

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION

A. Billet Number	7208	B. Billet Title	FUT, OCS, UNH
C. Grade Requested	O3 - LT	D. Type of Submission	REALIGNMENT OF DUTIES
E. Minimum amount of overlap between incumbent officer/reporting officer for continuity of duties	No Overlap Required		
F. Duty Type	TRAINING	G. Estimated Length of Assignment	3 years

SECTION 2 - DUTY STATION ADDRESS AND CONTACT INFORMATION

A. Street Address	Jere A. Chase Ocean Engineering Lab	B. Street Address	24 Colovos Road				
C. City	Durham	D. State	New Hampshir	E. Country	United States	F. Zip Code	03824
G. Office	+1 (603) 862-4559	x		H. Mobile		I. Fax	+1 (603) 862-0839

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor							
1. Name	CAPT Andy Armstrong, NOAA ret	2. Position	Co-Director, NOAA/UNH JHC	3. Grade	ZP V		
4. Email	andy.armstrong@noaa.gov	5. Office	+1 (603) 862-4559	x		6. Mobile	
B. Reporting Officer (2nd Level Supervisor)							
1. Name	Jeff Ferguson	2. Position	Chief, Hydrographic Surveys Division	3. Grade	ZP V		
4. Email	Jeffrey.Ferguson@noaa.gov	5. Office	+1 (301) 713-2780	x	139	6. Mobile	
C. Reviewer (Normally the Reporting Officer's Supervisor)							
1. Name	CAPT John Lowell	2. Position	Director, Office of Coast Survey	3. Grade	O6		
4. Email	john.lowell@noaa.gov	5. Office	+1 (301) 713-2770	x	134	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	OCS		
3. Division	JHC	4. Branch		5. Section or Team	
B. NOAA Goal/Subgoal		C. Program			
D. NOAA Org Code	NJ0000	E. NFC Org Code	541009000000000000	F. Project-Task	

SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

This billet is located at the University of New Hampshire Joint Hydrographic Center, in Durham, NH. Potential incumbent must be accepted to one of two departments within UNH's Graduate School with an Ocean Mapping option: Ocean Engineering or Earth Sciences. Applicants should consult with the Director, JHC, on which department is more appropriate to apply given their academic background and experience. Depending on the department selected, advisors will guide the incumbent through a project or thesis to complete the program. The selected project or thesis should be related to one of the focuses of OCS. The incumbent should consult with the Chief, HSD, on the OCS priorities.

The incumbent completes the required course work required for the masters program through the selected department. In general the first year is concentrated on course work, getting involved with research groups, and selecting a thesis topic and advising committee. The second year is concentrated on data acquisition, analysis, thesis writing, and some course work. The third year is concentrated on thesis defense, and research integration into OCS' workflow where appropriate.

The incumbent participates and assists with ongoing research at the CCOM/JHC center as directed by advisors and supervisor. Opportunities to participate in various scientific cruises are available.

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

Complete a thesis or project directly related to the goals of OCS.

Assist as needed with training, operations, and logistics at CCOM/JHC.

Maintain satisfactory grade point average.

Be available as needed to augment aboard NOAA vessels and assist OCS.

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):

Possibly ocean measurement equipment or sensors, etc, associated with field research.

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)	Leading Others	<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)		<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)	Leading Performance and Change	<input 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)		<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)	Leading Organizations	<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)

Operations Officer on a hydrographic ship preferred.

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).

Completion of GRE if applying through the Earth Sciences Department and acceptance to graduate school and selected department.

Baccalaureate degree in either geology, chemistry, physics, mathematics, engineering, or biological sciences. Including one year each of college chemistry, physics, and calculus.

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 type="checkbox"/> Decisiveness <input checked="" type="checkbox"/> Problem Solving <input type="checkbox"/> Conflict Management <input 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 type="checkbox"/> External Awareness <input type="checkbox"/> Strategic Thinking <input type="checkbox"/> Political Savvy <input type="checkbox"/> Vision <input checked="" type="checkbox"/> Partnering
Leadership Development Comments (Optional)		
Incumbent studies with diverse student body, including officers from hydrographic offices from around the world.		

SECTION 11 - OPERATIONAL DEVELOPMENT

<p>A. Marine Development</p> <input type="checkbox"/> Officer of the Deck <input type="checkbox"/> Senior Watch Officer <input type="checkbox"/> ECDIS <input type="checkbox"/> Dynamic Positioning <input type="checkbox"/> Boat Deployment <input type="checkbox"/> MedPIC <input type="checkbox"/> Coxswain/OIC <input type="checkbox"/> HAZWOPER <input type="checkbox"/> AUV Deployment <input type="checkbox"/> U/W UAS Deployment <input type="checkbox"/> Buoy/Mooring Qualified <input type="checkbox"/> Trawl Qualified <input type="checkbox"/> Longline Qualified <input type="checkbox"/> Hydro Launch PIC <input type="checkbox"/> Foreign Port Calls
<p>B. Aviation Development</p> <input type="checkbox"/> Co-Pilot <input type="checkbox"/> Pilot <input type="checkbox"/> Aircraft Commander <input type="checkbox"/> Mission Commander <input type="checkbox"/> Instructor Pilot <input type="checkbox"/> Hurricane Qualified <input type="checkbox"/> Alaska/Wilderness Qualified <input type="checkbox"/> Flight Meteorologist <input type="checkbox"/> International Flights <input type="checkbox"/> UAS Pilot
<p>C. Dive Development</p> <input type="checkbox"/> Scientific Diver <input type="checkbox"/> Working Diver <input type="checkbox"/> Advanced Working Diver <input type="checkbox"/> Master Diver <input type="checkbox"/> Dive Master <input type="checkbox"/> Dive Medic <input type="checkbox"/> Unit Diving Supervisor
<p>D. Additional Operational Development (security clearances, special training) or Operational Development Comments (Optional)</p>

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).

Successful completion of a masters degree in Ocean Mapping prepares the incumbent for technical and leadership assignments in the Office of Coast Survey Development Laboratory (CSDL), Hydrographic Surveys Division (HSD), Navigation Services Division (NSD), Marine Charting Division (MSD), and other NOAA Line Offices engaged in ocean and coastal mapping.

The incumbent gains critical technical knowledge for future sea assignments aboard NOAA vessels engaged in hydrographic and ocean mapping data acquisition and processing.

Incumbent learns to integrate the core technical expertise and resources of OCS with needs and capabilities of all NOAA Line Offices, directly furthering NOAA's Integrated Ocean and Coastal Mapping efforts.

Incumbent has the opportunity to earn an IHO Category A certificate, write and present original scientific research, and work with internationally recognized ocean scientists. Incumbent studies with international student body from hydrographic offices around the world.

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

Successful defense of thesis or completion of research project.

Maintain satisfactory grade point average.

Maintain regular communications with OCS hydrographic community and Chief of HSD.

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 Briana Welton Briana Welton 2012.03.27 12:59:08 -04'00' 2. Date 2012-02-27

3. Name LT Briana Welton 4. Title/Position FUT - UNH

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 Andrew Armstrong Digitally signed by Andrew Armstrong
DN: cn=Andrew Armstrong, o=NOAA, ou=Joint Hydrographic Center, email=andy.armstrong@noaa.gov, c=US
Date: 2012.03.27 14:05:24 -04'00' 2. Date 2012-03-27

3. Name Andrew Armstrong (CAPT, ret) 4. Title/Position Co-Director, CCO-JHC

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 CDR Jon D. Swallow, NOAA Digitally signed by CDR Jon D. Swallow, NOAA
DN: cn=CDR Jon D. Swallow, NOAA, o, ou=NOS Liaison Officer, email=Jon.Swallow@noaa.gov, c=US
Date: 2012.03.28 09:03:44 -04'00' 2. Date

3. Name CAPT Jon D. Swallow, NOAA 4. Title/Position NOS Liaison

D. Commissioned Personnel Center Endorsement

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

1. Signature Todd A. Bridgeman 2. Date 3/30/2012

3. Name CDR Todd A. Bridgeman, NOAA 4. Title/Position Chief, Officer Career Management

E. Director, NOAA Corps Endorsement

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

1. Signature Anne K. Lynch 2. Date 4/13/2012

3. Name CAPT Anne K. Lynch, NOAA 4. Title/Position Director, Commissioned Personnel Center

Print Form

Submit to CPC (Reviewer Use Only)

