

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION CD Billet #: 9215

A. Billet Number	<input type="text" value="3500"/>	B. Billet Title	<input type="text" value="Associate Director, Earth System Research Laboratory"/>
C. Grade Requested	<input type="text" value="O5 - CDR"/>	D. Type of Submission	<input type="text" value="Annual Review & Conformation to new description format"/>
E. Minimum amount of overlap between incumbent officer/reporting officer for continuity of duties	<input type="text" value="1 Month"/>		
F. Duty Type	<input type="text" value="FIXED SHORE"/>	G. Estimated Length of Assignment	<input type="text" value="3 years"/>

SECTION 2 - DUTY STATION ADDRESS AND CONTACT INFORMATION

A. Street Address	<input type="text" value="325 N Broadway"/>	B. Street Address	<input type="text" value="DSRC #3B-512"/>
C. City	<input type="text" value="Boulder"/>	D. State	<input type="text" value="Colorado"/>
E. Country	<input type="text" value="United States"/>	F. Zip Code	<input type="text" value="80305"/>
G. Office	<input type="text" value="+1 (303) 497-7228"/> x <input type="text"/>	H. Mobile	<input type="text"/>
I. Fax	<input type="text" value="+1 (303) 497-6951"/>		

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor					
1. Name	<input type="text" value="Alexander E. MacDonald, Ph.D."/>	2. Position	<input type="text" value="Director ESRL, DAA OAR"/>	3. Grade	<input type="text" value="SES-All"/>
4. Email	<input type="text" value="alexander.e.macdonald@noaa.gov"/>	5. Office	<input type="text" value="+1 (303) 497-6378"/> x <input type="text"/>	6. Mobile	<input type="text"/>
B. Reporting Officer (2nd Level Supervisor)					
1. Name	<input type="text" value="Alexander E. MacDonald, Ph.D."/>	2. Position	<input type="text" value="Director ESRL, DAA OAR"/>	3. Grade	<input type="text" value="SES-All"/>
4. Email	<input type="text" value="alexander.e.macdonald@noaa.gov"/>	5. Office	<input type="text" value="+1 (303) 497-6378"/> x <input type="text"/>	6. Mobile	<input type="text"/>
C. Reviewer (Normally the Reporting Officer's Supervisor)					
1. Name	<input type="text" value="CAPT Chris Beaverson"/>	2. Position	<input type="text" value="XO, OAR"/>	3. Grade	<input type="text" value="O6"/>
4. Email	<input type="text" value="chris.beaverson@noaa.gov"/>	5. Office	<input type="text" value="+1 (301) 734-1013"/> x <input type="text"/>	6. Mobile	<input type="text"/>

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. Staffer Line Office	<input type="text" value="OAR"/>	2. Office, Center, or Lab	<input type="text" value="ESRL"/>		
Division	<input type="text" value="Directors Office"/>	4. Branch	<input type="text" value="N/A"/>	5. Section or Team	<input type="text" value="N/A"/>
B. NOAA Goal/Subgoal			<input type="text" value="Climate and Weather & Water"/>	C. Program	
				<input type="text" value="Multiple"/>	
D. NOAA Org Code	<input type="text" value="MJ0000"/>	E. NFC Org Code	<input type="text" value="54-50-3300-00-00-00-00"/>	F. Project-Task	
				<input type="text" value="39WGREDPDR"/>	

SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

The Earth System Research Laboratory (ESRL) is part of the Boulder Department of Commerce Campus and David Skaggs Research Center. The Boulder campus is NOAA's second largest facility after HQ. The ESRL annual budget (FY10) is ~\$130M. Nearly one-thousand personnel work in the David Skaggs building, which is home to many of NOAA's most renowned scientists. The lab was formed to pursue a broad and comprehensive understanding of the Earth system. This comprises many physical, chemical and biological processes that need to be dynamically integrated to better predict their behavior over scales from local to global and periods of minutes to millennia. The ESRL mission is to observe, understand and predict the Earth system through research that advances NOAA's environmental information and service from minutes to millennia on global-to-local scales. ESRL is a NOAA leader in federal, industry, and academia cooperation and partnership. Agreements in force with DOD, NASA, FAA, DOE, CU Boulder, and CSU to name a few, effectively leverage the capabilities and requirements of these partners to more effectively serve NOAA's customers and stakeholders. Multiple ESRL divisions are supported by OMAO ship and aircraft operations for critical programs and investigations. At the time of writing this billet description, ESRL and OAR are in the beginning phases of a major re-organization. Three out of the four ESRL divisions and programs will tentatively comprise the majority of the new NOAA Climate Service's research components.

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

Duties of this billet span three general areas: 1) Direct support to the DAA OAR / Director ESRL, 2) ESRL Program Development, and 3) OMAO / OAR coordination to include ancillary duties as the senior NOAA Corps officer assigned to OAR at the Boulder DOC campus.

The officer will assist the Director / DAA OAR with all manner of leadership and management tasks. Primary duties will include, but not be limited to:

- a) Assist the ESRL / OAR leadership in the administration of programs and operations of the laboratory. Ensures that established programs and operations are administered in accord with the Director. Exercises delegated authority to effect the resolution of program and policy issues that arise between ESRL, OAR, OMAO, and NOAA.
 - d) Coordinates actions required of ESRL. Assist in developing, planning and coordinating major programs of joint effort. Assist in the delegating of authority when committing the office to various courses of action.
 - e) Recommend to the Director and Directorate staff policy and program initiatives; engages with Director and DO staff on the development of policies and programs to meet the objectives of OAR & NOAA.
- 2) The officer will provide direct support to one or more programs executed by the ESRL Director's Office. Programs which are new and represent leading edge and exploratory efforts often begin development within the ESRL DO prior to being assumed by an established division. Some are programs with linkage to DOD and/or national security. At present these three programs are:
- a) UAS - Utilization of unmanned aerial vehicles and integrated sensor and data collection systems to accomplish NOAA missions. This program involves OMAO & OAR HQ personnel, as well as support from the joint NOAA / NASA Global Hawk operations out of Dryden CA.
 - b) RE - the development of a program to tailor NOAA's environmental data collection and analysis capability to support government and industry efforts in Renewable Energy. Support includes climactic analysis to support siting decisions for wind, solar, and other renewable energy production, as well as real time monitoring and short scale predictions to facilitate inclusion of renewable sources to the US energy grid.
 - c) WISDOM (Weather In-Situ Deployment Optimization Method) - an international cooperative effort to improve hurricane intensity forecasting. Currently utilizes super density balloons and ultra-light sensor systems to achieve near constant monitoring of hurricane systems. Future developments may include UAS support.
- 3) The officer will carry out OMAO duties in support of ESRL/OAR, as well as those required as senior officer assigned to ESRL.
- a) Coordinate fleet and aircraft planning and operations issues with OAR HQ & OMAO. Stay abreast of and serve as point-person to the Director ESRL on all sea and air operations issues. Augmentation aboard ship or aircraft possible if necessary.
 - b) Develop JO's assigned to the lab and review their billet descriptions and performance evaluations.
 - c) Serve as regional representative for NOAA Corps recruiting as necessary
 - d) Solicit and engage with interested replacements to this billet #3500, as well as the other ESRL billets.
 - e) Serve as OAR representative to the OMAO aviation safety board. This requires completion of ICAP aviation safety training.

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):

Note: No direct budget responsibility, but the incumbent may be tasked with contracting and / or procurement. COTR Level II is recommended.

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 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 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 Prerequisite Comments (Optional)

Assignment is to directly support the DAA OAR / Director ESRL. The Director's duties require an extremely busy travel schedule and the Director's Office Staff is routinely required to exercise authority on behalf of the Director in his absence. Upon reporting for duty, the officer will be a member of the formalized ESRL Management and Leadership Team which is comprised of the SES senior management from the lab.

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)

Valid SC

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 to reporting, the officer should have a some familiarity of how OMAO supports OAR, as well as general knowledge of OAR programs and activities. The incumbent would benefit from experience and interest in one or more areas of inquiry the lab pursues.

These include:

- Unmanned aerial vehicle operations and systems integration, to include general aviation experience
- Renewable energy
- Hurricane and/or severe weather forecasting
- Numerical modeling
- Satellite, terrestrial, and aerial remote sensing of the atmosphere
- Climatology
- Flux measurement and analysis
- Atmospheric chemistry
- Air Quality

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

Leadership Development Comments (Optional)

A tour at the ESRL Directorate as Associate Director should be viewed as an excellent assignment in preparation for executive positions within NOAA. The billet affords the rare opportunity to work with some of NOAA & the world's top researchers, the upper management of OAR, and at times NOAA. The officer can engage with some of NOAA's most important strategic partners including DOD, NASA, and DOE. The officer will be the frontline interface between OAR and OMAO for ship and aircraft support to ESRL programs. Incumbent will gain a detailed knowledge of the programs ESRL carries out & how OMAO supports them.

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)

Position personnel may gain entree to UAS operational development through UAS program support.

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).

Provide liaison and support in the development of research relationships between ESRL and potential partners, sponsors, and stakeholders for its mission objectives. NOAA ESRL is a member of the cooperative institute CIRES (Cooperative Institute for Research in Environmental Studies) in partnership with the University of Colorado, Boulder. Part time University Training is possible in this billet so long as the class schedule does not preclude the accomplishment of normal duties. Depending upon the officer's background and engagement, scientific paper publication as author or contributor may be possible.

SECTION 13 - CRITICAL SUCCESS CRITERIA

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


The over-arching achievement of success in the billet will be the satisfaction of the Director ESRL / DAA OAR in regard to management and leadership support, as well as ESRL program support as indicated on annual officer evaluation report. This can be subdivided as:

- 1) Satisfactorily keeping the Director ESRL apprised of planned ship and aircraft operations issues, as well as any complications or changes. Likewise coordinating with OAR HQ and OMAO on ship and aircraft issues affecting ESRL programs.
- 2) Significant programmatic contribution to one or more of the Director's Office research initiatives
- 3) Proactive engagement as an equal on the Management and Leadership Team comprised of the four SES ESRL division heads, and successfully assist the Director with laboratory management functions. This will include, but not be limited to the forming of new objectives and organizational plans for the proposed NOAA Climate Service
- 4) Assist the Director with the establishment and fostering of relationships with external partners from the public and private sectors
- 5) Effective mentoring, review, and support of the NOAA Corps junior officers assigned to ESRL, as well as OMAO support functions at the center and in the region as required.

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 Adam D. Dunbar
DN: cn=Adam D. Dunbar, o=NOAA / OAR / ESRL,
email=adam.dunbar@noaa.gov, c=US
Date: 2010.08.20 20:00:00 -06'00'

2. Date

3. Name 4. Title/Position

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 **John Schneider** Digitally signed by John Schneider
DN: cn=John Schneider, o=ESRL DO, ou=OAR,
email=john.p.schneider@noaa.gov, c=US
Date: 2010.08.23 13:36:01 -06'00'

2. Date

3. Name 4. Title/Position

C. Reviewing Officer's Statement

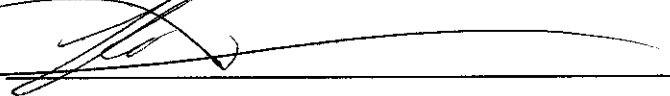
"I have reviewed this billet description and certify that this billet is a priority for my Line, Staff, or Headquarters Office."

Signature  2. Date

3. Name 4. Title/Position

D. Commissioned Personnel Center Endorsement

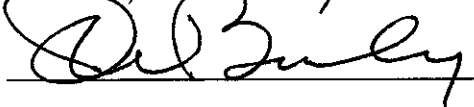
"I am the OMAO/CPC Officer Career Management Division representative. I recommend of this billet."

1. Signature  2. Date

3. Name 4. Title/Position

E. Director, NOAA Corps Endorsement

"I am the and I this billet."

1. Signature  2. Date

3. Name 4. Title/Position