTS
D. NOAA Org Code	NL3200	E. NFC Org Code	541011000300000000	F. Project-Task	

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):

The Chief, Requirements Branch is responsible for maintaining of 15 high performance computer workstations consisting of commercial and NGS remote sensing software packages.

The Chief, Requirements Branch is responsible for coordinating installation and removal of 20 Tide Gauges throughout the US.

The Chief, Requirements Branch may be tasked by NGS with leadership roles beyond the branch level.

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 checked="" type="checkbox"/> Decisiveness <input checked="" 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)

Demonstrated technical management in the fields of remote sensing or hydrography is highly desired.

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)

Secret clearance is required, with the ability to obtain a TS(SCI) clearance if necessary. Medically qualified pilot may be requested for this billet to serve as an emergency augmentor to the RSD Flight Program aboard the NOAA King Air (N68RF).

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).

Scientific:

Previous experience with GIS and production data management is desirable. Working knowledge of NOS/OCS organizational structure, activities, and products is desirable.

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 checked="" 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 checked="" type="checkbox"/> Strategic Thinking <input type="checkbox"/> Political Savvy <input checked="" type="checkbox"/> Vision <input checked="" type="checkbox"/> Partnering

Leadership Development Comments (Optional)

The billet provides the incumbent with an excellent introduction to supervision and management. By directly supervising a team of ten professional track employees, the officer will develop core competencies; specifically building skills required to manage larger groups within NOAA.

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)

The billet develops technical management skills directly applicable to the fields of hydrography and remote sensing, however these developed skills can be applied operationally to both ship and aircraft platforms.

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 level of supervision is commensurate with, or above other O-4 to O-5 grade NOAA Corps billets. A strong performance in this billet would make the officer very competitive with their peers for promotion purposes.

A strong performance in this billet will leave the incumbent knowledgeable in the field of aerial remote sensing, marine charting, as well as aeronautical survey for development of instrument approach procedures. By working closely with NOS and other NOAA programs, the incumbent would leave this assignment well positioned for follow on assignments within NGS, NOS OCS, or elsewhere in NOAA.

This billet offers access to other programs (both internal and external to NOAA) which are aligned to benefit from the Integrated Ocean and Coastal Mapping (IOCM) initiative. As NGS RSD Requirements Branch Chief, the incumbent will develop a firm grasp of data and product requirements across NOAA and other agencies involved in mapping and charting. This will give the officer a unique opportunity to benefit NOAA and the nation by increasing effectiveness of federal mapping activities. Because this initiative was outlined in the 2005 Ocean Commission Report and subsequent President's Ocean Action Plan, there is a distinct possibility that new career opportunities will arise in this area.

This billet provides a strong foundation in technical, administrative, and operational management applicable to higher supervisory level billets throughout NOAA and NOAA Corps.

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

Top 5 Measurable Performance Goals:

- 1.) Ability to effectively supervise 10 personnel
- 2.) Ability to create efficient production data workflows for the branch
- 3.) Ability to retain branch personnel expertise through new or recurrent training
- 4.) Ability to coordinate project plans with the Office of Coast Survey, the Center for Operational Oceanographic Products and Services, and the Federal Aviation Administration.
- 5.) Ability to provide technical guidance to the Division Chief and/or other branches within NGS/RSD

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 **Jon Neuhaus**

Digitally signed by Jon Neuhaus
DN: cn=Jon Neuhaus, o=NGS, ou=NNGS32,
email=jonathan.neuhaus@noaa.gov, c=US
Date: 2010.04.20 12:43:18 -04'00'

2. Date **2010-04-20**

3. Name **LCDR Jonathan B. Neuhaus**

4. Title/Position **Chief, Requirements 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

CDR Eric W. Berkowitz
2010.05.21 16:16:13 -04'00'

2. Date **2010-05-21**

3. Name **CDR Eric W. Berkowitz, NOAA**

4. Title/Position **Deputy Chief, RSD**

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 **Captain Michele Finn**

Digitally signed by Captain Michele Finn
DN: cn=Captain Michele Finn, o=Disaster Response Center,
ou=NOS/DRR, email=michele.a.finn@noaa.gov, c=US
Date: 2010.05.21 16:28:21 -04'00'

2. Date **2010-05-21**

3. Name **CAPT Michele Finn, 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

SWA J. CDR/NOAA

2. Date **11-23-11**

3. Name **CDR Scott Siros**

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

D. Director, NOAA Corps Endorsement

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

1. Signature

J. Bailey

2. Date **12/16/2011**

3. Name **RADM Jonathan Bailey**

4. Title/Position **Director, NOAA Corps**

Print Form

Submit to CPC (Reviewer Use Only)

