

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION

A. Billet Number	<input type="text" value="3000"/>	B. Billet Title	<input type="text" value="Deputy Director, Earth System Research Laboratory"/>
C. Grade Requested	<input type="text" value="O6 - CAPT"/>	D. Type of Submission	<input type="text" value="REALIGNMENT OF DUTIES"/>
E. Minimum amount of overlap between incumbent officer/reporting officer for continuity of duties	<input type="text" value="2 weeks"/>		
F. Duty Type	<input type="text" value="FIXED SHORE"/>	G. Estimated Length of Assignment	<input type="text" value="3 years"/>

SECTION 2 - DUTY STATION ADDRESS AND CONTACT INFORMATION

A. Street Address	<input type="text" value="325 Broadway"/>	B. Street Address	<input type="text" value="NOAA ESRL DSRC, Room 3B-106"/>
C. City	<input type="text" value="Boulder"/>	D. State	<input type="text" value="Colorado"/>
E. Country	<input type="text" value="United States"/>	F. Zip Code	<input type="text" value="80305"/>
G. Office	<input type="text" value="+1 (303) 497-6088"/> x <input type="text"/>	H. Mobile	<input type="text"/>
I. Fax	<input type="text" value="+1 (303) 497-6951"/>		

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor					
1. Name	<input type="text" value="Kevin E. Kelleher"/>	2. Position	<input type="text" value="Director (acting), ESRL"/>	3. Grade	<input type="text" value="SES-All"/>
4. Email	<input type="text" value="kevin.kelleher@noaa.gov"/>	5. Office	<input type="text" value="+1 (303) 497-4104"/> x <input type="text"/>	6. Mobile	<input type="text"/>
B. Reporting Officer (2nd Level Supervisor)					
1. Name	<input type="text" value="Steven S. Fine, Ph.D."/>	2. Position	<input type="text" value="DAA, Labs & Cooperative Institutes"/>	3. Grade	<input type="text" value="SES-All"/>
4. Email	<input type="text" value="steven.fine@noaa.gov"/>	5. Office	<input type="text" value="+1 (301) 713-2458"/> x <input type="text"/>	6. Mobile	<input type="text"/>
C. Reviewer (Normally the Reporting Officer's Supervisor)					
1. Name	<input type="text" value="Wade J. Blake"/>	2. Position	<input type="text" value="OAR, Liaison Officer"/>	3. Grade	<input type="text" value="O6"/>
4. Email	<input type="text" value="wade.blake@noaa.gov"/>	5. Office	<input type="text" value="+1 (303) 497-6088"/> x <input type="text"/>	6. Mobile	<input type="text"/>

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	<input type="text" value="OAR"/>	2. Office, Center, or Lab	<input type="text" value="ESRL"/>		
3. Division	<input type="text" value="Director's Office"/>	4. Branch	<input type="text" value="N/A"/>	5. Section or Team	<input type="text" value="N/A"/>
B. NOAA Goal/Subgoal			C. Program		
<input type="text" value="Climate, and Weather & Water"/>			<input type="text" value="Multiple"/>		
D. NOAA Org Code	<input type="text" value="MJ0000"/>	E. NFC Org Code	<input type="text" value="54-50-3300-00-00-00-00"/>	F. Project-Task	<input type="text" value="39WGREDRDR"/>

SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

NOAA Research's Earth System Research Laboratory (ESRL) is part of the Boulder Department of Commerce campus, and is located in the David Skaggs Research Center (DSRC) building. DSRC is NOAA's second largest facility after NOAA HQ. The ESRL annual budget is ~\$100M. Nearly one-thousand personnel work in the DSRC building, with ~600 being part of ESRL, which is the home to many of NOAA's most renowned scientists. The lab was formed to pursue a broad and comprehensive understanding of the Earth system. Atmospheric science is the ESRL focus, and this mission is to observe, understand and predict the Earth system through research that advances NOAA's environmental information and service from minutes to millennia on global-to-local scales. ESRL is a NOAA leader in federal, industry, and academic cooperation and partnership. Agreements in force with DOD, NASA, FAA, DOE, University of Colorado at Boulder, and Colorado State University, to name a few, effectively leverage the capabilities and requirements of these partners to more effectively serve NOAA's customers and stakeholders. Multiple ESRL divisions are supported by OMAO ship and aircraft operations for critical programs and investigations.

ESRL has four divisions: Chemical Science Division, Global Monitoring Division, Global Systems Division, and Physical Science Division. Aside from the four ESRL divisions, there are times when programs/projects reside in the ESRL Director's Office.

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

Duties of this billet span three general areas: 1) Vice-Chair of the Earth System Research Laboratory (ESRL) Council of Directors (COD)), 2) Day-to-day management of the ESRL Director's Office (DO), and 3) OMAO/OAR coordination which includes ancillary duties as the senior NOAA Corps Officer assigned to OAR at the Boulder DOC campus. The COD consists of the four SES ESRL Division Directors that collaborate to run ESRL under the leadership of a rotating Chair.

1) The Officer is the Vice Chair of the COD and reports directly to the COD Chair. The Officer is the executive responsible for providing all manner of leadership, coordination, budget, administrative and management tasks in the DO. Under the newly reorganized management framework, the ESRL DO is led by the COD Chair in a two year position rotated among the four ESRL Division Directors, all of whom are Senior Executives. Because the COD Chair is also a ESRL Division Director, it is critical that the Officer provide as much support to the ESRL DO as practical such that only the most pressing or strategic issues need the attention of the COD Chair. This new management structure has not been attempted at ESRL before and, as such, the Officer will play a critical role in helping make it successful through demonstration of flexible leadership skills within the ESRL. Given the Division Directors will begin to rotate every 2 years as the COD Chair (aka. ESRL Director), it will be critical for the Officer to provide the continuity during those transition periods.

2) The Officer has formal supervisory and IT responsibilities within ESRL.

a) Supervise under delegated authority the Executive Director of the NOAA Boulder Director's Council (NBDC) and coordinate with NBDC administrative personnel. The NBDC is responsible for a wide range of shared service activities among ESRL and the other NOAA tenants of the David Skaggs Research Building.

b) Supervise the DO Shared IT Services Support staff who are responsible for day-to-day operation of ESRL IT functions including the network and security.

c) Supervise the (part time) Safety Officer. Oversee all aspects of ESRL safety, including overseeing preparation for periodic inspections and ensuring findings are resolved in a timely manner.

d) Supervise the DO Program Analyst who directly supports the Officer in technical and administrative tasks.

e) Serve as Federal Information Security Management Act (FISMA) system owner for the NOAA 3500 and ESRL-wide IT. The ESRL 3500 system is more than twice as large as any other OAR computer/network system and has nearly 2200 users from across OAR. This requires at least 15% of time dedicated to managing IT personnel and attending OAR-wide IT meetings.

3) The Officer also carries out OMAO duties in support of ESRL, as well as those required as the OAR liaison officer.

a) Serve as the NOAA Liaison to US Northern Command and NORAD. b) POC for Director ESRL on all sea and air operational issues. c) Develop and mentor JO's assigned to the lab. d) Serve as OAR Liaison Officer, representing OAR at the OAB as well as Reviewing Officer for OAR Officer Evaluation Reports (OERs).

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 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 checked="" 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 checked="" type="checkbox"/> Political Savvy <input type="checkbox"/> Vision <input checked="" type="checkbox"/> Partnering

Leadership Prerequisite Comments (Optional)

This assignment is to directly support the Director, ESRL. The Director's duties require intermittent travel and the Deputy must routinely act as ESRL Director, and will be required to exercise authority on behalf of the Director in their absence. Upon reporting for duty, the officer will be a member of the formal ESRL management and leadership team, which is comprised of the SES senior management from the lab, as Vice-Chair of the Earth System Research Laboratory (ESRL) Council of Directors (COD)

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)

Valid SC, TS preferred

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).

Incumbent should have a solid background leading and managing. Prior to reporting, the officer should have familiarity of how OMAO supports OAR, as well as general knowledge of all OAR programs and activities. The incumbent would benefit from experience and interest in one or more areas of inquiry that the lab pursues.

These include:

- Meteorology
- Weather-driven renewable energy
- Hurricane and or severe weather forecasting
- Numerical weather prediction and modeling
- Satellite, terrestrial, and aerial remote sensing of the atmosphere
- Climatology
- Climate Forcing
- Weather Dynamics
- High Performance Computing
- Flux measurement and analysis
- Atmospheric chemistry
- Air Quality

SECTION 10 - LEADERSHIP DEVELOPMENT

GRADE	LEADERSHIP MATURITY LEVEL	LEADERSHIP COMPETENCIES DEVELOPED IN 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 checked="" 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 checked="" type="checkbox"/> Political Savvy <input checked="" type="checkbox"/> Vision <input checked="" type="checkbox"/> Partnering

Leadership Development Comments (Optional)

This is the senior-most, and sole O-6 OAR Billet. A tour at ESRL as deputy director should be viewed as an excellent assignment in preparation for director level and other executive positions within NOAA. The billet affords the rare opportunity to work with some of NOAA and the world's top researchers, the upper management of OAR, and at times NOAA. The officer will engage with some of NOAA's most important strategic partners including DOD, NASA, and DOE. The officer can also be the frontline interface between OAR and OMAO for ship and aircraft support to ESRL programs.

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)

Provide general liaison duties and operational support to U.S. Northern Command (NORTHCOM) and NORAD in Colorado Springs, CO on a part-time basis, for the NOAA and the NOAA Corps Director.

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).

- Development of research relationships between ESRL and potential partners, sponsors, and stakeholders for its mission objectives.
- NOAA ESRL partners with the cooperative institute CIRES (Cooperative Institute for Research in Environmental Studies) at University of Colorado-Boulder, and CIRA (Cooperative Institute for Research in the Atmosphere) at Colorado State University in Fort Collins. Part time University Training is possible in this billet as long as the class schedule does not preclude the accomplishment of normal duties.
- Depending upon the officer's background and engagement, scientific paper publication as author or contributor may be possible.
- Familiarity with NOAA's budget/finance structure (MARS, CBS, C-Suite)
- Familiarity with WebTA as approving official
- Familiarity with Travel Manager as approving official
- Familiarity with Foreign National visitors/guests and Deemed Export requirements
- Familiarity with Information Technology as it relates to IT System Owner

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

- a) Maintain strong, continuous, and effective communications between the COD Chair, ESRL SES Directors, OAR HQ staff, especially the Deputy Assistant Administrators (DAAs) for Laboratories and Cooperative Institutes and Programs and Administration. Participate in OAR discussions of important decisions and other matters affecting ESRL.
- b) Support the OAR DAA for Laboratories and Cooperative Institutes as delegated (e.g., ESRL Directors' travel authorizations and time/attendance records);
- c) Provide key assistance to the ESRL / OAR leadership in the administration of laboratory operations. Ensure that laboratory operations are administered in accordance with NOAA Directives. Exercise delegated authority to effect the resolution of policy issues that arise within ESRL, and between ESRL, OAR, OMAO, and NOAA.
- d) Oversee FMC management for the DO, including budget formulation and execution, , in coordination with the COD Chair, Division Directors and designated Administrative Officer.
- e) Recommend to the COD Chair policy and program initiatives to meet the objectives of OAR and NOAA, and engage with COD Chair, ESRL Division Directors, and staff on strategic planning and execution.
- f) Assist the COD Chair with representing ESRL interests on the Boulder Campus Board of Directors (BoD).
- g) Act in place of the COD Chair, during his/her absence, including representation on the NBDC (NOAA Boulder Directors Council), the BoD, and with visitors.
- h) success as the Federal Information Security Management Act (FISMA) system owner for the NOAA 3500 and ESRL-wide IT
- i) Serve as the NOAA Liaison to US Northern Command and NORAD, which includes supporting and coordinating activities between NOAA and US Northern Command (USNORTHCOM) for operations, planning and drills for North America and adjacent coastal waters (including arctic) with a focus on Defense Support to Civil Agencies.

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 KELLEHER.KEVIN.E.1365830106 Digitally signed by KELLEHER.KEVIN.E.1365830106
DN: c=US, o=U.S. Government, ou=DoD, ou=PKI,
ou=OTHER, cn=KELLEHER.KEVIN.E.1365830106
Date: 2016.03.16 13:28:10 -06'00' 2. Date 2016-03-16

3. Name Kevin E. Kelleher 4. Title/Position Director (acting), ESRL

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 FINE.STEVEN.S.1365833989 Digitally signed by FINE.STEVEN.S.1365833989
DN: c=US, o=U.S. Government, ou=DoD, ou=PKI,
ou=OTHER, cn=FINE.STEVEN.S.1365833989
Date: 2016.03.16 15:50:30 -04'00' 2. Date 2016-03-16

3. Name Steven S. Fine, Ph.D. 4. Title/Position DAA, Labs & Cooperative Institutes

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 Wade J. Blake Digitally signed by BLAKE.WADE.JAMES.1025936538
DN: c=US, o=U.S. Government, ou=DoD, ou=PKI,
ou=NOAA, cn=BLAKE.WADE.JAMES.1025936538
Date: 2016.03.16 12:48:27 -06'00' 2. Date 2016-03-16

3. Name CAPT Wade J. Blake, NOAA 4. Title/Position OAR Liaison to OMAO

D. Commissioned Personnel Center Endorsement

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

1. Signature Devin R. Brakob CDR, NOAA 2. Date 2016-04-21

3. Name CDR Devin R. Brakob, NOAA 4. Title/Position Chief, Officer Career Management Division

E. Director, NOAA Corps Endorsement

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

1. Signature David A. Score RADM/NOAA 2. Date 5/2/16

3. Name RADM David A. Score, NOAA 4. Title/Position Director, NOAA Corps

Print Form

Submit to CPC (Reviewer Use Only)