

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION *(Created from #6100 Dep. Director, NCOA Billet to CO: 1907)*

A. Billet Number	6100	B. Billet Title	XO, NESDIS
C. Grade Requested	O6 - CAPT	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	2 years

SECTION 2 - DUTY STATION ADDRESS AND CONTACT INFORMATION

A. Street Address	1335 East West Hwy	B. Street Address	Bldg SSMC1				
C. City	Silver Spring	D. State	Maryland	E. Country	United States	F. Zip Code	20910
G. Office	+1 (301) 713-2011	x		H. Mobile		I. Fax	

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor							
1. Name	Mark Paese	2. Position	Deputy Associate Administrator, NESDIS	3. Grade	SES-All	4. Email	mark.paese@noaa.gov
5. Office	+1 (301) 713-2010	x		6. Mobile			
B. Reporting Officer (2nd Level Supervisor)							
1. Name	Steve Volz	2. Position	Associate Administrator, NESDIS	3. Grade	SES-All	4. Email	stephen.m.volz@noaa.gov
5. Office	+1 (301) 713-3578	x		6. Mobile			
C. Reviewer (Normally the Reporting Officer's Supervisor)							
1. Name	Captain William Odell	2. Position	NESDIS Liaison Officer	3. Grade	O6	4. Email	will.r.odell@noaa.gov
5. Office	+1 (301) 817-4287	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	HQ	3. Division	
4. Branch		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 National Environmental Satellite, Data, and Information Service (NESDIS) is dedicated to providing timely access to global environmental data from satellites and other sources to promote, protect, and enhance the Nation's economy, security, environment and quality of life. To fulfill its responsibilities, NESDIS acquires and manages the Nation's operational environmental satellites, operates the NOAA National Centers for Environmental Information, provides data and information services including Earth system monitoring, performs official assessments of the environment, and conducts related research.

- NESDIS environmental satellite observations provide important contributions to U.S. national security by providing military users with real-time and near-real-time observations for their aircraft, ships, ground forces and facilities worldwide.

- NESDIS also contributes to the national economy by providing environmental data that support resource management of energy, water, global food supplies and other economic and environmental resources.

- This billet is located in the Office of the Assistant Administrator (AA) for NESDIS, reporting to the Deputy AA for Operations (DAA-O). Principle function of the billet is to provide daily support to the DAA-O with the management of NESDIS and its missions.

- The incumbent will interact with senior NESDIS leaders, NOAA Executives, other Federal agencies, and individuals from the commercial and international community.

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

Advise to the DAA-O on a wide range of issues related to the timely and efficient operation of NESDIS.

Work with the NESDIS Chief Financial Office (CFO) and Chief Administrative Office (CAO) to manage the planning and execution of the NESDIS budget.

Work with the NESDIS Chief Information Officer (CIO) to promote efficient enterprise architecture and safe Information Technology (IT) services in NESDIS.

Work with the Office of System Architecture and Advanced Planning (OSAAP) to provide requirements for future planning.

Provide senior level support for the AA and DAA-O on NOAA Councils and be prepared to represent the agency when necessary.

Support the NOAA Strategy Execution & Evaluation (SEE) process.

Support the timely responses to controlled correspondence which may come from the Hill, constituents or other agencies. Ensure timely response to other Line Office (LO) taskings and required reports.

Maintain a liaison with senior NESDIS staff and key personnel at NOAA and other LO's.

Support special projects as assigned such as cross-LO committees.

Provide clear concise oral and written reports and presentations.

Serve as the NESDIS alternative representative at NOAA's Fleet Council.

Serve as the NESDIS alternative representative to the UxS Steering Committee.

Serve as NESDIS NOAA Corps Liaison Officer; managing billets, reviewing Officer Evaluation Reports, mentoring, promoting awards, conducting disciplinary actions if needed, and aiding civilian supervisors in NOAA Corps specific processes.

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):

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 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 type="checkbox"/> External Awareness <input checked="" type="checkbox"/> Strategic Thinking <input type="checkbox"/> Political Savvy <input checked="" type="checkbox"/> Vision <input checked="" 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)

Previous command of a NOAA operational asset (Aircraft or Ship) required.

Secret Security Clearance required.

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).

Supervisory/managerial experience required.

Program planning and project management experience required.

Experience with budget execution, personnel actions, facilities, platform support, correspondence and other administrative functions highly desired.

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 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 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 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)

- The incumbent will develop leadership competencies by not only working directly for the DAA-O, but also by working for the Assistant Administrator, DAA for Systems (DAA-S), and frequent involvement with NESDIS HQ staff offices such as CIO, CFO, CAO, Chief of Staff, and OSAAP.

- In addition to providing senior level staff support to the NOAA Councils, the incumbent will on occasion represent the agency at senior-level NOAA meetings.

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)

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 satellites and ground infrastructure controlled by NESDIS are designated as National Critical Infrastructure. As such, they have stringent physical and IT security requirements. The Officer will develop a working knowledge needed to maintain these assets in safe working condition. The officer will also learn the backup systems necessary to maintain continuity of operations (COOP) in the case of man-made, or natural events impacting the primary systems.

Interaction between the NOAA LOs is critical to the common mission of NOAA. Through participation in high level inter-LO meetings and working groups, the incumbent will learn the roles and responsibilities not only of NESDIS, but other LOs.

NESDIS cooperates with other countries to enhance the global collection of environmental data. They work with international partners such as European Organization for the Exploitation of Meteorological Satellites (EUMETSAT), Japanese Aerospace Exploration Agency (JAXA), Centre National d'Etudes Spatiales (CNES), Indian Space Research Organization (ISRO), and many others. NESDIS works closely with NASA and the US Department of Defense (DOD) to develop, launch, and operate new satellites. Through exposure to many high level meetings, the officer will learn the symbiotic relationships with all these other groups and develop a sense for inter-agency and international cooperation.

NESDIS' 2015 budget was greater than \$2 Billion. Most of that is for the development of the two new satellite systems, JPSS and GOES-R. This billet will provide the opportunity to interact with both these projects, as they bring the new systems from development into operations.

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

Support the accomplishment of the NESDIS mission by assisting the DAA-O in achieving :

- 100% on-time authorization to operate (ATO) accreditations for IT systems; Close 80% of Plan of Action and Milestones (POA&Ms) on time per IT system,
- 95% of funds obligated by the end of the fiscal year,
- 90% of NOAA managed satellite data processed and distributed within the targeted time,
- 85% accuracy rate of property inventory, with no more than 5% unaccountable.

Maintain a sufficient level of support at the NOAA Fleet Council for satellite calibration. (Ship-VIIRS Cal, Aircraft-Ocean Winds)

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 ODELL.WILLIAM.R.1154427216
6 Digitally signed by ODELL.WILLIAM.R.1154427216
DN: cn=US, o=U.S. Government, ou=DoD, ou=PKI,
ou=NOAA, cn=ODELL.WILLIAM.R.1154427216
Date: 2015.09.04 08:06:31 -04'00'

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 Mark S. Paese
Digitally signed by Mark S. Paese
DN: cn=Mark S. Paese, o=NOAA/NESDIS/DAA, ou,
email=mark.paese@noaa.gov, c=US
Date: 2015.09.08 07:31:16 -04'00'

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 ODELL.WILLIAM.R.1154427216
6 Digitally signed by ODELL.WILLIAM.R.1154427216
DN: cn=US, o=U.S. Government, ou=DoD, ou=PKI,
ou=NOAA, cn=ODELL.WILLIAM.R.1154427216
Date: 2015.09.04 08:07:13 -04'00'

2. Date

3. Name

4. Title/Position

D. Commissioned Personnel Center Endorsement

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

1. Signature  CDR/NOAA

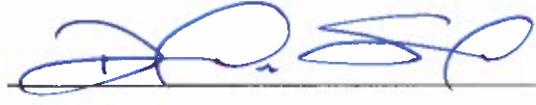
2. Date

3. Name

4. Title/Position

E. Director, NOAA Corps Endorsement

"I am the and I this billet."

1. Signature  RADM/NOAA

2. Date

3. Name

4. Title/Position