

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION CD Billet #: 9217

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 National Centers for Environmental Prediction (NCEP) consists of nine centers and a Director's Office. These centers provide the National Weather Service (NWS) and public with environmental analysis and prediction tools. At the center of the organization is the Environmental Modeling Center, who develops, implements and executes (on rigorous schedule) a suite of numerical environmental prediction models. NCEP Central Operations ensures on-time, every time delivery of all products and services while managing the NOAA IT infrastructure and High Performance Computing Capability (HPCC). The remaining seven centers provide focussed guidance to all NWS field offices, regions, and the public on a variety of spatial and temporal scales. These are the Aviation Weather, Space Weather Prediction, Ocean Prediction, Storm Prediction, Tropical Prediction, Hydrometeorological Prediction, and Climate Prediction Centers.

SECTION 6 - DUTIES AND RESPONSIBILITIES

6A. Description of Duties and Responsibilities

The incumbent will work within the NCEP Director's Office which responsible for overall management of the nine centers. The officer works with a Director's staff in budget planning and execution for a \$100M budget annually. The Officer works in concert with the Director's Office Staff to provide oversight, direction, planning and coordination of science and technology infusions related to the operation of NCEP. Duties include but are not limited to:

- Attending high level meetings and conferences as the Director's Office representative
- Managing domestic and international projects which cross multiple center and agency lines utilizing all center resources to ensure timely and complete execution
- Prepare executive correspondence for the Director and Assistant Administrator for Weather Services and National Weather Service (NWS) Director
- Develop presentations for the Director and provide outreach on NCEP related topics of interest
- Work with the NCEP and NWS headquarters to support domestic and international initiatives
- Respond to high level NWS and congressional requests in an appropriate and timely manner
- Provide accurate and timely information to the media
- Manage the Weather and Water Goal fleet allocation
- Serve as Executive Secretary on the High Performance Computing Resource Allocation Board
- Mentor and reviewing officer for nine officers serving in NWS billets
- Serve as NWS liaison officer on the Officer Assignment Board
- Serves as advisor and emerging technologies
- Develop agreements with other agencies and services for center backup and a variety of other purposes
- Serve as the Local Forecast and Warning representative or Weather and Water Goal team lead on OMAO advisory boards

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):

None

SECTION 7 - LEADERSHIP PREREQUISITES

GRADE	LEADERSHIP MATURITY LEVEL	LEADERSHIP COMPETENCIES NEEDED FOR 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 type="checkbox"/> Continuous Learning <input type="checkbox"/> Technical Proficiency <input type="checkbox"/> Listening <input type="checkbox"/> Speaking
LT (O3)	Leading Others	<input type="checkbox"/> Writing <input type="checkbox"/> Team Building <input type="checkbox"/> Leveraging Diversity <input 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 type="checkbox"/> Customer Focus <input type="checkbox"/> Entrepreneurship
CDR (O5)		<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)	Leading Organizations	<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 Prerequisite Comments (Optional)

The ideal officer would have a varied operational background with good understanding of NOAA upper level management structure and processes. Previous experience with managing personnel and large organizations is desirable and previous assignments specifically serving the NWS would be beneficial.

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)

Executive Leadership course work and graduate degree in engineering, meteorology, or oceanography desirable.

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).

The ideal candidate would have:

- Good background on aviation operations which support the Weather and Water Goal (weather reconnaissance, snow survey)
- A working knowledge of Labor Management Relations
- A multi tasking ability with good organization and follow through skills
- Skilled writer with good technical background in meteorology and IT
- Knowledge and background of Super Computer architecture and operations
- Polished speaking and writing ability with ability to assimilate technical information for non-technical audience
- Excellent working knowledge of Powerpoint and Excel

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 type="checkbox"/> Continuous Learning <input type="checkbox"/> Technical Proficiency <input type="checkbox"/> Listening <input type="checkbox"/> Speaking
LT (O3)	Leading Others	<input type="checkbox"/> Writing <input type="checkbox"/> Team Building <input type="checkbox"/> Leveraging Diversity <input 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 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 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)		
Large organization management development. Develop core competencies consistent with SES requirements.		

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).

- Government process as it relates to budget planning and execution
- Good working knowledge of high level governmental function
- Understanding of NWS mandates and laws governing those mandates

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

As the direct representative of the Director the officer will be fully engaged in all aspects of the Director's schedule, ensuring timely development and delivery of materials prior to meetings and events. These items include but are not limited to Powerpoint presentations, meeting minutes, and action tracking tables.

Leads the High Performance Computing Resource Allocation Council holds periodic meetings, records meeting minutes and creates action item tables for the participants reference. He/she will ensure webpage and/or Wiki are developed and updated.

Develop, deliver and track MOUs between AFWA and NCEP centers and the USAF and NWS for aircraft support. Also maintains MOUs or other agreements with academic institutions and other NOAA organizations, ensuring they are current and up-to-date.

Serves as the aviation and fleet expert for the Weather and Water goal, securing necessary funding and NWS support to ensure Winter Storm Reconnaissance and Hurricane Research and Reconnaissance capabilities are maintained.

Maintains a close working relationship with emerging technology programs developing plans to ensure new technologies (i.e. UAS) are reviewed and adapted for NCEP uses.

Develops strategic and annual operating plans in conjunction with the Director's office staff.

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

3. Name

4. Title/Position

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

3. Name

4. Title/Position

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

3. Name

4. Title/Position

D. Commissioned Personnel Center Endorsement

"I am the OMAO/CPC Officer Career Management Division representative. I recommend of this billet."

1. Signature 

2. Date

3. Name

4. Title/Position

D. Director, NOAA Corps Endorsement

"I am the and I approve this billet."

1. Signature 

2. Date

3. Name

4. Title/Position