

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION CD Billet #: 9229

A. Billet Number	6000	B. Billet Title	Assistant Director, Office of Satellite and Product Operations		
C. Grade Requested	O6 - CAPT	D. Type of Submission	REALIGNMENT OF DUTIES		
E. Minimum amount of overlap between incumbent officer/reporting officer for continuity of duties	2 weeks				
F. Duty Type	FIXED SHORE	G. Estimated Length of Assignment	2 years		

SECTION 2 - DUTY STATION ADDRESS AND CONTACT INFORMATION

A. Street Address	4231 Suitland Road	B. Street Address					
C. City	Suitland	D. State	Maryland	E. Country	United States	F. Zip Code	20746
G. Office	+1 (301) 817-4244	x		H. Mobile		I. Fax	

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor							
1. Name	Kathy Kelly	2. Position	Director, OSPO	3. Grade	SES-All		
4. Email	kathy.kelly@noaa.gov	5. Office	+1 (301) 817-4000	x		6. Mobile	
B. Reporting Officer (2nd Level Supervisor)							
1. Name	Charlie Baker	2. Position	Deputy Assistant Administrator, NESDIS	3. Grade	SES-All		
4. Email	charles.s.baker@noaa.gov	5. Office	+1 (301) 713-2010	x		6. Mobile	
C. Reviewer (Normally the Reporting Officer's Supervisor)							
1. Name	CAPT Mark P. Moran	2. Position	Assistant Director, OSPO	3. Grade	SES-All		
4. Email	mark.p.moran@noaa.gov	5. Office	+1 (301) 817-4244	x		6. Mobile	

SECTION 4 - ACCOUNTING AND ORGANIZATION

Fill in as many of the following fields as possible. If you do not, leave the field blank.

Organizational Hierarchy - Use common acronyms when possible.

1. Office or Line Office	NESDIS	2. Office, Center, or Lab	OSPO		
3. Branch		4. Section or Team			
5. NA Goal/Subject		6. Program			
D. NOAA Org Code		E. NPO Org Code		F. Project/Task	

SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

The NESDIS Office of Satellite and Product Operations (OSPO) provides end-to-end data acquisition and delivery of satellite-derived products and services. OSPO consists of the Mission Operations Division which oversees satellite operations, the Satellite Products and Services Division which oversees delivery of products and services, the NOAA Ice Center which provides snow and ice data for polar regions, and two Command and Data Acquisition facilities in Wallops Island, VA and Fairbanks, AK.

OSPO manages and directs the operation of NOAA's satellites; the acquisition of remotely sensed data; and the generation and delivery of associated products. It also supports the launch, activation, and evaluation of new satellites and the in-depth assessment of satellite and ground systems anomalies. It prepares plans and procedures for responding to satellite and ground anomalies, and establishes and coordinates the schedules for satellite operation and data acquisition to meet users' needs. In order to ensure data delivery and production, OSPO also manages and directs the operation of the central ground facilities which ingest, process, and distribute environmental satellite data and derived products to domestic and foreign users. The Office plans, manages and coordinates the exchange of environmental data with the National Weather Service as well as the U.S. Air Force and U.S. Navy. It also manages the Search and Rescue Satellite Aided Tracking (SARSAT) program and NOAA's contribution to the National Ice Center.

OSPO currently consists of 317 government FTEs, 4 NOAA Corps Officers and approximately 200 contractor personnel.

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

Working closely with OSPO Director, establish policies and procedures and execute operating plans to accomplish strategic objectives efficiently and effectively.

Develop and lead strategic planning and performance management efforts.

Provide insight and advice to OSPO leadership including: alternative courses of action; prioritization; resource allocation; conflict resolution and problem solving.

Serve as NESDIS NOAA Corps Liaison Officer.

Support the timely responses to controlled correspondence, LO taskings, and required reports.

Facilitate communication and coordination between OSPO offices for daily operations and developmental programs.

Provide liaison to National Weather Service

Provide oversight and assistance to NOAA Ice Center

Assist OSPO Director with planning and budgeting

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):

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 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 type="checkbox"/> Human Capital Management <input checked="" 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 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).

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 type="checkbox"/> Writing <input type="checkbox"/> Team Building <input type="checkbox"/> Leveraging Diversity <input type="checkbox"/> Influencing Others <input type="checkbox"/> Developing Others <input 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 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)		

SECTION 11 - OPERATIONAL DEVELOPMENT

A. Marine Development <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
B. Aviation Development <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
C. Dive Development <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
D. Additional Operational Development (security clearances, special training) or Operational Development Comments (Optional) <div style="height: 50px;"></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 systems used by OSPO for command and control; data receipt, processing and distribution; and product generation are designated as National Critical Infrastructure. As such, they have stringent IT security requirements for Certification and Accreditation (C&A). This billet will provide a senior officer an opportunity to become proficient in preparing for, accomplishing and maintaining a C&A.

Much of the work accomplished at OSPO is through the use of contractors. The incumbent officer will not serve as COTR for any of the multiple OSPO contracts, but will be involved in the day to day administration of these contracts as well as the annual budget planning and execution related to them.

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

- Completion of a Business Operations Manual for NESDIS Products
- Formulation of an OSPO Strategic Plan
- Revision of current performance metrics for data acquisition/delivery/efficiency to better align operations with customer expectations
- Establish a plan for international access/utilization of Synthetic Aperture Radar data; including source, application, and timeliness requirements
- Work with Satellite Products and Services Division and Mission Operations Division to develop customer service standards for production and distribution of operational products.
- Successfully serve as acting Director/Deputy Director 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



2. Date

8/20/10

3. Name

CAPT Mark P. Moran

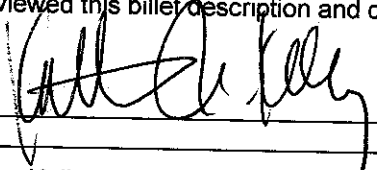
4. Title/Position

OSPO Assistant Director

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



2. Date

8/20/10

3. Name

Kathy Kelly

4. Title/Position

OSPO Director

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

8/20/10

3. Name

CAPT Mark P. Moran

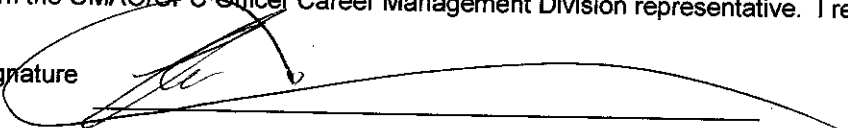
4. Title/Position

NESDIS 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

8/20/10

3. Name

CDR Jon Swallow ~~CDR NATHAN A. HANCOCK~~

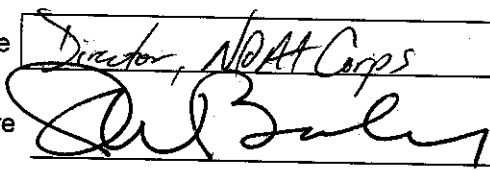
4. Title/Position

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



2. Date

3/1/2011

3. Name

RADM Jonathan Bailey

4. Title/Position

Director, NOAA Corps

Print Form

Submit to CPC (Reviewer Use Only)