

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION CD Billet #: 9221

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

This is a multi-faceted position involving leadership, management, scientific knowledge and communications climate organizations and systems. It involves management of Pacific ENSO Application Climate (PEAC) Center, a team leader in the Pacific Climate Information System (PaCIS), and a leadership role in the NWS Pacific Region climate program. PEAC represents a partnership among the NWS Pacific Region, the University of Hawaii, the University of Guam, Climate Prediction Center, and NWS Micronesian offices to provide climate information and services to American Flag and U.S.- Affiliated Pacific Islands (USAPIs). The Officer is responsible for the management of the budget, supervision of a graduate student, and leader of communications, education, outreach, climate information activities. PaCIS provides a programmatic framework to integrate ongoing/future climate observations, operational forecasting services and climate projections, research, assessment, data management, outreach, and education to address the needs of American Flag and USAPIs. In addition to meeting the specific American needs, PaCIS will provide a venue to discuss and plan the role of U.S. contributions to international climate and climate-related activities in the Pacific and serve as the U. S. contribution to the World Meteorological Organization's Regional Association V Regional Climate Center and thus serve as a step towards a regional climate service for the Pacific. The Officer serves as the Chair of the Working Group on Operational Climate Observations, Products, and Services. Each of the NWSs regions has an active climate information program at both the regional and local Weather Forecast Office levels. The Officer serves as a vital resource to the NWS Pacific Region Climate Services Program Manager for planning and executing the regional program.

SECTION 6 - DUTIES AND RESPONSIBILITIES

6A. Description of Duties and Responsibilities

The duties of this billet encompass a wide variety of areas and people in the NWS, other NOAA line officers, and national and international partners. The Officer, while leading and managing various tasks outlined below, has the opportunity to directly contribute to the creation and implementation of a "first of its kind" regional climate information system and the "NOAA Climate Service." In addition, the Officer has the opportunity to pursue specialized work in the weather, climate, and oceanographic science and services.

- a. Serves as manager and leader of PEAC Center: (1) produces/disseminates quarterly newsletter; (2) plans and conducts monthly coordinations calls; (3) manages budget (4) supervises part time graduate student; (5) collaborates with partners; (6) conducts public outreach/education; (7) coordinates development/maintenance of web site; (7) conducts climate research, assessment, and publication of papers; (8) plans/conducts meetings; and (9) mentors UH and NWS personnel.
- b. Serves as chair of the PaCIS Working Group on Operational Climate Observations, Products, and Services and assists PaCIS Executive Director: (1) leads climate-related projects and dialog as chair; (2) coordinates and reviews the development/ publication of action and implementation plans; (3) plans/conducts regional climate workshops and PaCIS Steering Committee meetings; and (4) collaborates with academic, international, federal, state, and NOAA line offices.
- c. Acts as a vital resource to the NWS PR Climate Services Program Manager: (1) works with NWS HQs Climate Services Division to represent NWS PR interests/programs; (2) assists in leading regional team of climate focal points; and (3) plans regional climate program.

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):

N/A

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 type="checkbox"/> Health & Well Being <input checked="" type="checkbox"/> Responsibility <input 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 type="checkbox"/> Team Building <input checked="" type="checkbox"/> Leveraging Diversity <input checked="" type="checkbox"/> Influencing Others <input type="checkbox"/> Developing Others <input checked="" type="checkbox"/> Execution
LCDR (O4)		<input type="checkbox"/> Decisiveness <input type="checkbox"/> Problem Solving <input type="checkbox"/> Conflict Management <input checked="" type="checkbox"/> Customer Focus <input type="checkbox"/> Entrepreneurship
CDR (O5)	Leading Performance and Change	<input checked="" 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 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)

The billet requires the Officer to lead projects/programs and manage resources to obtain the operational mission under minimal supervision.

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)

The incumbent should be a self-starter and have skills and experience in: product development, dissemination, and evaluation; multi-disciplinary programs and products; problem solving; and interaction with product clients and stakeholders in the public and private sector.

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 officer should have a working knowledge of meteorological, oceanographic, and/or climate services to interact with a wide variety of partners and stakeholders from the general public to research scientists.

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 type="checkbox"/> Health & Well Being <input checked="" type="checkbox"/> Responsibility <input 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 type="checkbox"/> Team Building <input checked="" type="checkbox"/> Leveraging Diversity <input checked="" type="checkbox"/> Influencing Others <input type="checkbox"/> Developing Others <input checked="" type="checkbox"/> Execution
LCDR (O4)		<input type="checkbox"/> Decisiveness <input checked="" type="checkbox"/> Problem Solving <input type="checkbox"/> Conflict Management <input checked="" type="checkbox"/> Customer Focus <input type="checkbox"/> Entrepreneurship
CDR (O5)	Leading Performance and Change	<input checked="" type="checkbox"/> Creativity & Innovation <input 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 type="checkbox"/> Political Savvy <input checked="" type="checkbox"/> Vision <input checked="" type="checkbox"/> Partnering

Leadership Development Comments (Optional)

The Officer will develop skills in leadership, management, organization, communication, self-motivation, and operations of international programs. The Officer will become familiar with the structure, organization, and operations of the NWS PR and its facilities throughout the Pacific Region as well as the climate-related activities of PEAC and PaCIS international, national, and regional partner institutions. The billet which requires leading self and leading others is a career enhancing position with the next logical step being a position with greater leadership and management responsibilities.

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 Officer will further develop operational skill and experience in the 1) leadership and management of a public-private partnership which reflects a mix of operations and research; 2) communications of scientific information to a non-technical audience, including the development and implementation of education and training materials and programs; 3) team building; 4) developing and influencing others; 5) development of technical and operational expertise; and 6) working effectively with a large cross section of people.

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 Officer will improve increase their responsibility and accountability to effectively organize and prioritize tasks and efficiently use resources. The incumbent will have the responsibility to work with leaders towards mission accomplishment while building leadership qualities. They will adapt their behavior and work methods in response to new information or unexpected obstacles. They will learn to remain optimistic and persistent, even under adversity, and recover quickly from setbacks, and will understand and appropriately apply principles, procedures, requirements, regulations, and policies related to their expertise. The Officer will consistently be learning and keeping current on technological advances in their professional areas. They will learn how to field questions, confidently communicate with the media and other external entities, and distinguish between personal communication situations and those as a NOAA representative. The Officer will improve writing skills to communicate in a clear, concise, organized, and convincing manner for the intended audience and adapt such communication for different audiences. They will become advisors and aid in the development of others in the competencies needed to accomplish current and future goals. They will learn to seek out new ideas and projects to improve on the PEAC Center's goals. They will learn how to better develop goals, milestones, and control mechanisms for projects.

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

- a. Serves as manager and leader of PEAC Center: (1) Produce the quarterly Pacific ENSO Newsletter on time with limited mistakes; (2) Update the newsletter to make it more appealing to a wider audience through Innovation and using up to date programs and style; (3) The PEAC Officer will oversee the updating of information on the PEAC web site; (4) The PEAC Officer will improve the working environment and actively elicit feedback to improve the monthly audio conference calls to better collaborate in services and products; (5) The incumbent will participate fully in PROG and schedule 10 hours every month for NOAA/NWS outreach activities; (6) The PEAC Officer will increase the amount of time spent on education activities by scheduling classroom activities for grade schools, high schools, and specialized UH groups to discuss the PEAC Center's goals, services, and products; (7) The PEAC Officer will produce new products as needed by the clients of the PEAC Center.
- b. Serves as chair of the PaCIS Working Group on Operational Climate Observations, Products, and Services and assists PaCIS Executive Director: (1) The Officer will set goals and objectives and lead discussion for the working group 2 associated with PaCIS; (2) The Officer will maintain at least monthly communication with the individuals in working group 2 and with the director of PaCIS; (3) The Officer will remain current in all activities associated with working group 2; (4) The Officer will participate fully in all PaCIS workshops and relevant meetings.
- c. Acts as a vital resource to the NWS PR Climate Services Program Manager: (1) The Officer will keep the director informed of all goings on in the PEAC Center through weekly e-mails.

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 **LTJG Charlene Felkley**

Digitally signed by LTJG Charlene Felkley
DN: cn=LTJG Charlene Felkley, o=NOAA, ou=PEAC Center,
email=charlene.felkley@noaa.gov, c=US
Date: 2011.05.23 08:26:25 -10'00'

2. Date **2011-05-23**


3. Name **Charlene Felkley**

4. Title/Position **NWS Pacific Region Climate Officer**

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



Digitally signed by Raymond Tanabe for
DN: cn=Raymond Tanabe for, o=WFO Honolulu, ou=DOC/
NOAA/NWS, email=raymond.tanabe@noaa.gov, c=US
Date: 2011.05.24 13:46:36 -10'00'

2. Date **2011-05-24**

3. Name **Raymond Tanabe**

4. Title/Position **Director/Meteorologist in Charge**

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 **Barry**

Digitally signed by Barry
DN: cn=Barry, o=OMAO, ou=NOAA/NCEP,
email=barry.choy@noaa.gov, c=US
Date: 2011.05.25 07:58:48 -10'00'

2. Date **2011-05-25**

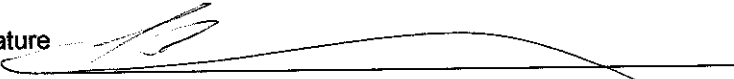
3. Name **CAPT Barry Choy**

4. Title/Position **Chief Science Officer, NWS**

D. Commissioned Personnel Center Endorsement

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

1. Signature



2. Date **2011-05-25**

3. Name **LCDR Nathan H. Hancock**

4. Title/Position **Chief, Officer Assignments Branch**

D. Director, NOAA Corps Endorsement

"I am the and I this billet."

1. Signature



2. Date

6/7/2011

3. Name **RADM Jonathan W. Bailey**

4. Title/Position **Director, NOAA Corps**

Print Form

Submit to CPC (Reviewer Use Only)