

# NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

## SECTION 1 - GENERAL INFORMATION CD Billet #: 9219

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 Weather Service (NWS) Office of Hydrologic Development (OHD) maintains the National Operational Hydrologic Remote Sensing Center (NOHRSC) in Chanhassen, MN. The NOHRSC employs full-physics land surface models and remotely sensed data to generate and distribute real-time gridded and alphanumeric products and services in support of the NWS Integrated Water Forecast Program. A significant component of the NOHRSC enterprise is its airborne gamma detection system that is used to acquire remote measurements of snow pack water content and soil moisture values. Along with all available ground observations, airborne measurements are either assimilated into or used to validate NOHRSC model results. The NOHRSC generates products and services for the entire conterminous United States, parts of southern Canada and Alaska. Its products and services play a crucial role in forecasting the timing and magnitude of river flood events and, as such, are indispensable in fulfilling the NWS mission to protect life and property. The NOHRSC activities, products and services are also essential to integrated water resources monitoring and management programs within the NWS, across NOAA line offices, between Federal Agencies, and in collaboration with a spectrum of state, local, research, education, institutional and commercial partners.

## 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 technical, operational, management and leadership duties and responsibilities of the deputy director are, on behalf of the Director, to execute major administrative functions within the NOHRSC enterprise, including:

- 1) Serve as acting-director during the Center Director's absence.
- 2) Along with the Director and NOHRSC management, help formulate the Center's budget. Working closely with the Director, execute the NOHRSC budget.
- 3) Along with the Director and NOHRSC management, help formulate the Center's operations and project plans. On behalf of the director, work closely with NOHRSC managers to execute these plans.
- 4) Handle routine personnel management issues including recruitment and hiring, time and attendance, travel management, employee management and labor management.
- 5) Coordinate and execute all major and minor procurements for the NOHRSC.
- 6) Be responsible for property inventory, management and disposal.
- 7) Coordinate the Center's interactions with the media and VIPs.
- 8) Set goals for the Airborne Snow Survey Program. Work with the Gamma program analyst and Chief of the Airborne Snow Survey Program to prioritize and schedule airborne program requirements throughout the year. Coordinate with the OHD and NWS liaison with regards to program requirements. Submit annual 56-48 aircraft services requests. Ensure that sufficient base funded aircraft operation hours are allocated to fulfill the NOHRSC mission requirements. Ensure that the Center's best interests are served in aircraft recapitalization plan development, adoption and execution. Work with the Chief of the Airborne Snow Survey Program to ensure that the appropriate manning and experience level are maintained in order to provide safe and expedient collection of time critical data. Ensure that a program evaluation is filled out on behalf of the Director/PI annually and submitted to OMAO.

From the perspective of the NOHRSC organizational chart, the Deputy Director falls immediately below the Director. The Director is fully aware of and will execute those duties and responsibilities of his office that cannot be delegated to the Deputy Director. While the billet in and of itself is not supervisory in nature, the Officer is expected to provide leadership to staff and various teams as well as assume supervisory roles as required. The NOHRSC program analyst will assist the Deputy Director in carrying out his/her duties and responsibilities.

### 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):

Managing government aircraft assets when acting as Aircraft Commander during missions.

1) Aero Commander AC-500S Shrike aircraft, twin engine reciprocating, est. value \$200K

2) Aero Commander AC-695A Jetprop, twin engine turbine, est. value \$2000K

Managing government IT systems in support of the NOHRSC

1) Primary IT system and facility, est. value \$600K

2) Alternate IT system, est. value \$400K

## 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<br><input checked="" type="checkbox"/> Followership <input checked="" type="checkbox"/> Adaptability  |
| LTJG (O2)                  | Leading Others                 | <input checked="" type="checkbox"/> Interpersonal Skills <input checked="" type="checkbox"/> Continuous Learning <input checked="" type="checkbox"/> Technical Proficiency<br><input checked="" type="checkbox"/> Listening <input checked="" type="checkbox"/> Speaking   |
| LT (O3)                    |                                | <input checked="" type="checkbox"/> Writing <input checked="" type="checkbox"/> Team Building <input checked="" type="checkbox"/> Leveraging Diversity<br><input checked="" type="checkbox"/> Influencing Others <input checked="" type="checkbox"/> Developing Others <input checked="" type="checkbox"/> Execution |
| LCDR (O4)                  | Leading Performance and Change | <input checked="" type="checkbox"/> Decisiveness <input checked="" type="checkbox"/> Problem Solving <input checked="" type="checkbox"/> Conflict Management<br><input checked="" type="checkbox"/> Customer Focus <input type="checkbox"/> Entrepreneurship   |
| CDR (O5)                   |                                | <input type="checkbox"/> Creativity & Innovation <input checked="" type="checkbox"/> Human Capital Management<br><input checked="" type="checkbox"/> Financial Management <input checked="" type="checkbox"/> Technology Management  |
| CAPT (O6) and RADM (O7/O8) | Leading Organizations          | <input type="checkbox"/> External Awareness <input type="checkbox"/> Strategic Thinking <input type="checkbox"/> Political Savvy<br><input type="checkbox"/> Vision <input type="checkbox"/> Partnering  |

Leadership Prerequisite Comments (Optional)

Recommend the OPM Seminar for New Managers: Leading People or like leadership course.

## 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)

- 1) It is preferred that the incumbent have prior experience with the Airborne Snow Survey program but Leadership and Organizational experience will take priority.
  - 2) Once selected for the billet the Officer will be required to complete any necessary training to hold a minimum of a Co-Pilot rating in mission aircraft.
  - 3) If not already completed, Cold Weather Survival training will be scheduled and completed as soon as possible prior to winter mission work.
- A Current passport is required.

## 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).

- 1) Standard level of proficiency in Microsoft Word, Excel and PowerPoint.
- 2) Completed Sunflower assets training (online course).
- 3) Purchase card holder with micro purchase experience. Responsible for reconciliation of their purchases.  
Incumbent will become the AO for NOHRSC purchase card holders.
- 4) The ability to write travel orders and submit vouchers in Travel Manager.
- 5) Once selected for the billet the Officer will be required to complete the necessary DAU online courses for obtaining a FAC-C Level 1 warrant for Simplified Acquisitions of less than 100K. These include DAU CON 100/110/111/112/120/237. CON 100/120 are classroom courses totalling three weeks of travel. Classroom courses will be paid for and arranged through the NOHRSC. An additional 40hrs of hands on training will be made available in Kansas City with the CRAD following the course training. Due to the length of this process, the classroom and online portions should be completed prior to reporting for the Deputy billet.

## 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<br><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<br><input type="checkbox"/> Listening <input type="checkbox"/> Speaking  |
| LT (O3)   | Leading Others                 | <input checked="" type="checkbox"/> Writing <input checked="" type="checkbox"/> Team Building <input checked="" type="checkbox"/> Leveraging Diversity<br><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<br><input checked="" type="checkbox"/> Customer Focus <input type="checkbox"/> Entrepreneurship   |
| CDR (O5)  | Leading Performance and Change | <input type="checkbox"/> Creativity & Innovation <input checked="" type="checkbox"/> Human Capital Management<br><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<br><input type="checkbox"/> Vision <input type="checkbox"/> Partnering   |
| Leadership Development Comments (Optional)  |                                |  |
| Leadership opportunities will be promoted and supported by the NOHRSC such as attending the NWS Executive Leadership Seminar. |                                |  |

## 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)

The NOHRSC may choose to fund additional operational training in the form of a Certified Flight Instructor Multi-Engine, Instrument Instructor, or ATP rating if not attained prior to accepting this billet. If the Incumbent has no prior experience with the airborne program then they will develop the skills to attain a Mission Commander qualification with the Airborne program and hold a minimum rating of Co-Pilot in one or more mission aircraft. Advanced ratings would be encouraged.

## 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).

- 1) Purchase warrants (training to hold FAC-C Level 1 Warrant)
- 2) GIS training in support of the programs goals will be available and encouraged.
- 3) Knowledge and use of the Web Time and Attendance online program will be developed.
- 4) Knowledge and use of Cyber Security Assessment and Management (CSAM) software and the Certification and Accreditation process will be developed.
- 5) Knowledge of, and skills in Information Technology areas will be developed to meet the needs of the NOHRSC and to the extent of the Officer's desire to learn.

While the deputy director is expected to bring a variety of leadership and management skills to the billet, it is expected that those skills will be honed and further developed. An immediate goal is to acquire the appropriate training and certification that would allow the Deputy Director to handle all of the Center's purchasing requirements; and to become an expert in NOAA's budget process. As mentioned above, the Deputy Director will be encouraged to expand his/her leadership skills by attending the NWS Executive Leadership Seminar. In addition to further mastering administrative and leadership skills during the Officer's tenure at the NOHRSC, the center expects to capitalize on the Deputy Director's growth in the area of project management by encouraging him/her to further develop their project management skills.

## SECTION 13 - CRITICAL SUCCESS CRITERIA

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

- 1) Successful execution of the NOHRSC budget. Balanced budget. Not over/under spending
- 2) Successful execution of the NOHRSC operations and project plans. Operations conducted without interruption or within acceptable risk allowances. Projects completed on time or appropriately mitigated.
- 3) Successful handling of routine personnel management issues. Time and attendance, travel orders and vouchers executed in a timely fashion.
- 4) Personnel issues addressed as quickly as possible and not allowed to escalate.
- 5) Successful coordination and execution of major and minor procurements for the NOHRSC. Purchases coordinated with operational land development schedules.
- 6) Successful execution of property inventory, management and disposal responsibilities. All property handled correctly.
- 7) Successfully obtaining enough base funded aircraft operations hours to advance the the snow survey program.  
Ensuring that the Airborne Snow Survey Programs goals and requirements are met at every level.

# 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

## E. Director, NOAA Corps Endorsement

"I am the  and I approve  this billet."

1. Signature 

2. Date

3. Name

4. Title/Position