

## NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

### SECTION 1 - GENERAL INFORMATION

A. Billet Number	3446, 3447 3448	B. Billet Title	Antarctic/American Samoa Station Chief
C. Grade Requested	O2 - LTJG	D. Type of Submission	PROPOSED NEW BILLET
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	325 N Broadway	B. Street Address	DSRC #3D-119				
C. City	Boulder	D. State	Colorado	E. Country	United States	F. Zip Code	80305
G. Office	+1 (303) 497-4208	x		H. Mobile		I. Fax	+1 (303) 497-5590

### SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor							
1. Name	Brian Vasel	2. Position	Field Operations Manager	3. Grade	ZP III		
4. Email	brian.vasel@noaa.gov	5. Office	+1 (303) 497-6655	x		6. Mobile	
B. Reporting Officer (2nd Level Supervisor)							
1. Name	Dr. Russell Schnell	2. Position	Deputy Director, ESRL Global Monitoring Di	3. Grade	ZP V		
4. Email	russel.c.schnell@noaa.gov	5. Office	+1 (303) 497-6733	x		6. Mobile	
C. Reviewer (Normally the Reporting Officer's Supervisor)							
1. Name	CDR Adam Dunbar	2. Position	ESRL Deputy Director	3. Grade	O5		
4. Email	adam.dunbar@noaa.gov	5. Office	+1 (303) 497-7228	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	OAR	2. Office, Center, or Lab	ESRL			
3. Division	GMD	4. Branch	Observatory Operations	5. Section or Team		
B. NOAA Goal/Subgoal			Climate Goal	C. Program		Climate
D. NOAA Org Code	MJ1000	E. NFC Org Code	54-50-3400-00-00-00-00	F. Project-Task	39WGR4PP00	

## SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

The Global Monitoring Division (GMD) of the Earth System Research Laboratory (ESRL) conducts observations and research related to global distributions, trends, and sources and sinks of atmospheric constituents that are capable of forcing changes in the Earth's climate by modifying the atmospheric radiative environment, constituents which may cause depletion of the global ozone layer, and those that affect baseline air quality. GMD accomplishes this mission through long-term measurements of key atmospheric species at sites spanning the globe, including six fully-equipped Atmospheric Baseline Observatories. GMD's data are used to assess climate forcing, ozone depletion and baseline air quality, to develop and test diagnostic and predictive models, and to keep the public, policy makers, and scientists informed of the current state of the atmosphere.

Among GMD's baseline observatories are the American Samoa Observatory and South Pole Observatory. The American Samoa Observatory is located in the middle of the South Pacific between New Zealand and Hawaii. In Antarctica, the Atmospheric Research Observatory (ARO), a National Science Foundation facility is located at the South Pole. Both observatories have a delineated Clean Air Sector, an area defined beyond the stations where access is prohibited that was established to preserve the unique terrestrial, oceanic, and atmospheric conditions and is where all of GMD's data are acquired. Two GMD staff members, one NOAA Corps officer and one technician, are responsible for operations at each observatory.

## 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

The Antarctic/American Samoa Station Chief billet is broken up into four main components during the three-year tour: initial training in Boulder, one year as station chief of American Samoa Observatory, one year as South Pole Observatory station chief, and a debrief period in Boulder.

During the initial training period the officer will initiate and complete training with GMD and cooperative project scientists, concentrating on the science and instruments specific to the American Samoa and South Pole observatories. The officer has the opportunity to complete on-site training at another GMD baseline observatory. On-site training will consist of working one-on-one with observatory staff to learn day-to-day operations, troubleshooting techniques, observatory management, and compliment theoretical training received in Boulder.

After completion of training the officer will report to American Samoa to serve as station chief for one year. At American Samoa the officer will oversee daily management of the observatory including administrative tasks; operation, calibration, maintenance, and data quality of instruments used to measure trace constituents in the atmosphere; rough data analysis; preparation of monthly reports; parts inventory and resupply; coordination of facilities upkeep, maintenance, and repairs; and public relations interactions. The officer will also serve as the 'on-island' contact for NOAA ships that visit American Samoa.

Another brief training period will precede deployment to Antarctica. The officer will schedule supplemental instrument training in Boulder and complete National Science Foundation (NSF) - required trauma and fire fighting training with their future South Pole winter-over crew. Before deploying to Antarctica, the officer must obtain their physical qualification from the Antarctic support contractor (ASC) and schedule travel to Antarctica. The officer is encouraged to take leave during this training period.

At South Pole the officer will assume the role of station chief for one year. In addition to the tasks completed in American Samoa, the officer will liaise with the ASC and the NSF to assure timely shipping of supplies and samples, provide updates concerning the status of ESRL's and cooperative science projects, and complete necessary maintenance at ARO. The officer may be selected by NSF to be the winter station science chief. The officer will also be a member of the Emergency Response Team and is encouraged to assume a team leadership role. The South Pole is a small community; the officer is expected to volunteer for additional station tasks necessary for closing the station for winter, reopening the station for summer, and other operations/events throughout the year.

Upon returning from South Pole, the officer will brief GMD scientists regarding the state of their instruments/projects. The officer will serve in an observatories staff support role at ESRL in Boulder; he/she will assist with operations and augment at observatories sites during staffing emergencies.

### 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):

N/A

## 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 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 checked="" 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 checked="" 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
Leading Organizations		

### Leadership Prerequisite Comments (Optional)

The officer should be a proficient self-leader as most training, travel, and projects will be self-initiated. During the one year tours at the American Samoa and South Pole observatories the officer will supervise personnel as the observatory station chief. He/ She will have the potential to gain leadership experience on the South Pole Emergency Response Team, possibly leading 10-50 people during trainings and real emergencies. In the post-deployment phase of the billet, the officer may be asked to draw upon his or her experience at the observatories to develop better methods and problem solve.

## 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)

Officer of the Deck or Aircraft Commander qualifications are desired.

## 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).

An officer with a B.S. degree in either the physical sciences, computer sciences, math, physics, or engineering is desired. Familiarity with atmospheric and meteorological processes, data acquisition, and electronics is desired, but not necessary.

## 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 type="checkbox"/> Leveraging Diversity <input 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 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 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)

Officers in this billet have increasing responsibility and leadership opportunities during the three-year assignment. The officer will first self-lead through training, and then lead others by supervising the station technician at increasingly-remote stations. The officer also has the potential to assume leadership roles in the South Pole community and on the South Pole Emergency Response Team, possibly leading 10-50 people during training and emergencies. This billet is a prerequisite for the O-3 Observatory Operations Officer billet with GMD and leads to a path of supervisory billets between future sea tours within OAR.

## 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)

Tower climbing, first aid, and CPR training may be available during the training period. Officers will complete two weeks of fire-fighting and trauma training with South Pole winter staff between deployments to American Samoa and South Pole.

## 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).

**Scientific:** The officer will become well-versed with the atmospheric research conducted by GMD, specifically the projects which are conducted at American Samoa and South Pole Observatories. This knowledge will be imperative both for observatory operations and public relations opportunities. At the completion of field work at Samoa and South Pole, the officer has the chance to work with a research scientist to help publish a scientific paper related to work done at either station.

**Data Acquisition:** The officer will become proficient in day-to-day data maintenance and upkeep of instruments found at American Samoa and South Pole and be familiar with steps followed to acquire high-quality data and atmospheric samples.

**Information Technology:** The officer will become familiar with data acquisition software and the pipeline for transmitting data to the Boulder laboratories, including basic network and troubleshooting theory. He/she will gain experience with general computer hardware repair and multiple operating system support (Windows/Mac/Linux).

**Education:** NOAA ESRL's proximity to and relationship with the University of Colorado as a member of the cooperative institute (CIRES) affords the opportunity to undertake some graduate training so long as it does not preclude the officer's other duties from being fulfilled.

**Administration:** The primary emphasis of the billet in Boulder shifts from operational tasks carried out at the observatories to administrative and research tasks.

**Safety:** The officer will be responsible for ensuring operations at the observatories are safe and in compliance with GMD's safety program.

**Awards:** The officer has the potential to earn the Antarctic Service Medal, Arctic Service Medal, and International Service Ribbon.

## SECTION 13 - CRITICAL SUCCESS CRITERIA

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

During the officer's training period in Boulder, the singular measure of success is the effectual preparation to assume the role of station chief at American Samoa and South Pole, including taking the initiative to schedule and complete training with scientists in various locations, learn the skills imperative to manage and maintain a baseline observatory, effectively multi-task, complete projects assigned by ESRL and GMD staff, and complete the medical qualification process.

As station chief of the American Samoa Observatory, the officer will be evaluated by the success of data acquisition and smooth operation of the observatory. The officer will perform or delegate daily inspections of all instruments; ensure air samples are acquired and ozonesondes are launched as per schedule; and repair, perform maintenance, and calibrate instruments as needed or requested from ESRL. The officer will also work with ESRL and resources in American Samoa to complete regular maintenance/upkeep of NOAA observatory and housing facilities.

In addition to the station chief duties of American Samoa, while at South Pole the officer will also be evaluated on their ability to complete annual inventory and provide information about needed items to project leaders prior to station opening to ensure parts/supplies arrive on station prior to closing, see that air samples are packaged and organized upon station opening to facilitate efficient and timely shipping for the incoming officer, provide new officer with completed shipping paperwork, and provide tours of ARO to distinguished visitors of the South Pole Station (including media and congressional staff), informing visitors of the different goals of ARO's projects as well as ESRL/GMD.

After completion of station chief tours, the officer will meet and update project leaders on the status of their instruments at the South Pole Observatory. Complete end of tour summaries and/or presentations, assist with training new personnel and ensure incoming officer is prepared to assume station chief role in Samoa on time, and provide support role to the six baseline observatories; support could include traveling to the observatories to fill in as needed, or serving in a remote role assisting from ESRL.

**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 \_\_\_\_\_

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 approval of this billet."

1. Signature 

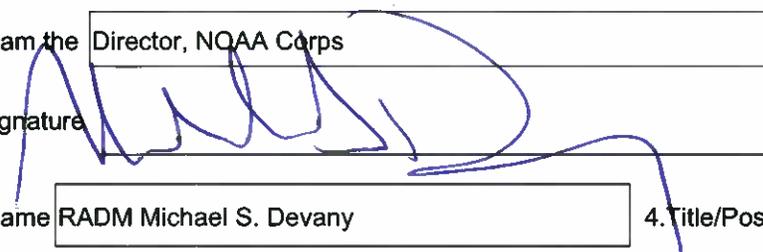
2. Date

3. Name CDR Todd A. Bridgeman

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 

2. Date

3. Name RADM Michael S. Devany

4. Title/Position Director, NOAA Corps

Print Form

Submit to CPC (Reviewer Use Only)

