

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION

A. Billet Number	7102	B. Billet Title	Deputy Chief, Remote Sensing Division		
C. Grade Requested	O5 - CDR	D. Type of Submission	ANNUAL RECERTIFICATION		
E. Minimum amount of overlap between incumbent officer/reporting officer for continuity of duties	2 weeks				
F. Duty Type	FIXED SHORE	G. Estimated Length of Assignment	3 years		

SECTION 2 - DUTY STATION ADDRESS AND CONTACT INFORMATION

A. Street Address	1315 East West Highway	B. Street Address	SSMC3, NOS/NGS/NGS3				
C. City	Silver Spring	D. State	Maryland	E. Country	United States	F. Zip Code	20910
G. Office	+1 (301) 713-2663	x	153	H. Mobile	+1 (813) 385-2768	I. Fax	+1 (301) 713-4572

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor							
1. Name	Mike Aslaksen	2. Position	Chief, Remote Sensing Division	3. Grade	ZP V		
4. Email	mike.aslaksen@noaa.gov	5. Office	+1 (240) 533-9576	x		6. Mobile	+1 (301) 801-9024
B. Reporting Officer (2nd Level Supervisor)							
1. Name	Brad Kearse	2. Position	Deputy Director, National Geodetic Survey	3. Grade	ZP V		
4. Email	brad.kearse@noaa.gov	5. Office	+1 (240) 533-9650	x		6. Mobile	+1 (240) 988-5935
C. Reviewer (Normally the Reporting Officer's Supervisor)							
1. Name	Juliana P. Blackwell	2. Position	Director, National Geodetic Survey	3. Grade	SES-All		
4. Email	juliana.blackwell@noaa.gov	5. Office	+1 (240) 533-9658	x		6. Mobile	+1 (240) 997-1290

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	NOS	2. Office, Center, or Lab	NGS			
3. Division	NGS3	4. Branch	Staff	5. Section or Team		
B. NOAA Goal/Subgoal			Resilient Coastal Communities & Economies	C. Program		Marine Transportation
D. NOAA Org Code	NL3000	E. NFC Org Code	10-11-0003-00-00-00-00	F. Project-Task	C30	

SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

The Remote Sensing Division (RSD) is responsible for collecting data, and creating products to support the Aeronautical Survey Program (ASP), the Coastal Mapping Program (CMP), and Emergency Response efforts utilizing aerial remote sensing techniques and instrumentation.

The ASP performs quality control reviews of field survey and photogrammetric methods used to create approach procedures and airport obstruction charts. NOAA's National Geodetic Survey and RSD work with the Federal Aviation Administration to produce airport geodetic control, navigational aids, and aeronautical data to support the National Airspace System

The CMP program provides a regularly-updated national shoreline to define territorial limits and manage coastal resources. Stereo photogrammetry, and Light Detection and Ranging (LIDAR) are used to produce a digital database for a national shoreline as well as support Integrated Ocean and Coastal Mapping (IOCM) goals.

NOAA is cited in the Department of Homeland Security's National Response Framework as being responsible for multiple ESF's (Emergency Response Functions). When necessary to support DHS and NOAA's homeland security program, the Remote Sensing Division often acquires and rapidly disseminates a variety of spatially-referenced datasets to federal, state, and local government agencies, as well as the general public.

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

The incumbent serves as Deputy Chief of the Remote Sensing Division and is responsible to the Chief for management of the Division's day-to-day activities. This includes interacting with and managing personnel, reviewing and approving travel authorizations and travel vouchers, assisting with the development of production schedules and milestones, assist with the development of employee performance plans, write OERs for the NOAA Corps officers assigned to RSD, attend technical workshops and conferences, attend intra-agency coordination meetings and provide presentations or overviews of the RSD program, fly as a pilot/mission commander (if assigned as an augmenting aviator) to provide operational support as needed.

Responsible for the development and execution of RSD's annual spend plans and keeping the Division Chief informed of short term and long term funding status. This includes approximately \$13M of annually appropriated and reimbursable funds across three separate accounting lines. Interact with National Geodetic Survey (NGS) Management and Budget personnel to develop reports, monitor progress, and ensure proper obligation of funds. Approving Official for RSD purchases. Coordinate the efforts of all RSD CORs and serve as a Contracting Officer Representative (COR). Draft/submit requisitions in CRequest.

Interact with the Marine Transportation System program manager to develop input to Budget Narratives. Provide written documentation to support Program and Budget Initiatives proposed at the NOAA, Department and OMB level.

Assumes duties as Acting Division Chief during the absence of the Division Chief and to include the direct supervision of three Branch Chiefs and three staff personnel. Manage Web Time and Attendance time sheets. Attend and communicate issues at NGS Staff Meetings and NGS Executive Steering Committee.

Interacts with the Silver Spring based pilots and Aircraft Operations Center to track and monitor flight hours and mission accomplishment and make adjustments as needed. Submit annual flight hour request for base and program funded Aircraft Services. Provide OER input to AOC on Silver Spring based pilots.

Other Duties Have Included:

Chair of the Uniform and Awards Board

Member of Officer Personnel Boards

NOS Representative to the Fleet Working Group

NOS Representative to the Aviation Working Group

Technical Representative to the NOS Liaison/Assignment Coordinator

RSD Property Custodian oversight

Incident Management Team (IMT) representative for NGS Program Office

Coordination with FEMA as part of national Emergency Response efforts

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):

Oversight of Property Custodian for RSD. Property inventory includes computers, data acquisition systems and software. RSD maintains a controlled property list of over 300 items valued at approximately \$3.5M.

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

Secret Security Clearance with ability to obtain Top Secret - Sensitive Compartmentalized Information (SCI).

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).

MARS - Knowledge of creating and using reports

CBS - Knowledge of accounting data and information

Web Time and Attendance - Timesheet certification

E2 - Travel Authorization/Voucher approvals and travel regulation knowledge

CPCS - Purchase Card Approving Official

CRequest - Contracting, submitting, reviewing, and documentation

GIS - familiarity with GIS systems such as ArcGIS, Google Earth, etc.

FAA - Knowledge of FAA rules and regulations and airport survey requirements

Aircraft Operations - Knowledge of aircraft operations, costs, limitations and scheduling

Emergency Response - Knowledge of Emergency Response mission requirements and remote sensing role for collection and dissemination of digital response imagery.

SEE - Understanding of the Strategy Execution and Evaluation budgeting and planning process

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 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 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)

Opportunities to participate in NOAA Leadership Competencies Development Program
Opportunities to participate in Harvard courses in leadership and government

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)

Secret Security Clearance with ability to obtain Top Secret - Sensitive Compartmentalized Information (SCI)
Ability to deploy in the field and oversee Emergency Response operations and upload data after flights
International travel is a possibility

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).

Travel Regulations - increased knowledge and understanding of travel regulations

Personnel - enhanced understanding of the Commerce Alternative Personnel System

Personnel - enhanced understanding of personnel issues, coaching, teamwork, counseling, listening and leading

Personnel - enhanced understanding of Human Resource and Workforce Management policies and regulations

Contracting - enhanced understanding of services and support contract management as well as Federal Acquisition Regulations

Contracting - enhanced understanding of the Acquisitions and Grants Office and expanded contracting network

Leadership - further development of leadership skills and leading an organization

Budgeting - planning and execution

Scientific - understanding of current and future remote sensing equipment, capabilities, and applications

Information Technology - understanding of current and future GIS, databases, and networks

Engineering - Airborne survey and sensor integration

SECTION 13 - CRITICAL SUCCESS CRITERIA


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

- Successful execution of the budget. Meeting quarterly obligation requirements and staying within budget.
- Meeting planned metric targets for miles of shoreline updated, port surveys, and achieving airport survey program milestones.
- Employee Performance Plans completed and submitted on time.
- Contract management. Ensuring critical services do not lapse.
- Property management. All assets are acquired, tracked, managed and disposed of in accordance with Property Management Office regulations.
- Successful assumption of Division Chief duties when designated as acting.
- Operational. Maintains FAA and NOAA aviation designations and currency as required

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  Digitally signed by KERN.S.CHRISTOPHER.MORRISON.1036922601 Date: 2019.03.26 13:57:31 -04'00' 2. Date 2019-03-26

3. Name CDR Christopher M. Kerns, NOAA 4. Title/Position Deputy Chief, Remote Sensing Division

B. Supervisor's Statement

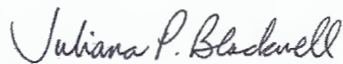
"I have reviewed this billet description and certify that it is a true and correct representation of this billet "

1. Signature ASLAKSEN.MICHAEL.L.JR.1090880230 Digitally signed by ASLAKSEN.MICHAEL.L.JR.1090880230 Date: 2019.07.25 15:31:39 -04'00' 2. Date 2019-07-25

3. Name Michael L. Aslaksen, Jr 4. Title/Position Chief, Remote Sensing Division

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  Digitally signed by BLACKWELL.JULIANA.P.1043590622 Date: 2019.07.29 14:13:47 -04'00' 2. Date 2019-07-29

3. Name Juliana P. Blackwell 4. Title/Position Director, National Geodetic Survey

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 1 Aug 2019

3. Name CDR Jeffrey C. Taylor, NOAA 4. Title/Position Chief, Officer Career Management Division

E. Director, NOAA Corps Endorsement

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

1. Signature  By Direction Date 8/29/2019

3. Name CAPT Devin R. Brakob, NOAA 4. Title/Position Director, Commissioned Personnel Center

Print Form

Submit to CPC (Reviewer Use Only)