

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION CD Billet #: 9247

A. Billet Number	6900	B. Billet Title	Ocean Remote Sensing Officer
C. Grade Requested	O3-LT	D. Type of Submission	REALIGNMENT OF DUTIES
E. Minimum amount of overlap between incumbent officer/reporting officer for continuity of duties	No Overlap Required		
F. Duty Type	FIXED SHORE	G. Estimated Length of Assignment	3 years

SECTION 2 - DUTY STATION ADDRESS AND CONTACT INFORMATION

A. Street Address	5200 Auth Road	B. Street Address	Room 510				
C. City	Camp Springs	D. State	Maryland	E. Country	United States	F. Zip Code	20746
G. Office	+1 (301) 763-8142	x	153	H. Mobile		I. Fax	

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor							
1. Name	Antonio Irving	2. Position	Branch Chief	3. Grade	ZP IV		
4. Email	antonio.irving@noaa.gov	5. Office	+1 (301) 763-8142	x	136	6. Mobile	
B. Reporting Officer (2nd Level Supervisor)							
1. Name	Antonio Irving	2. Position	Branch Chief	3. Grade	ZP IV		
4. Email	antonio.irving@noaa.gov	5. Office	+1 (301) 763-8142	x	136	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	SPSD	4. Branch	SPB	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 Satellite Products Branch (SPB) ensures the seamless transition of products and analysis techniques from research to operations. The Branch works closely with the National Environmental Satellite, Data, and Information Service (NESDIS) Center for Satellite Applications and Research (STAR), the Joint Center for Satellite Data Assimilation (JCSDA), and the National Weather Service's (NWS) National Centers for Environmental Prediction (NCEP) to ensure that advanced satellite data and analysis techniques are incorporated into NOAA's numerical modeling activities. SPB continuously monitors the quality of the NESDIS operational product suite, evaluates system performance for each assigned product, and provides corrective maintenance and adaptive software maintenance for those products, as needed. The Branch utilizes interactive processing technology to integrate multiple satellite sensor data streams into new blended operationally supported products. The Branch serves as the NESDIS focal point for the development of new major digital products, and for the development and implementation of interactive workstation technology, and image processing capabilities used for operational applications of environmental satellite data.

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 senior scientists and program managers in the User Services Group.
- Database management of NESDIS users information.
- Develops and implements procedures to quantitatively measure customer satisfaction and assess division performance with cost/benefit and other outcome oriented metrics.
- Provides budgetary support on contract deliverables to branch and division staff.
- Provides technical support and oversight for the quality assurance and quality maintenance of operational satellite-based meteorological products.
- Coordinates with all Product Area Leads to ensure all Environmental Satellite Processing Center (ESPC) configuration management principles are followed.
- Participates on working groups with particular focus on improving the effectiveness of quality monitoring of the ESPC 24x7 products.
- Works with other SPSD personnel in the administration and oversight of the ESPC data access policy.
- As a member of the User Services regularly interfaces with the NWS and other NOAA Line Offices on meteorological programs including their efforts on quality standards and quality assurance.
- Provide end to end stewardship for Ocean Color products or applications

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

Will the Officer supervise personnel? Yes No Number of personnel supervised

Grades of supervised personnel i.e., GS-7 to GS-12, O1 to O3

Will the Officer lead people, but has no supervisory responsibilities? Yes No Number of personnel led

Grades of personnel led i.e., GS-7 to GS-12, O1 to O3

2. Fiscal

Will the Officer have budget responsibility? Yes - Planning 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 type="checkbox"/> Health & Well Being <input 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 type="checkbox"/> Speaking
LT (O3)	Leading Others	<input checked="" 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 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 remote sensing operations with emphasis in Ocean Color And Sea Surface temperature retrievals.

Experience in customer service activities

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).

1. Proficiency in programming with C/C++, Fortran highly desirable
2. Knowledge of Configuration Management principles
3. Technical aptitude

SECTION 10 - LEADERSHIP DEVELOPMENT

GRADE	LEADERSHIP MATURITY LEVEL	LEADERSHIP COMPETENCIES DEVELOPED IN THIS BILLET
MS (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 checked="" type="checkbox"/> Continuous Learning <input type="checkbox"/> Technical Proficiency <input checked="" 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 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

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).

Assurance and latitude is given in obtaining a graduate degree.

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

1. Assist in the transition of at least one product transition from research to operations.
2. Completion of monthly audits of NESDIS users database
3. Completion of at least one leadership training course.
4. Participate in at least one Equal Opportunity and Diversity training/event in the fiscal year.
5. Attend at least one major conference and present a poster session or give a talk on an activity or product in your portfolio.

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 James Falkner 2. Date 4-JUN-10
3. Name LTJG James Falkner 4. Title/Position Ocean Remote Sensing Officer

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 Antonio Irving 2. Date 04-JUN-10
3. Name Antonio Irving 4. Title/Position Branch Chief

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 9 JUN 10
3. Name CAPT Mark Moran 4. Title/Position Asst. Director, Satellite and Product Operations

D. Commissioned Personnel Center Endorsement

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

1. Signature Nathan H. Hancock 2. Date 21 Jun 10
3. Name CDR NATHAN H. HANCOCK 4. Title/Position Chief, Officer Assignment Board

E. Director, NOAA Corps Endorsement

"I am the Director NC and I approve this billet."

1. Signature Jonathan W. Bailey 2. Date 8/23/2010
3. Name RDJW Jonathan W. Bailey 4. Title/Position Director, NC & OMAO

Print Form

Submit to CPC (Reviewer Use Only)