

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION

A. Billet Number	4600	B. Billet Title	Operations Manager, Storm Surge Unit, National Hurricane Center		
C. Grade Requested	O3 - LT	D. Type of Submission	REALIGNMENT OF DUTIES		
E. Minimum amount of overlap between incumbent officer/reporting officer for continuity of duties	1 Month				
F. Duty Type	FIXED SHORE	G. Estimated Length of Assignment	3 years		

SECTION 2 - DUTY STATION ADDRESS AND CONTACT INFORMATION

A. Street Address	National Hurricane Center	B. Street Address	11691 SW 17th St.				
C. City	Miami	D. State	Florida	E. Country	United States	F. Zip Code	33165
G. Office	+1 (305) 229-4470	x	444	H. Mobile		I. Fax	

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor							
1. Name	Jamie Rhome	2. Position	Storm Surge Team Lead	3. Grade	GS 14		
4. Email	Jamie.R.Rhome@noaa.gov	5. Office	+1 (305) 229-4444	x		6. Mobile	
B. Reporting Officer (2nd Level Supervisor)							
1. Name	Bill Read	2. Position	Director, National Hurricane Center	3. Grade	SES-All		
4. Email	Bill.Read@noaa.gov	5. Office	+1 (305) 229-4402	x		6. Mobile	
C. Reviewer (Normally the Reporting Officer's Supervisor)							
1. Name	CAPT Barry Choy	2. Position	Chief Science Officer, NCEP	3. Grade	O6		
4. Email	Barry.Choi@noaa.gov	5. Office	+1 (301) 763-8000	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	NWS	2. Office, Center, or Lab	NCEP		
3. Division	NHC	4. Branch	TSB	5. Section or Team	Storm Surge
B. NOAA Goal/Subgoal		C. Program			
D. NOAA Org Code	WX8200	E. NFC Org Code		F. Project-Task	

SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

The mission of the Storm Surge Unit is to serve the Nation's growing need for storm surge information by providing accurate real-time surge forecasts during tropical cyclone events, supporting coastal community preparedness and resiliency through storm surge vulnerability mapping, and increasing awareness through outreach and education.

This billet is located at the National Hurricane Center (NHC) in Miami, FL. The officer will be assigned to the Storm Surge Unit and works with the Storm Surge Team Lead performing technical, operational, leadership, and management functions.

SECTION 6 - DUTIES AND RESPONSIBILITIES

6A. Description of Duties and Responsibilities

Leading & Managing:

- Provide support to Storm Surge Team Lead in day to day activities/actions in the successful running of the Storm Surge Unit.
- Assist in establishing priorities.
- Assist with budget and resource management.
- Lead and manage SLOSH basin field surveys in support of SLOSH basin development.
- Serve as Acting Storm Surge Team Lead on occasion. The officer is then responsible for the daily operations of the office with authority to plan work, assign duties and deadlines, and decide priorities.
- Represent and speak for the Storm Surge Team Lead at high-level meetings and conferences.
- Develop and maintain operational backup and continuity of operations plan (COOP). Identify essential COOP policy and guidance needed to ensure the execution of the mission essential functions.
- Undertake special assignments as delegated by the Storm Surge Team Lead.

-As a well rounded NOAA Corps Officer, the officer must be prepared to be utilized in any number of ways depending upon immediate circumstances such as filling a vacancy or in an acting capacity. Individual officer strengths and experiences will be used to maximize the effectiveness and efficiency of storm surge operations. The officer is encouraged to find and fill available niches, working with the Team Lead to shape a valuable and rewarding professional experience.

Technical & Operational:

NHC/Storm Surge Team Member- Produce operational SLOSH model predictions of surge threat based on NHC advisory data for land-falling hurricanes; create and post graphical output; provide data to the emergency management community, as well as the general public; model storm surge simulations of hypothetical storms for federal, state, and local emergency managers to be used in evacuation planning and storm preparation; participate in the annual FEMA-NHC workshops; produce post-storm analysis and verification of the SLOSH model; update tidal benchmark data files; conduct educational outreach.

NHC/Hurricane Support Meteorologist (HSM)- Provide updated information to the public and news media during a tropical cyclone event; create warning graphics; monitor storm progression and assist hurricane specialists as needed.

NOAA Corps Liaison Officer- Maintain situational awareness of location and status of all NOAA vessels throughout the fleet and provide necessary significant weather and tropical cyclone forecasts.

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):

No. The Storm Surge Team Lead will be ultimately responsible for managing the budget. The officer will assist the Storm Surge Team Lead with budget and resource management.

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 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 type="checkbox"/> External Awareness <input type="checkbox"/> Strategic Thinking <input type="checkbox"/> Political Savvy <input type="checkbox"/> Vision <input type="checkbox"/> Partnering

Leadership Prerequisite Comments (Optional)

Although the billet does not involve specific supervisory requirements, the officer will be responsible for leadership tasks inherent in collaborating with all divisions at NHC, other NOAA personnel, and emergency managers. The officer should have some general knowledge of administrative management functions, such as budget, personnel, general office administration, etc. Mature interpersonal and communication skills are essential.

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)

N/A

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).

-A strong oceanographic/meteorological background is desirable but not required.

-The officer will receive on-the-job training, however, a strong background in information technology (e.g. SLOSH, GIS, Mat Lab, C++, etc.) is highly recommended.

-Experience with budget and resource management is desirable but not required.

-Ability to work with different groups of people (e.g. SES, Gov't employees, Scientists, Contractors, etc.).

-Excellent writing and interpersonal communication skills are highly recommended.

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 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 type="checkbox"/> External Awareness <input type="checkbox"/> Strategic Thinking <input type="checkbox"/> Political Savvy <input type="checkbox"/> Vision <input type="checkbox"/> Partnering

Leadership Development Comments (Optional)

This billet provides the officer with the opportunity to work as a member of the Storm Surge Unit and be involved in many aspects of the NHC. The officer will have opportunities to apply and enhance skills important for leadership development through public speaking (communication), networking with all divisions at NHC (interpersonal skills), decision making (execution), etc. This billet also fosters an environment of continuous learning through a multitude of courses available online and through teletraining format. Conferences, workshops and seminars provide additional learning opportunities.

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)

N/A

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).

- Promotes an understanding of effective leadership skills assisting the officer in preparing for advancement.
- Affords the opportunity to work with and alongside senior NOAA managers in guiding the direction of NOAA's objectives, particularly of those of the NWS.
- Supports a broad opportunity to make critical contributions in major disciplines to support NOAA, NWS, and NHC operations.
- Promotes an understanding of concerns and issues of the NWS as they relate to atmospheric phenomena and weather services.
- Collocation with the Weather Forecast Office (WFO) Miami allows the officer to experience many facets of daily NWS operations and management.
- Develops and refines skills in personnel, budgetary, resource management, information technology as well as those in meteorological/oceanographic throughout the execution of this billet.
- Ability to deal with both complex technical detail and the wider demands of a project.
- Develops and refines technical skills engaged in general computer applications, graphical information system processing, and storm surge forecasting techniques.
- Develops written and verbal technical communications skills.

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

- Support the Storm Surge Team Lead in effective and efficient Storm Surge Unit operations.
- Ability to anticipate needs and communicate solutions.
- Develop stronger skills using information technology (e.g. SLOSH, GIS, Mat Lab, C++, etc.).
- Serve as Acting Storm Surge Team Lead successfully 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 Jeffrey Pereira Digitally signed by Jeffrey Pereira
DN: cn=Jeffrey Pereira, o=NOAA, ou=NHC,
email=jeffrey.pereira@noaa.gov, c=US
Date: 2010.04.20 12:34:09 -0400 2. Date 2011-09-14

3. Name Jeffrey Pereira 4. Title/Position LTJG/NOAA

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 Jamie Rhone 2. Date 2011-9-14

3. Name Jamie Rhone 4. Title/Position Storm Surge Team Lead

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 Choy 2. Date 2011-11-23

3. Name Barry Choy 4. Title/Position Chief Science Officer, NCEP

D. Commissioned Personnel Center Endorsement

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

1. Signature Amanda Goeller 2. Date 11/21/2011

3. Name LT AMANDA GOELLER 4. Title/Position Chief, Officer Assignment Branch

D. Director, NOAA Corps Endorsement

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

1. Signature Anne K. Lynch 2. Date 12/9/11

3. Name CAPT Anne K. Lynch 4. Title/Position Director, Commissioned Personnel Center

Print Form

Submit to CPC (Reviewer Use Only)