# NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

## SECTION 1 - GENERAL INFORMATION

<table>
<thead>
<tr>
<th>A. Billet Number</th>
<th>6000</th>
</tr>
</thead>
<tbody>
<tr>
<td>B. Billet Title</td>
<td>Assistant Director, NESDIS Office of Satellite and Product Operations (OSPO)</td>
</tr>
<tr>
<td>C. Grade Requested</td>
<td>06 - CAPT</td>
</tr>
<tr>
<td>D. Type of Submission</td>
<td>REALIGNMENT OF DUTIES</td>
</tr>
<tr>
<td>E. Minimum amount of overlap between incumbent officer/reporting officer for continuity of duties</td>
<td>2 weeks</td>
</tr>
<tr>
<td>F. Duty Type</td>
<td>FIXED SHORE</td>
</tr>
<tr>
<td>G. Estimated Length of Assignment</td>
<td>3 years</td>
</tr>
</tbody>
</table>

## SECTION 2 - DUTY STATION ADDRESS AND CONTACT INFORMATION

<table>
<thead>
<tr>
<th>A. Street Address</th>
<th>4231 Suitland Road</th>
</tr>
</thead>
<tbody>
<tr>
<td>B. Street Address</td>
<td></td>
</tr>
<tr>
<td>C. City</td>
<td>Suitland</td>
</tr>
<tr>
<td>D. State</td>
<td>Maryland</td>
</tr>
<tr>
<td>E. Country</td>
<td>United States</td>
</tr>
<tr>
<td>F. Zip Code</td>
<td>20746</td>
</tr>
<tr>
<td>G. Office</td>
<td>+1 (301) 817-4244</td>
</tr>
<tr>
<td>H. Mobile</td>
<td></td>
</tr>
<tr>
<td>I. Fax</td>
<td></td>
</tr>
</tbody>
</table>

## SECTION 3 - OFFICER EVALUATION REPORTING

**A. Supervisor**

1. Name: Vanessa L. Griffin
2. Position: Director, OSPO
3. Grade: SES-All

4. Email: Vanessa.L.Griffin@noaa.gov
5. Office: +1 (301) 817-4000
6. Mobile: 

**B. Reporting Officer (2nd Level Supervisor)**

1. Name: Mark Paese
2. Position: Deputy Assistant Administrator, NESDIS
3. Grade: SES-All

4. Email: Mark.Paese@noaa.gov
5. Office: +1 (301) 713-2010
6. Mobile: 

**C. Reviewer (Normally the Reporting Officer's Supervisor)**

1. Name: Mary Kiczka
2. Position: Assistant Administrator, NESDIS
3. Grade: SES-All

4. Email: Mary.Kiczka@noaa.gov
5. Office: +1 (301) 713-3578
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: 
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 NESDIS Office of Satellite and Product Operations (OSPO) provides end-to-end data acquisition and delivery of satellite-derived products and services. OSPO consists of the Mission Operations Division, which oversees satellite operations; the Satellite Product and Services Division, which oversees delivery of products and services; the National Ice Center, which provides snow and ice data for polar regions; and two Command and Data Acquisition Stations in Wallops Island, Virginia, and Fairbanks, Alaska.

CSPO manages and directs the operation of NOAA satellites (and operates DoD weather satellites); the acquisition of remotely sensed data; and the generation and delivery of associated products. OSPO supports the launch, activation, and evaluation of new satellites and the in-depth assessment of satellite and ground system anomalies. The Office prepares plans and procedures for responding to satellite and ground system anomalies, and establishes and coordinates the schedules for satellite operation and data acquisition to meet users needs. OSPO also manages and directs the operation of the central ground facilities (including back-ups to critical infrastructure systems) which ingest, process, and distribute environmental satellite data and derived products for domestic and foreign users. The Office plans, manages, and coordinates the exchange of environmental data with the National Weather Service as well as the U.S. Air Force and the U.S. Navy, and serves as primary operating level interface with civil sector users of data from operational environmental satellites. OSPO also manages the Search and Rescue Satellite Aided Tracking (SARSAT) Program and NOAA's contribution to the National Ice Center.

CSPO currently consists of 285 government FTEs, 4 NOAA Corps Officers and approximately 270 contractor personnel.

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

Develop and manage the comprehensive Continuity of Operations (COOP) program for the uninterrupted flow of satellite data and derived products from NOAA, Department of Defense, and International satellites - through the Office of Satellite and Product Operations - to the National Weather Service, Department of Defense, NOAA Data Centers, and other domestic and international partners.

Represent NESDIS headquarters to develop a comprehensive COOP plan and program for all of NESDIS critical infrastructure and operations to include OSPO, Center for Satellite Applications and Research (STAR), and the NOAA Data Centers.

Serve as NESDIS Homeland Security-Senior Management Team (HS-SMT) representative to the NOAA Homeland Security Program Office.

Serve as back-up to OSPO Director and Deputy Director for representing OSPO.

Serve as the NESDIS Working Group Representative for Cooperative Support and Back-up (CSAB) to the Committee for Operational Processing Centers (COPC) - DoD/NOAA Interdepartmental Committee for Meteorological Services and Supporting Research.

Facilitate communication and coordination with the National Weather Service for critical infrastructure modifications/upgrades to ensure NESDIS COOP viability.

Oversee data and product archive/back-up planning between the National Ice Center and the Canadian Ice Service in support of the North American Ice Service (NAIS).

Facilitate communication and coordination for all activities related to nominal operations, critical infrastructure protection, and continuity of operations with the National Ice Center and the United States Air Force 50th Operations Group Detachment.

Serve as the lead NESDIS Incident Coordinator for real and simulated threats to NESDIS critical infrastructure and continuity of operations, to include the annual NOAA-wide COOP exercises and NESDIS participation in Government-Wide exercises.

Serve as NESDIS NOAA Corps Liaison Officer.

6B. Division of Duties and Responsibilities, Total Must = 100%

Technical 20 + Operational + Leading and Managing 70 + Executive Leadership 10 = 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 5-30

Grades of personnel led During COOP drills, the officer will lead 24 x7 shift workers up to GS-15 Branch Chiefs

2. Fiscal

Will the Officer have budget responsibility? ☐ No ☐ Yes 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

<table>
<thead>
<tr>
<th>GRADE</th>
<th>LEADERSHIP MATURITY LEVEL</th>
<th>LEADERSHIP COMPETENCIES NEEDED FOR THIS BILLET</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENS (O1)</td>
<td>Leading Self</td>
<td>☑ Core Values &amp; Conduct ☑ Health &amp; Well Being ☑ Responsibility</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☑ Followership ☑ Adaptability</td>
</tr>
<tr>
<td>LTJG (O2)</td>
<td>Leading Others</td>
<td>☑ Interpersonal Skills ☑ Continuous Learning ☑ Technical Proficiency</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☑ Listening ☑ Speaking</td>
</tr>
<tr>
<td>LT (O3)</td>
<td>Leading Performance and Change</td>
<td>☑ Writing ☑ Team Building ☑ Leveraging Diversity</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☑ Influencing Others ☑ Developing Others ☑ Execution</td>
</tr>
<tr>
<td>LCDR (O4)</td>
<td>Leading Organizations</td>
<td>☑ Decisiveness ☑ Problem Solving ☑ Conflict Management</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☑ Customer Focus ☑ Entrepreneurship</td>
</tr>
<tr>
<td>CDR (O5)</td>
<td></td>
<td>☑ Creativity &amp; Innovation ☑ Human Capital Management</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☑ Financial Management ☑ Technology Management</td>
</tr>
<tr>
<td>CAPT (O6)</td>
<td></td>
<td>☑ External Awareness ☑ Strategic Thinking ☑ Political Savvy</td>
</tr>
<tr>
<td>and RADM (O7/O8)</td>
<td></td>
<td>☑ Vision ☑ Partnering</td>
</tr>
</tbody>
</table>

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).
### SECTION 10 - LEADERSHIP DEVELOPMENT

<table>
<thead>
<tr>
<th>GRADE</th>
<th>LEADERSHIP MATURITY LEVEL</th>
<th>LEADERSHIP COMPETENCIES DEVELOPED IN THIS BILLET</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENS (O1)</td>
<td>Leading Self</td>
<td>□ Core Values &amp; Conduct □ Health &amp; Well Being □ Responsibility □ Followership □ Adaptability</td>
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<td>Leading Others</td>
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<td>LT (O3)</td>
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<td>□ Writing □ Team Building □ Leveraging Diversity □ Influencing Others □ Developing Others □ Execution</td>
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<td>Leading Organizations</td>
<td>□ External Awareness □ Strategic Thinking □ Political Savvy □ Vision □ Partnering</td>
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Leadership Development Comments (Optional)

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### 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 systems used by OSPO for command and control; data acquisition; processing and distribution; and product generation are designated as National Critical Infrastructure. As such, they have stringent IT security requirements for Certification and Accreditation (C&A). This billet will provide a senior officer an opportunity to gain an understanding of the requirements to obtain and maintain a C&A.

The incumbent in this billet, serving as the COPC/CSAB representative, will interact extensively with senior officers in the Department of Defense (DOD) meteorology, oceanography, and satellite operational processing centers. This includes, the U.S. Air Force Weather Agency (AFWA), U.S. Navy Fleet Numerical Meteorology and Oceanography Center (FNMOC), and the Naval Oceanographic Office.

The incumbent will interact with senior NOAA, Department of Commerce, and Homeland Security leaders to communicate NESDIS critical infrastructure and COOP plans and requirements.

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

Development and continuous maintenance of a comprehensive Continuity of Operations (COOP) program and plan for all of NESDIS.

Establish and maintain good communications with National Weather Service and Department of Defense partners to ensure critical infrastructure protection and continuity of operations for the flow of critical weather data and products during planned and unplanned incidents affecting NESDIS systems.

Provide mentoring opportunities and/or career guidance for all junior NESDIS NOAA Corps Officers at least once every six months.
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 BARR. DEBOARA REGINA. 1145 520610
2. Date 2013-07-22
3. Name CAPT Debora Barr
4. Title/Position OSPO Assistant Director

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 GRIFFIN. VANESSA.L. 1204308 663
2. Date 2013-07-22
3. Name Vanessa L. Griffin
4. Title/Position OSPO Director

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 BARR. DEBOARA REGINA. 1145 520610
2. Date 2013-07-22
3. Name CAPT Debora Barr
4. Title/Position NESDIS Liaison Officer

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 9/11/2013
3. Name CDR Todd 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 12/29/13
3. Name RADM Michael Devany
4. Title/Position Director, NOAA Corps

Submit to CPC (Reviewer Use Only)