

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION

A. Billet Number B. Billet Title
C. Grade Requested D. Type of Submission
E. Minimum amount of overlap between incumbent officer/reporting officer for continuity of duties
F. Duty Type G. Estimated Length of Assignment

SECTION 2 - DUTY STATION ADDRESS AND CONTACT INFORMATION

A. Street Address B. Street Address
C. City D. State E. Country F. Zip Code
G. Office x H. Mobile I. Fax

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor

1. Name 2. Position 3. Grade
4. Email 5. Office x 6. Mobile

B. Reporting Officer (2nd Level Supervisor)

1. Name 2. Position 3. Grade
4. Email 5. Office x 6. Mobile

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

1. Name 2. Position 3. Grade
4. Email 5. Office 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 2. Office, Center, or Lab
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 Center for Satellite Applications and Research (STAR) is the science arm of the National Environmental Satellite, Data and Information Service (NESDIS), which acquires and manages the nation's operational Earth-observing satellites. NESDIS provides data from these satellites and conducts research to make that possible. STAR's Mission is to transfer satellite observations of the land, atmosphere, ocean, and climate from scientific research and development into routine operations, and to offer state-of-art data, products, and services to decision makers.

Satellite Oceanography and Climatology Division (SOCD) provides the research and development of remote sensing data on the world's oceans, calibrates instruments, verifies the data, and creates products to meet the needs of users for satellite data and other information on the oceans. The three branches of the Division (Ocean Sensors, Lab for Satellite Altimetry, and Marine Ecosystems and Climate), and the Science Teams do research in observing sea surface temperature, sea surface winds, sea surface height, ocean color, sea ice, sea surface salinity, and sea surface roughness and CoastWatch/OceanWatch and Coral Reef Watch are also part of SOCD. The teams then transfer the results of their research into operational implementation, working in partnership with Office of Satellite and Product Operations (OSPO). The Division transforms satellite data into high-quality, state-of-the-art products and information on the oceans. SOCD's activities and goals are cross-cutting, supporting all the NOAA Mission Goals.

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

- Support Chief, SOCD in day to day activities/actions in the successful running of the Division
- Act for SOCD Division Chief during absence
- Supervise administrative staff consisting of up to three federal employees and one contractor
- Deputy Program Manager for CoastWatch/OceanWatch and Coral Reef Watch
- Support SOCD and STAR in strategic planning and documentation efforts
- Support SOCD in Program Performance Management and ensure timely execution of purchases, c-requests, grants, and contracts
- Assist in the implementation/execution of STAR/Product Development Readiness & Applications (PDRA)- Ocean Remote Sensing (ORS) Program funding
- Oversee and manage travel for federal employees
- Purchase Cardholder
- Fulfill duties as Property Accountability Officer for STAR
- Coordinate biweekly Administration and SOCD Staff Meetings and quarterly SOCD All Hands meetings
- Support various SOCD scientific activities, with associated budgeting, administration, and technical assistance
- Responsible for Monthly Reports to STAR on SOCD Activities
- Represent NESDIS as a voting member of the Fleet and Aircraft Working Groups and alternative primary on Fleet Council
- Represent SOCD at Professional Meetings and present information on objectives and science activities

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	☒ Core Values & Conduct ☒ Health & Well Being ☒ Responsibility ☒ Followership ☒ Adaptability
LTJG (O2)		☒ Interpersonal Skills ☒ Continuous Learning ☒ Technical Proficiency ☒ Listening ☒ Speaking
LT (O3)	Leading Others	☒ Writing ☒ Team Building ☒ Leveraging Diversity ☒ Influencing Others ☒ Developing Others ☒ Execution
LCDR (O4)		☒ Decisiveness ☒ Problem Solving ☒ Conflict Management ☒ Customer Focus ☒ Entrepreneurship
CDR (O5)	Leading Performance and Change	☐ Creativity & Innovation ☐ Human Capital Management ☐ Financial Management ☐ Technology Management
CAPT (O6) and RADM (O7/O8)		☐ External Awareness ☐ Strategic Thinking ☐ Political Savvy ☐ Vision ☐ 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).

- Technical knowledge of satellites, ocean remote sensing, and oceanography would be helpful, though not required
- Knowledge of program/budget processes and procedures helpful
- Insight to a variety of NOAA's Fleet/Aviation Platforms
- Ability to work with different groups of people (scientists, government employees, SES, and contractors)
- Experience with technical presentations/ papers/ publication desired
- Understanding of NOAA property procedures desired

SECTION 10 - LEADERSHIP DEVELOPMENT

GRADE	LEADERSHIP MATURITY LEVEL	LEADERSHIP COMPETENCIES DEVELOPED IN THIS BILLET
ENS (O1)	Leading Self	☒ Core Values & Conduct ☒ Health & Well Being ☒ Responsibility ☒ Followership ☒ Adaptability
LTJG (O2)		☒ Interpersonal Skills ☒ Continuous Learning ☐ Technical Proficiency ☒ Listening ☒ Speaking
LT (O3)	Leading Others	☒ Writing ☒ Team Building ☒ Leveraging Diversity ☒ Influencing Others ☒ Developing Others ☐ Execution
LCDR (O4)		☒ Decisiveness ☒ Problem Solving ☒ Conflict Management ☒ Customer Focus ☒ Entrepreneurship
CDR (O5)	Leading Performance and Change	☒ Creativity & Innovation ☒ Human Capital Management ☒ Financial Management ☐ Technology Management
CAPT (O6) and RADM (O7/O8)		☒ External Awareness ☒ Strategic Thinking ☐ Political Savvy ☒ Vision ☐ 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).

- Budgeting Process
- COTR (contracts and grants)
- Supervising and managing personnel
- Property- ability to manage Custodians ensuring timely completion of actions and annual inventory
- Travel- managing the travel cap and receiving timely approvals
- Fleet and Aircraft Planning- Incumbent will gain knowledge of fleet and aircraft allocation process
- Program and Strategic Management (particularly CoastWatch/OceanWatch/Coral Reef Watch Program Management)
- Financial Program Management
- Knowledge of NESDIS Programs and Activities and integration across other Line Offices
- Development of written and verbal technical communication skills

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

- Obligation of program budget at 99% or higher
- Ensure execution on milestones at 85%
- Ensure 100% compliance of all NESDIS property actions and inventory
- Ensure executed travel falls below the cap designated by STAR
- Ensure 100% compliance of all required training
- Ensure supervised staff have a satisfactory or higher performance in their respective position

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

Lecia Salerno

2. Date

4/17/2015

3. Name

LT Lecia Salerno

4. Title/Position

Executive Officer, SOCD

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

Dr. Paul DiGiacomo

2. Date

4/17/2015

3. Name

Dr. Paul DiGiacomo

4. Title/Position

Division Chief, SOCD

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

William R. Odell CAPT/NOAA

2. Date

4/23/2015

3. Name

CAPT William Odell

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

Kurt Zegowitz CON/NOAA

2. Date

2015-08-11

3. Name

CDR KURT ZEGOWITZ

4. Title/Position

CHIEF, OFFICER CAREER MNGT DIV

E. Director, NOAA Corps Endorsement

"I am the DIRECTOR, NOAA CORPS and I APPROVE this billet."

1. Signature

Radm David Score

2. Date

2015-10-2

3. Name

RADM David Score

4. Title/Position

Director, NOAA Corps and OMAO

Print Form

Submit to CPC (Reviewer Use Only)