

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION CD Billet #: 9245

A. Billet Number	6500	B. Billet Title	SARSAT Operations Support 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	2 Months				
F. Duty Type	FIXED SHORE	G. Estimated Length of Assignment	3 years		

SECTION 2 - DUTY STATION ADDRESS AND CONTACT INFORMATION

A. Street Address	NSOF	B. Street Address	4231 Suitland Rd				
C. City	Suitland	D. State	Maryland	E. Country	United States	F. Zip Code	20746
G. Office	+1 (301) 817-3892	x		H. Mobile		I. Fax	+1 (301) 817-4436

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor							
1. Name	Christopher O'Connors	2. Position	SARSAT Program Manager	3. Grade	ZP IV		
4. Email	christopher.o'connors@noaa.gov	5. Office	+1 (301) 817-3846	x		6. Mobile	
B. Reporting Officer (2nd Level Supervisor)							
1. Name	Ajay Mehta	2. Position	Deputy Director, OSDPD	3. Grade			
4. Email	ajay.mehta@noaa.gov	5. Office	+1 (301) 817-4426	x		6. Mobile	
C. Reviewer (Normally the Reporting Officer's Supervisor)							
1. Name	Mark Moran	2. Position	Assistant Director, OSPO	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 not applicable, leave the field blank.

A. Organizational Hierarchy - Use common acronyms where possible.

1. Station/Line Office	RESDES	2. Office/Center/Lab	OSPO		
3. Division	RPSD	4. Branch	DSE	5. Section or Team	SARSAT
NFO Goal/Target		NFO Program			
NFOA Org Code		NFO Org Code		Project/Task	

SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

The Search And Rescue Satellite-Aided Tracking (SARSAT) System: This is an integral part of worldwide search and rescue, as part of the international COSPAS-SARSAT Program. As lead agency for coordinating U.S. activities in the system, NOAA operates the SARSAT component. The system detects and locates 406 MHz emergency beacons from mariners, aviators and others in distress anywhere in the world. SARSAT uses a combination of geostationary and low-earth orbiting satellites to detect and locate the beacons. The satellites relay distress signals from emergency beacons to a network of ground stations and Mission Control Centers (MCC's) around the World (the USMCC is in Suitland, MD). For distresses in the U.S. areas of responsibility, the USMCC processes the signals and alerts the U.S. Air Force or U.S. Coast Guard, depending on the location of the beacon and the beacon type. Nearly 40 nations belong to the COSPAS-SARSAT Program. Established in 1982, COSPAS-SARSAT has helped save tens of thousands of individuals from life-threatening situations.

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

- Assists SARSAT Program Manager with organizing and preparing for meetings with the international COSPAS-SARSAT system
- Represents NOAA on international and interagency working groups, including those attended by other uniformed services
- Leads or coordinates SARSAT related activities with other components of NOAA, as well as with NASA, the U.S. Coast Guard (USCG) and the U.S. Air Force (USAF), such as the Rescue Coordination Center (RCC) Controller Conference, the Radio Technical Commission for Maritime Services (RTCM), etc.
- Manages military and other government agency emergency beacon programs
- Drafts and maintains interagency agreements
- Interfaces with emergency beacon manufacturers and users, including the public
- Assists in defining requirements and implementing procedures for distribution of emergency alerts to U.S. and foreign rescue coordination centers
- Provides outreach and education to national and international audiences of the maritime and aeronautical communities, as well as the general public, including through media interviews
- Provides expert analysis and assists with case studies or independent reviews of SARSAT services.

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 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 checked="" 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 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)

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)

The officer in this position will either have a marine background from one or more tours aboard ship, will have been a co-pilot or pilot, or will have experiences in both disciplines. Knowledge of 406 MHz beacons and search and rescue organizations/procedures from either of these backgrounds will be beneficial for this assignment.

This officer will also have opportunities to participate in classified (confidential and secret) DoD meetings pertaining to recovery of military and other government personnel.

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).

Experience in scientific paper writing/publication is not a prerequisite, but if possessed will prove beneficial. As a member of multiple technical committees, the officer in this assignment will have opportunities to present technical papers to them. Knowledge of the Code of Federal Regulations (CFR), Title 47 (Telecommunications), parts 80, 87 and 95 are also very helpful, as the various 406 MHz emergency beacons fall under these three parts.

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 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)		

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).

There will be an opportunity to develop knowledge with the Code of Federal Regulations. The officer in this assignment will work with the Federal Communications Commission (FCC) to edit CFR Title 47 (Telecommunications), parts 80, 87 and 95 from time to time, pertaining to emergency beacons for maritime use, aviation use, and personal radio use, respectively.

The officer in this billet will be developing the skill to work with interagency and interservice coordination.

The officer will interface with industry. Skills that will be developed are those of communicating and coordinating with profit driven entities to advance the objectives of the overall SARSAT program.

This officer will be working with the media, and will develop the skills to be media savvy.

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

- Updating Letters Of Agreement (LOAs) with System Use Agreements for special emergency beacon programs (e.g. DoD and other government agencies) who rely on special routing of alert messages
- Work with the Federal Communications Commission (FCC) on updating the Code of Federal Regulations (CFRs) pertaining to 406 MHz beacon requirements, specifically those related to the recommendations from NOAA's Independent Review Team (IRT) for improving beacon registration accuracy in the wake of the sinking of the F/V LADY MARY.
- Support the SARSAT Operations Officer with matters pertaining to non-technical aspects of the program, such as coding and message routing requirements for special programs.
- Assist the Program Manager in updating the SARSAT Risk Management Plan
- Engage with working groups and Cospas-Sarsat leadership, especially for operational matters. One such opportunity is to participate in the Expert Working Group; another is to take over the quarterly submission of U.S. SARSAT Saves Report to the Cospas-Sarsat Secretariat.

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

23 Aug 10

3. Name LT Shawn Maddock

4. Title/Position SARSAT Operations Support 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

2. Date

8/29/10

3. Name Chris O'Connors

4. Title/Position SARSAT Program Manager

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

8/30/10

3. Name CAPT Mark P. Moran

4. Title/Position Assistant Director, OSPO

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

8/30/10

3. Name Cdr Norman H. Hancock

4. Title/Position Chief, Officer Assignments

E. Director, NOAA Corps Endorsement

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

1. Signature

2. Date

3/1/2011

3. Name RADM Jonathan W. Bailey

4. Title/Position Director, NOAA Corps

Print Form

Submit to CPC (Reviewer Use Only)