

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION CD Billet #: 9450 traded O2 with AOC

A. Billet Number B. Billet Title

C. Grade Requested D. Type of Submission

E. Minimum amount of overlap between incumbent officer/reporting officer for continuity of duties

F. Duty Type G. Estimated Length of Assignment

SECTION 2 - DUTY STATION ADDRESS AND CONTACT INFORMATION

A. Street Address B. Street Address

C. City D. State E. Country F. Zip Code

G. Office x H. Mobile I. Fax

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor

1. Name 2. Position 3. Grade

4. Email 5. Office x 6. Mobile

B. Reporting Officer (2nd Level Supervisor)

1. Name 2. Position 3. Grade

4. Email 5. Office x 6. Mobile

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

1. Name 2. Position 3. Grade

4. Email 5. Office x 6. Mobile

SECTION 4 - ACCOUNTING AND ORGANIZATION

Complete as many of the following fields as possible. Use common acronyms when possible.

A. Organizational Hierarchy - Use common acronyms when possible

1. Staff or Line Office 2. Office, Center, or Lab

3. Division 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 Center for Satellite Applications and Research (STAR) is the science arm of the National Environmental Satellite, Data and Information Service (NESDIS), which acquires and manages the nation's operational Earth-observing satellites. NESDIS provides data from these satellites, and conducts research to make that possible. STAR's Mission is to transfer satellite observations of the land, atmosphere, ocean, and climate from scientific research and development into routine operations, and to offer state-of-the-art data, products and services to decision makers.

The Satellite Oceanography and Climatology Division (SOCD) provides the research and development of remote sensing data on the world's oceans, and calibrates instruments, verifies the data, and creates products to meet the needs of users for satellite data and other information on the oceans. The three branches of the Division (Ocean Sensors, LSA, and Marine Ecosystems and Climate), and the Science Teams do research in observing sea surface temperature, sea surface winds, sea surface height, ocean color, sea ice, sea surface roughness, CoastWatch/OceanWatch, and Coral Reef Watch are also part of SOCD. The teams then transfer the results of their research into operational practice. The Division transforms satellite data into high-quality, state-of-the-art products and information on the oceans. SOCD's activities and goals are cross-cutting, supporting all the NOAA Mission Goals.

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

- Support Chief, SOCD in day to day activities/actions in the successful running of the Division
- Act for SOCD Division Chief during absence
- Support SOCD and STAR in strategic planning and documentation efforts
- Support SOCD in PPBES/SEE budgeting process
- Assist in Implementation/Execution of Ocean Remote Sensing (ORS) Program funding
- Oversee/Insure SOCD compliance of All NOAA Property Protocols and Actions for all 5 custodial areas
- Fulfill duties of SOCD Front Office Property Custodian
- Coordinate Weekly/Bi-Weekly Administration and SOCD Branch Chief Meetings
- Support various SOCD science activities, with associated budgeting, administration, and technical assistance
- Responsible for Weekly updates to STAR on SOCD Activities
- Represent NESDIS and serve as a voting member of the Fleet Working Group
- Represent NESDIS and Serve as a voting member of the Fleet Metric Working Group
- Serve as alternate member to the NOAA Fleet Council, for the DAA
- Represent NESDIS on a variety of other Boards as assigned
- Represent NOAA, NESDIS, STAR, and SOCD at Professional Meetings
- Present information on NOAA, NESDIS, STAR, and SOCD objectives and science activities

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 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)

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).

-Technical knowledge of satellites, ocean remote sensing, and oceanography would be helpful, though not required

-Knowledge of the PPBES/SEE process and procedures helpful

-Insight to a variety of NOAA's Fleet/Aviation Platforms

-Ability to work with different groups of people (Scientists, Gov't Employees, SES, Contractors)

-Experience with technical presentations/ papers/ publications desired

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 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 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 <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)

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).

- Budgeting- PPBES/SEE Process
- Property- Incumbent will become intimately familiar with Sunflower
- Fleet Planning- Incumbent will gain knowledge on the fleet allocation process
- Strategic Management
- Financial program Management
- Knowledge of NESDIS Programs and Activities
- Development of written and verbal technical communications skills

SECTION 13 - CRITICAL SUCCESS CRITERIA


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

- Obligation of program budget at 99% or higher
- Ensure execution on milestones at 85%
- Oversight of transitions of 10 products from research into operations
- Ensure 100% compliance of all SOCD property actions
- Ensure 100% compliance of Safety and IT Security Training
- Delivery of 6 presentations
- Delivery of 3 white papers

SECTION 14 - ROUTING, REVIEW, RECOMMENDATION AND APPROVAL

A. Developer's Statement

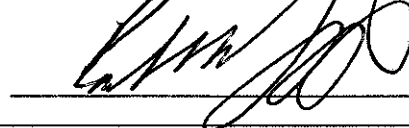
"I certify that I have written this billet description and certify that it is a true and correct representation of the billet."

1. Signature  LTJG/NOAA 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  2. Date

3. Name 4. Title/Position

C. Reviewing Officer's Statement

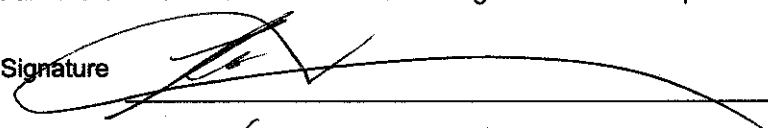
"I have reviewed this billet description and certify that this billet is a priority for my Line, Staff, or Headquarters Office."

1. Signature  2. Date

3. Name 4. Title/Position

D. Commissioned Personnel Center Endorsement

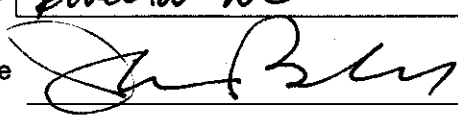
"I am the OMAO/CPC Officer Career Management Division representative. I recommend of this billet."

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