

## NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

### SECTION 1 - GENERAL INFORMATION CD Billet #: 9246

A. Billet Number	6800	B. Billet Title	Technical Director, Office of Satellite and Product Operations		
C. Grade Requested	O5 - CDR	D. Type of Submission	REALIGNMENT OF DUTIES		
E. Minimum amount of overlap between incumbent officer/reporting officer for continuity of duties	1 Month				
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					
C. City	Suitland	D. State	Maryland	E. Country	United States	F. Zip Code	20746
G. Office	+1 (301) 817-3834	x		H. Mobile	+1 (813) 545-5755	I. Fax	+1 (301) 817-4436

### SECTION 3 - OFFICER EVALUATION REPORTING

A. 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	+1 (240) 793-8101
B. Reporting Officer (2nd Level Supervisor)							
1. Name	Kathy Kelly	2. Position	Director, OSPO	3. Grade	SES-All		
4. Email	kathy.kelly@noaa.gov	5. Office	+1 (301) 817-4105	x		6. Mobile	
C. Reviewer (Normally the Reporting Officer's Supervisor)							
1. Name	CAPT Mark Moran	2. Position	Assistant Director, OSPO	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			
3. Division		4. Branch		5. Section or Team	
B. NOAA Goal/Subgoal	Mission Support / Satellite	C. Program	Satellite Services		
D. NOAA Org Code	H8N2FPM	E. NFC Org Code	40-03-0000-00-00-00-00	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

### 6A. Description of Duties and Responsibilities

The incumbent will be responsible for ensuring the ingest, processing and delivery of products and services. Specifically, he/she will:

Assist the Director and the Deputy Director in ensuring the end-to-end delivery of products and services.

Work with the Command and Data Acquisition Stations and the Mission Operations Division to ensure the seamless transmission of spacecraft/sensor commands, telemetry and mission data.

Work with the Mission Operations Division and the Satellite Services Division to ensure the delivery of environmental products.

Identify and analyze current and future issues that affect mission accomplishment, including current anomalies. Work with Divisions to propose alternatives and recommend solutions.

Lead operational review boards - formulate and track recommendations, ensure execution/resolution of related action items, and identify associated resource implications

Implement and exercise operational backup plans and related activities.

Participate in the development of test and integration plans.

Assist the Director and the Deputy Director to plan for new missions and requirements.

Develop operational reports and work with OSPO Corporate Services to track system(s) performance

### 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 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 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 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).

Prior experience in the following would be beneficial to the incumbent:

- a) Information Technology
- b) Remote sensing
- c) Operations
- d) NOAA administrative functions

## 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 checked="" type="checkbox"/> Decisiveness <input checked="" type="checkbox"/> Problem Solving <input 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 type="checkbox"/> Strategic Thinking <input type="checkbox"/> Political Savvy <input checked="" type="checkbox"/> Vision <input type="checkbox"/> Partnering
Leadership Development Comments (Optional)		

## SECTION 11 - OPERATIONAL DEVELOPMENT

<b>A. Marine Development</b> <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>B. Aviation Development</b> <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
<b>C. Dive Development</b> <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
<b>D. Additional Operational Development (security clearances, special training) or Operational Development Comments (Optional)</b> <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 incumbent will have an opportunity to expand his/her knowledge and skills in the following areas:

- a) Information Technology (Data Processing, Networks, IT Security)
- b) Satellite Operations (Command and Control)
- c) Contract Management
- d) Customer Service
- e) Performance Management
- f) COOP and Contingency Planning and Execution

## SECTION 13 - CRITICAL SUCCESS CRITERIA

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

The successful officer will:

- a) Ensure that Office COOP Plans are up-to-date and exercised annually
- b) Ensure the configuration management (CM) system is in place and working properly
- c) Ensure the data access system is in place and working properly

**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 Will R. Odell <sup>CDR</sup>/NOAA 2. Date 8/20/10  
3. Name CDR Will Odell 4. Title/Position Technical Director, OSPO

**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 [Signature] 2. Date 8/20/10  
3. Name Ajay Mehta 4. Title/Position Deputy Director, OSPO

**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 [Signature] 2. Date 8/20/10  
3. Name CAPT Mark Moran 4. Title/Position Assistant Director, OSPO

**D. Commissioned Personnel Center Endorsement**

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

1. Signature [Signature] 2. Date 08/20/10  
3. Name CDR Jon Swallow CDR Nathan H. Hancock 4. Title/Position Chief, CGMD Officer Assignment Branch

**D. Director, NOAA Corps Endorsement**

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

1. Signature [Signature] 2. Date 3/1/2011  
3. Name RADM Jonathan W. Bailey 4. Title/Position Director, NOAA Corps