

## NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

### SECTION 1 - GENERAL INFORMATION CD Billet #: 9237

A. Billet Number	6010	B. Billet Title	Science Transition Officer
C. Grade Requested	O2 - LTJG	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	3 years

### SECTION 2 - DUTY STATION ADDRESS AND CONTACT INFORMATION

A. Street Address	4231 Suitland Road	B. Street Address	NOAA Satellite Operations Facility				
C. City	Suitland	D. State	Maryland	E. Country	United States	F. Zip Code	20746
G. Office	+1 (301) 817-4000	x		H. Mobile		I. Fax	

### SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor

1. Name	Sharolyn Young	2. Position	Deputy Director, Nat'l Ice Center	3. Grade	ZP IV		
4. Email	sharolyn.young@noaa.gov	5. Office	+1 (301) 817-3939	x		6. Mobile	

B. Reporting Officer (2nd Level Supervisor)

1. Name	Ajay Mehta	2. Position	Deputy Director, OSPO	3. Grade	ZP V		
4. Email	ajay.mehta@noaa.gov	5. Office	+1 (301) 817-4426	x		6. Mobile	

C. Reviewer (Normally the Reporting Officer's Supervisor)

1. Name	Mark Moran	2. Position	Assistant Dir, Satellite & Product Operations	3. Grade	O6		
4. Email	mark.p.moran@noaa.gov	5. Office	+1 (301) 817-4244	x		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	NESDIS	2. Office, Center, or Lab	OSPO		
3. Division	NIC	4. Branch		5. Section or Team	

B. NOAA Goal/Subgoal		C. Program			
D. NOAA Org Code		E. NFC Org Code		F. Project-Task	

## SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

The National Ice Center (NIC) is a multi-agency, operational center operated by the United States Navy, the National Oceanic and Atmospheric Administration, and the United States Coast Guard. NIC's mission is to provide high quality, timely, accurate, and relevant snow/ice products and services to meet the strategic, operational, and tactical requirements of the United States interests across the global area of responsibility. Daily, Weekly, and special support ice analysis and forecast, as well as snow products are produced for identified customers and the general public via the NIC website. Products are used for operational purposes, model initialization, climate studies, research, education, situational awareness, and many other efforts. The main focus of the NIC is operational support to Navy, NOAA, Coast Guard, NSF, Arctic UNCLOS and Great Lakes operations. The NIC partners closely with the Canadian Ice Service (CIS) through the North American Ice Service (NAIS) and with other ice services around the world through the International Ice Charting Working Group (IICWG). NIC Analysts use a customized Geographic Information System (GIS) which ingests numerous types of satellite Imagery as the primary tool for the ice analysis and forecasts. In addition to satellite observations, ground weather observations, numerical weather prediction, sea ice models, buoy information, and reconnaissance flight data are also used.

## 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

- Works closely with Science, Operations and IT Departments to integrate new satellite imagery and other available data sources into an operational status to improve the timeliness, accuracy and relevance of NIC products to the customer base.
- Implements and maintains performance management system to measure mission accomplishment and customer satisfaction with cost/benefit analyses and outcome oriented metrics.
- In charge of the Transition and Initiatives Program identifying, prioritizing, tracking, and implementing changes in products and improvements to product development and operational capabilities such as the Interactive Multi-sensor Snow and Ice Mapping System (IMS).
- Works with NOAA's Acquisition and Grants Office on the planning and award of NOAA science contracts, and provides budgetary/progress review reports to NIC leadership.
- To enhance user effectiveness of products, provides operational/user perspective on NIC product suite.
- Interfaces with NWS, especially concerning the Great Lakes and Alaska areas to optimize cooperation and collaboration and provide customers with best products to meet their requirements.
- Assists with the development and maintaining of operational backup and continuity of operations plans (COOP) within NOAA.
- Serves as the Public Affairs Officer writing press releases on Sea and Lake Ice events and articles on NOAA, Navy, and Coast Guard NIC items of interest, coordinating with NOAA, Navy, and International partners.
- Works closely with the NIC Chief Scientist to liaison with researchers and operators gathering information on new advancements and how best to implement into operations. Assists with coordination of the NIC Arctic Symposium.
- Assists with developing NOAA/NIC Strategic Planning and budget initiatives to maintain continuity of NIC's satellite data, operational resources, and other mission and goals requirements.
- As part of a joint Navy/NOAA command, the incumbent will be called upon to perform various collateral duties as assigned (eg: Safety Officer, Public Affairs Officer)

### 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 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 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 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)

Officer must be self motivated and able to independently complete assignments in the time allotted.

## 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)

Experience in arctic operations is a plus, but not required.

Experience in outcome based customer interactions is desirable.

Education or experience in using remote sensing satellite imagery to evaluate environmental conditions is a plus, but not required.

Experience in oral communications and presenting information in both individual and group situations, including the delivery of oral briefings to various audiences

## 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).

- COTR Training (level I)
- General knowledge of NOAA's polar orbiting and geostationary satellites
- Ability to effectively communicate technical information orally and in writing, including preparation of technical reports and standard operating procedure document
- Communications, interpersonal, and conflict resolution skills and experience coordinating with diverse multi-agency groups in the scientific community.
- Ability to efficiently manage multiple tasks concurrently, such as special projects and routine assignments.
- General skills with the use of one or more Geographic Information Systems (GIS) tools and/or software such as ARCVIEW, ARCINFO, ARCGIS, etc. (desired but not required)

## 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 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 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

### 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)

## **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).

- Obtaining a graduate degree would be supported and encouraged while assigned.
- Obtaining COTR level I or II certification would be encouraged and supported while on this assignment.
- Coauthorship of technical and/or scientific publications while participating on projects that involve partnerships among government agencies and academic institutions.
- Experience on the use of varying remote sensing satellite data (including Synthetic Aperture Radar (SAR)) to analyze and assess the environment for operational products, academic projects, and for research studies.

## **SECTION 13 - CRITICAL SUCCESS CRITERIA**

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

- Obtain COTR level I or II certification and use training to serve as COTR for all NIC science contracts.
- Development long-range goals/strategic plans for implementation of emerging technologies into NIC operations.
- Successful implementation of the NIC's Interactive Multi-sensor Snow and Ice Mapping System (IMS) version III implementation project, and use of snow depth data sets as a part of IMS output.
- Assist NIC IMS Product Area Lead (PAL) on the development of proposals to create improved snow and ice products that would improve support to NIC operations and NIC customers.
- By second year, prepares and/or coauthors at least 1 scientific paper, 1-2 training seminars, 3 briefs (tours/ command briefs), and 2 other presentations/posters in support of research-to-operations efforts, scientific studies/developmental efforts, and scientific investigation which are aimed towards maintaining/improving NIC ice analyses and forecasting requirements.
- Upon gaining additional experience on the use of varying remote sensing satellite data to analyze and assess the environment/oceans for operational products, academic projects, and for research, he/she utilizes knowledge gained to assist with Synthetic Aperture Radar (SAR) data testing and operational use at the NIC.
- As the NIC's Product Transition Officer, effectively manages the Transition and Initiatives Program and provides effective operational/user perspective to NIC product suite by identifying, prioritizing, tracking, and implementing changes in products and improvements to product development and operational capabilities..
- Works with NIC management to develop and maintain operational backup and continuity of operations plans (COOP) within NOAA. Identifies essential COOP policy and guidance needed to ensure the execution of the mission essential functions.

**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

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 Sharolyn Young

2. Date

3. Name Sharolyn Young

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."

1. Signature Mark Moran

2. Date

3. Name CAPT Mark Moran

4. Title/Position

**D. Commissioned Personnel Center Endorsement**

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

1. Signature \_\_\_\_\_

2. Date

3. Name CDR Jon Swallow

4. Title/Position

**E. Director, NOAA Corps Endorsement**

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

1. Signature Jonathan Bailey

2. Date

3. Name RADM Jonathan Bailey

4. Title/Position

Print Form

Submit to CPC (Reviewer Use Only)