

## NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

### SECTION 1 - GENERAL INFORMATION

A. Billet Number	4003	B. Billet Title	Science and Applied Technology Transition Officer
C. Grade Requested	O2 - LTJG	D. Type of Submission	Prior NESDIS Billet now NWS
E. Minimum amount of overlap between incumbent officer/reporting officer for continuity of duties	3 weeks		
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	NOAA Satellite Operations Facility				
C. City	Suitland	D. State	Maryland	E. Country	United States	F. Zip Code	20746
G. Office	+1 (301) 817-4000	x		H. Mobile		I. Fax	

### SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor							
1. Name	Kevin Berberich	2. Position	Deputy Director, U.S National Ice Center	3. Grade	ZP IV		
4. Email	Kevin.Berberich@noaa.gov	5. Office	+1 (301) 817-3939	x		6. Mobile	+1 (301) 974-4495
B. Reporting Officer (2nd Level Supervisor)							
1. Name	Allison Allen	2. Position	Acting Director, Ocean Prediction Center	3. Grade	GS 15		
4. Email	allison.allen@noaa.gov	5. Office	+1 (301) 683-1332	x		6. Mobile	
C. Reviewer (Normally the Reporting Officer's Supervisor)							
1. Name	CAPT Stephanie Koes	2. Position	NWS Liasion	3. Grade	O6		
4. Email	stephanie.koes@noaa.gov	5. Office	+1 (301) 427-9674	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	NWS	2. Office, Center, or Lab	NCEP		
3. Division	OPC	4. Branch	ISB	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 Ocean Prediction Center (OPC) issues a myriad of oceanic and ice products in text and graphical formats for maritime users in the North Pacific, North Atlantic and polar oceans. These include: surface weather analyses, warnings and forecasts, ocean current, sea surface temperature and ice analyses, and the dissemination of gridded operational model forecast guidance. OPC provides guidance on coastal hazards as well, such as extratropical storm surge. In emergency situations, OPC serves as the backup to the Tropical Analysis and Forecast Branch (TAFB) and the Honolulu National Weather Service Forecast Office, taking over their maritime responsibility functions. OPC monitors marine observations collected globally and can provide quality control of these data prior to their entry into numerical forecast models. Additionally, OPC is the home to the NOAA component of the U.S. National Ice Center (USNIC), a multi-agency, operational center operated by the United States Navy, the National Oceanic and Atmospheric Administration, and the United States Coast Guard. The USNIC's mission is to provide high quality, timely, accurate and relevant snow/ice products and services to meet the strategic, operational, and tactical requirements of the United States interests across the global area of responsibility.

OPC Ice Services Branch (ISB) is home to the USNIC which produces daily, weekly, and special support ice analysis and forecasts, and snow products for identified customers and the general public. Products are used for operational purposes, model initialization, climate studies, research, education, situational awareness and many other efforts. The main focus of the USNIC is operational support to Navy, NOAA, Coast Guard, NSF, Arctic UNCLOS and Great Lake operations.

## 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

- As Science and Applied Technology Transition Officer, leads the Transition and Initiatives (T&I) Program to identify, prioritize, track, and implement changes in products, product development and operational capabilities. Officer develops and facilitates the center's long-range management strategy to support ongoing and future projects relevant to data stewardship as well as operational product process and development.
- As Deputy Science Department Head, Officer works across all departments on the evaluation of new products and systems, and works closely with the Chief Scientist and USNIC Science Officer to ensure proper application development and product transition activities.
- Officer serves as Command Duty Officer, working as a direct representative of the USNIC Director and is charged with the correct and proper execution of watch functions.
- Officer acts as the Program Manager for the U.S. Interagency Arctic Buoy Program (IABP) and the U.S. Interagency Program for Antarctic Buoys (IPAB) under the guidance of the USNIC Chief Scientist.
- As Public Affairs Officer (PAO), officer will facilitate communication between the Director and attached personnel and between the command and the public through press releases, social media, and news media interactions.
- Officer collaborates with researchers and operators to gather information on new advancements and how best to implement emerging technology and science capabilities into operations, working closely with the USNIC Chief Scientist. Assists with the coordination of the USNIC Arctic Symposium or other workshops hosted by the USNIC.
- Officer can expect to be involved in test-bed and operational activities in the polar environment through field opportunities.
- Supporting the needs of the center's Property Custodian, officer assists in the maintenance and annual verification and reconciliation of records of all accountable property within the center's custodial area.
- Officer assists in the identification, tracking, reporting, and mitigation of risks that could potentially jeopardize the center's mission.
- As part of a joint U.S. Navy / USCG / NOAA Command, officer may be called upon to support USNIC leadership as assigned.

### 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

N/A

Will the Officer lead people, but has no supervisory responsibilities?

☐

Yes

☒

No

Number of personnel led

TBD

Grades of personnel led

N/A

**2. Fiscal**

Will the Officer have budget responsibility?

No

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 capital assets.

**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 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 checked="" type="checkbox"/> Influencing Others <input type="checkbox"/> Developing Others <input checked="" type="checkbox"/> Execution
LCDR (O4)		<input 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)**

Officer must be self motivated and able to independently complete assignments in the time allotted. Working between all departments in order to complete various project management goals, officer shall maximize use of personal power to establish robust professional relations with all attached personnel.

## 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)

- An officer with a B.S. degree in either meteorology, the physical sciences, computer sciences, math, physics, or engineering is desired.
- Education or experience in using remote sensing satellite imagery and/or buoys to evaluate environmental conditions desirable.
- Experience in Arctic Operations is a plus, but not required.
- Experience in outcome based customer interactions is desirable.
- Experience in oral communications and presenting information in both individual and group situation, including the delivery of oral briefings to audiences across the spectrum of skills and knowledge.

## 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).

- General knowledge of NOAA's polar orbiting and geostationary satellites among non-NOAA satellite sources.
- Ability to effectively communicate technical information orally and in writing, including preparation of technical reports and standard operating procedure documents.
- Communications, interpersonal, and conflict resolution skills and experience coordinating with diverse multi-agency groups in the scientific community.
- Ability to efficiently manage multiple tasks concurrently, such as special projects and routine assignments.
- General skills with the use of one or more Geographic Information System (GIS) tools and/or software such as ARCVIEW, ARCINFO, ARCGIS, etc. Incumbent officer and/or billet supervisor can discuss required level of GIS competency with prospective candidates.
- Project management experience desirable.

## 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 type="checkbox"/> Developing Others <input checked="" type="checkbox"/> Execution
LCDR (O4)		<input 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 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)

Officer may have the opportunity to lead small cross organizational teams to achieve center initiatives. Officer will work alongside U.S. Navy and USCG personnel and will have the opportunity to explore and develop strategic partnerships while also learning from senior officers within another uniformed service.

## 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)

Officer can expect to be involved in test-bed and operational activities in the polar environment through field opportunities and may have the opportunity to gain operational experience with remote sensing and autonomous platforms.

## 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).

- Obtaining a graduate degree or other continued education, would be supported and encouraged while assigned.
- Exposure to and collaboration with other uniformed services.
- Knowledge on various remote sensing satellite data (including Synthetic Aperture Radar) to analyze and assess the environment for operational products, academic projects and for research studies.
- Knowledge on buoy operations for environmental observation and analysis.
- General knowledge for information technology elements, specifically networks and software packages (i.e., ArcGIS) supporting NIC operations.
- Co-author of technical and/or scientific publications if desired while participating on projects that involve partnerships among government agencies and academic institutions.

## SECTION 13 - CRITICAL SUCCESS CRITERIA

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

- Effectively manage the Transitions and Initiatives Program and provide effective operational/user perspective to the USNIC's product suite by identifying, prioritizing, tracking, and implementing changes in products and improvements to product development and operational capabilities.
- By second year, prepare and/or conduct 1-2 training seminars, 3 briefs (tours/ command briefs) and 2 other presentations/posters in support of research-to-operations efforts, scientific studies/developmental efforts, and scientific investigation which are aimed towards maintaining/improving USNIC ice analyses and forecasting requirements.
- As the Center's Program Manager for the IABP, ensure funding execution is completed and required documentation is made available in its final form to the Science Department Head and officer's supervisor.

## 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 BRASHER.BRYAN.ROBERT.1 Digitally signed by  
283840111 BRASHER.BRYAN.ROBERT.1283840111  
Date: 2020.03.03 08:38:55 -05'00'

2. Date 2020-03-03

3. Name LT Bryan R. Brasher, NOAA

4. Title/Position Assistant Operations 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 BERBERICH.KEVIN.N.136583 Digitally signed by  
7690 BERBERICH.KEVIN.N.1365837690  
Date: 2020.03.03 09:59:04 -05'00'

2. Date 3/3/2020

3. Name Kevin Berberich

4. Title/Position Deputy Director, U.S. National Ice Center

### 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 KOES.STEPHANIE.A.1249243 Digitally signed by  
759 KOES.STEPHANIE.A.1249243759  
Date: 2020.03.06 11:21:33 -05'00'

2. Date 2020-03-06

3. Name CAPT Stephanie A. Koes, NOAA

4. Title/Position NWS Liaison

### D. Commissioned Personnel Center Endorsement

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

1. Signature  Digitally signed by  
TAYLOR.JEFFREY.C.1186767825  
Date: 2020.03.17 16:09:12 -04'00'

2. Date 2020-03-17

3. Name CAPT Jeffrey C. Taylor, 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 

2. Date 17 MAR 2020

3. Name RADM Michael J. Silah, NOAA

4. Title/Position Director, NOAA Corps

Print Form

Submit to CPC (Reviewer Use Only)