

## NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

### SECTION 1 - GENERAL INFORMATION

A. Billet Number	6900	B. Billet Title	XO, Satellite Products and Services Division
C. Grade Requested	O3 - LT	D. Type of Submission	ANNUAL RECERTIFICATION
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	5830 University Research Ct	B. Street Address	Bldg. NCWCP				
C. City	College Park	D. State	Maryland	E. Country	United States	F. Zip Code	20740
G. Office	+1 (301) 683-3227	x		H. Mobile		I. Fax	

### SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor							
1. Name	Christopher O'Connors	2. Position	Deputy Division Chief, SPSP	3. Grade	ZP IV		
4. Email	christopher.o'connors@noaa.gov	5. Office	+1 (301) 683-3220	x		6. Mobile	
B. Reporting Officer (2nd Level Supervisor)							
1. Name	Thomas Renkevans	2. Position	Division Chief, SPSP	3. Grade	ZP IV		
4. Email	thomas.renkevans@noaa.gov	5. Office	+1 (301) 683-3257	x		6. Mobile	
C. Reviewer (Normally the Reporting Officer's Supervisor)							
1. Name	Marc Moser	2. Position	Assistant Director, OSPO	3. Grade	O5		
4. Email	marc.s.moser@noaa.gov	5. Office	+1 (301) 817-4406	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	OSPO		
3. Division	SPSD	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 Satellite Products and Services Division (SPSD) provides a variety of satellite derived products, analyses and services to NOAA, other federal agencies, and the general public. The division is separated into three main operating units. The Satellite Products Branch provides automatically generated products from polar orbiting and geostationary satellites. The Satellite Analysis Branch provides manually generated products including Volcanic Ash Detection and Tracking; Precipitation Estimates; Tropical Storm Position and Intensity; Fire and Smoke Detection; and Oil Spill Analyses. The Direct Services Branch provides satellite-based data and search and rescue services such as the GOES and ARGOS Data Collection Systems (DCS) and the Search and Rescue Satellite Aided Tracking (SARSAT) system.

The National Environmental Satellite, Data, and Information Service (NESDIS) provides secure and timely access to global environmental data and information from satellites and other sources to both promote and protect the Nation's environment, security, economy and quality of life. NESDIS supports NOAA's mission of Science, Service and Stewardship through our satellite missions, data and information products and services as well as use-inspired science. It is an end-to-end responsibility that underpins NOAA's value to the Nation. The United States depends on NOAA to provide satellite data and imagery for meteorological forecasts and emergency services to support continuity of government. NESDIS' responsibility is to collect and provide the critical satellite Earth observations and other essential environmental information needed for disaster preparedness, all hazards response and recovery and the protection of the Nation's critical infrastructure and natural resources.

## 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

- Serve on SPSP User Services Team: Respond to user inquiries and issue notifications on operational satellite products and services. Represent SPSP at the National Centers for Environmental Prediction Central Operations (NCO) daily meetings to discuss operational impacts of SPSP issues and/or work as it relates to the National Weather Service (NWS) weather prediction models. Assist team as NESDIS/SPSP representative at additional daily and monthly meetings (Satellite Operations Control Center, Environmental Satellite Processing Center, National Center for Weather and Climate Prediction, National Weather Service, etc). Participate in conferences, user education, and outreach activities.
- Serve as Risk Management Coordinator for SPSP: Lead SPSP risk management process identifying and communicating risks to SPSP leadership. Facilitate monthly risk meetings and maintain division's risk database. Produce monthly risk slides used by the Division Chief to brief the Office of Satellite and Product Operations (OSPO) Director. Liaison to OSPO Risk Manager in maintaining OSPO risk database.
- Serve the division Safety Officer for Continuity of Operations (COOP) and Sheltering in Place (SIP) activities. Participate in monthly NCWCP Safety Board meetings, assist in facilitating emergency drills and trainings, conduct office safety checks as Site Safety Manager, and maintain safety documentation (Occupant Emergency Plan/COOP/SIP/OSHA).
- Assist SPSP staff with additional operational and administrative tasks: SPSP weekly reports and SPSP intranet website maintenance.
- Opportunity to serve on OSPO Employee Advocate Council (EAC) as SPSP staff representative.

### 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 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 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)

## 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).

Background in satellite remote sensing, information technology, risk management, safety and end user engagement are advantageous, but not required.

## 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 checked="" type="checkbox"/> Continuous Learning <input checked="" type="checkbox"/> Technical Proficiency <input 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 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 checked="" 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	
<input type="checkbox"/> Officer of the Deck <input type="checkbox"/> Senior Watch Officer <input type="checkbox"/> ECDIS <input type="checkbox"/> Dynamic Positioning <input type="checkbox"/> Boat Deployment <input type="checkbox"/> MedPIC <input type="checkbox"/> Coxswain/OIC <input type="checkbox"/> HAZWOPER <input type="checkbox"/> AUV Deployment <input type="checkbox"/> U/W UAS Deployment <input type="checkbox"/> Buoy/Mooring Qualified <input type="checkbox"/> Trawl Qualified <input type="checkbox"/> Longline Qualified <input type="checkbox"/> Hydro Launch PIC <input type="checkbox"/> Foreign Port Calls	
B. Aviation Development	
<input type="checkbox"/> Co-Pilot <input type="checkbox"/> Pilot <input type="checkbox"/> Aircraft Commander <input type="checkbox"/> Mission Commander <input type="checkbox"/> Instructor Pilot <input type="checkbox"/> Hurricane Qualified <input type="checkbox"/> Alaska/Wilderness Qualified <input type="checkbox"/> Flight Meteorologist <input type="checkbox"/> International Flights <input type="checkbox"/> UAS Pilot	
C. Dive Development	
<input type="checkbox"/> Scientific Diver <input type="checkbox"/> Working Diver <input type="checkbox"/> Advanced Working Diver <input type="checkbox"/> Master Diver <input type="checkbox"/> Dive Master <input type="checkbox"/> Dive Medic <input type="checkbox"/> 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).

Latitude given in support of pursuing a graduate certificate/degree. Develop skills in risk management, customer service and communication. Expand knowledge and understanding of satellite meteorology and oceanography.

## SECTION 13 - CRITICAL SUCCESS CRITERIA

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

- All daily ESPC Satellite Operation and NWS NCO user meetings are covered with SPSP representation, in coordination with SPSP User Services team.
- Monthly risk meetings are held and risk management reports are provided to SPSP Division Chief by due dates.
- COOP/SIP plans and call down lists are maintained, updated, and exercised as required.
- Site Safety Manager Office Safety inspections are conducted twice per year.

## 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 JEFFERS.KELSEY.ERIN.1405954415 Digitally signed by  
JEFFERS.KELSEY.ERIN.1405954415  
Date: 2018.04.04 08:17:57 -04'00'

2. Date 2018-04-04

3. Name LT Kelsey Jeffers, NOAA

4. Title/Position XO, SPSP

### 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 CONNORS.CHRISTOPHER.M.1365828764 Digitally signed by  
CONNORS.CHRISTOPHER.M.1365828764  
Date: 2018.04.04 12:12:55 -04'00'

2. Date 2018-04-04

3. Name Christopher O'Connors

4. Title/Position Deputy Division Chief, SPSP

### 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 MOSER.MARC.STANTON.1163193902 Digitally signed by  
MOSER.MARC.STANTON.1163193902  
Date: 2018.04.04 12:17:36 -04'00'

2. Date 2018-04-04

3. Name CDR Marc S. Moser, NOAA

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 KUZIRIAN.STEPHEN.C.1275637170 Digitally signed by  
KUZIRIAN.STEPHEN.C.1275637170  
Date: 2018.04.16 12:12:30 -04'00'

2. Date 2018-04-16

3. Name LCDR Stephen C. Kuzirian, NOAA

4. Title/Position Chief, Officer Assignment Branch

### E. Director, NOAA Corps Endorsement

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

1. Signature *Sen A. Burt* *CAPT, NOAA* *"for"*

2. Date 5/15/2018

3. Name RADM Michael J. Silah, NOAA

4. Title/Position Director, NOAA Corps

Print Form

Submit to CPC (Reviewer Use Only)