

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION

A. Billet Number	7227	B. Billet Title	ECDIS Project Manager		
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	1 week				
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 Highway	B. Street Address	N/CS2				
C. City	Silver Spring	D. State	Maryland	E. Country	United States	F. Zip Code	20910
G. Office	+1 (301) 713-2724	x		H. Mobile		I. Fax	+1 (301) 713-4516

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor							
1. Name	John Nyberg	2. Position	Deputy Chief, Marine Chart Division	3. Grade	ZP V		
4. Email	John.Nyberg@noaa.gov	5. Office	+1 (301) 713-2724	x	102	6. Mobile	
B. Reporting Officer (2nd Level Supervisor)							
1. Name	CAPT Douglas D. Baird, Jr.	2. Position	Chief, Marine Chart Division	3. Grade	O6		
4. Email	Doug.Baird@noaa.gov	5. Office	+1 (301) 713-2724	x	101	6. Mobile	
C. Reviewer (Normally the Reporting Officer's Supervisor)							
1. Name	CAPT John E. Lowell, Jr.	2. Position	Director, Office of Coast Survey	3. Grade	O6		
4. Email	John.Lowell@noaa.gov	5. Office	+1 (301) 713-2777	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	Office of Coast Survey			
3. Division	Marine Chart Division	4. Branch	Staff	5. Section or Team	N/A	

B. NOAA Goal/Subgoal	Coastal Resiliency	C. Program	Marine Transportation System			
D. NOAA Org Code	N/CS2	E. NFC Org Code	10-09-0002-00-00-00-00	F. Project-Task		

SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

NOAA's Office of Coast Survey is responsible for providing nautical charts for most of the nation, with a suite of over 1,000 charts encompassing the coasts of the U.S., the Great Lakes, and the U.S. territories. Nautical charts provide detailed information on the area beneath the water surface, normally not visible to the naked eye, which is very critical for the safe and efficient navigation of surface vessels. The nautical chart is a working document used to plot courses for navigators to follow in order to transit a certain area. The nautical chart displays special conditions required for the safe voyage, such as depth, aids to navigation, landforms, wrecks, and obstructions. The coastal waters of the U.S. are in a constant state of change: channels are dredged and sometimes re-routed; new aids to navigation are established or deleted; new wrecks and obstructions are discovered; natural shoaling occurs in many areas; and new berthing facilities are built along the shoreline. In order for the mariner to transit safely, it is imperative that these changes be reflected on nautical charts as soon as practicable.

SECTION 6 - DUTIES AND RESPONSIBILITIES

6A. Description of Duties and Responsibilities

The officer is expected to use the desktop ECDIS software in the office to ascertain the validity of S-57 encoded items and ensure the display meets the needs of the mariner. Teaching others how to use the ECDIS software, and assisting with the directed sampling check of ENC data. The officer is expected to be able to communicate with with program colleagues and software company representatives to promote the proper use and efficient depiction of navigational information via the ECDIS.

The officer will use his operational expertise to provide input to Divisional programs, update of procedural documents, oversee bridge chart use of RNC's and ENC's, and support other projects. In rare occasions the officer may be asked to augment on a vessel. Input to enhance and update the S-57 encoding guideline is expected.

The officer will attend the NOAA Field Procedures Workshop (FPW) giving a presentation on specific projects as necessary or requested. The officer will use his hydrographic expertise to improve Divisional processes, update documentation, and support the many technical projects within the Division. Training leading towards COTR certification will be completed during assignment.

The officer will lead division employees on specific projects and will be expected to provide input on performance evaluations. And will lead the instruction of NOAA personnel in the proper use of ECDIS software.

The officer will collaborate with other federal maritime agencies (e.g., USCG, NGA, USN, USACE, etc) on digital chart issues such as display disparities between ECDIS software and assessing the currency of digital chart loaded onto an ECS or ECDIS.

The officer will participate in IHO working groups to ensure that the OCS programs perspective is represented at decision making levels.

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 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 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)

Completed tour as Field Operations Officer of a Hydrographic Survey ship is preferred

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 security clearance with potential for upgrade to Top Secret; The candidate should have experience with hydrographic surveying, including geodesy, water levels, chart review, and Electronic Chart Display & Information Systems. The candidate shall have completed a successful tour on a hydrographic vessel or field party.

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).

Familiarity with Geographic Information Systems is required. Familiarity with S-57 encoding is desirable.
Knowledge of contracting etiquette is preferred.

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 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 Development Comments (Optional)		

SECTION 11 - OPERATIONAL DEVELOPMENT

<p>A. Marine Development</p> <input type="checkbox"/> Officer of the Deck <input type="checkbox"/> Senior Watch Officer <input checked="" 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> <div style="height: 80px;"></div>

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).

The officer will be expected to complete COTR training and obtain a certificate attesting to such.

The officer will gain extensive knowledge of the S-57 (& S-100) encoding requirements, the procedures of the IHO and its various working groups.

The officer will gain experience building relationships with NOAA partners and the navigation community.

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

50 ENC's are inspected and validated for proper encoding and display each year. At least 3 ECDIS software systems are maintained and used regularly. At least 5 in-house classes are taught to NOAA personnel on the Introduction to ECDIS.

Customer requirements re use and potential improvements to ECDIS displays collected and input into appropriate feedback channels.

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

Digitally signed by Doug Baird
Date: 2011.09.14 10:25:48 -04'00'

2. Date 2011-09-14

3. Name Douglas D. Baird, Jr.

4. Title/Position Chief, Marine Chart Division/Office of Coast Sur

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

Digitally signed by Doug Baird
Date: 2011.09.14 10:26:00 -04'00'

2. Date 9/14/2011

3. Name Douglas D. Baird, Jr.

4. Title/Position Chief, Marine Chart Division/Office of Coast Sur

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

2. Date

3. Name CDR Jon D. Swallow, NOAA

4. Title/Position NOS Liaison Officer

D. Commissioned Personnel Center Endorsement

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

1. Signature

2. Date

3. Name

4. Title/Position

D. Director, NOAA Corps Endorsement

"I am the [] and I [] this billet."

1. Signature

2. Date

3. Name

4. Title/Position

Print Form

Submit to CPC (Reviewer Use Only)

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2. Date 9/14/2011

3. Name Douglas D. Baird, Jr.

4. Title/Position Chief, Marine Chart Division/Office of Coast Sur

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

2. Date 11/04/2011

3. Name CDR Jon D. Swallow, NOAA

4. Title/Position NOS Liaison Officer

D. Commissioned Personnel Center Endorsement

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

1. Signature

2. Date 11/7/2011

3. Name LT AMANDA GOELLER

4. Title/Position Chief, Officer Assignment Branch

D. Director, NOAA Corps Endorsement

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

1. Signature

2. Date 11/8/2011

3. Name CAPT Anne Lynch

4. Title/Position Director, Commissioned Corps

Print Form

Submit to CPC (Reviewer Use Only)