

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION CD Billet #: 9223

| | | | |
|---|-------------|-----------------------------------|--------------------------|
| A. Billet Number | 4610 | B. Billet Title | Special Projects Officer |
| C. Grade Requested | O2 - LTJG | 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 | 1007 Balch Boulevard | B. Street Address | | | | | |
| C. City | Stennis Space Center | D. State | Mississippi | E. Country | United States | F. Zip Code | 39529 |
| G. Office | +1 (228) 688-2805 | x | | H. Mobile | | I. Fax | |

SECTION 3 - OFFICER EVALUATION REPORTING

| | | | | | | | |
|---|--------------------------|-------------|-------------------------------------|----------|---------|-----------|--|
| A. Supervisor | | | | | | | |
| 1. Name | Chung-Chu Teng, Ph.D. | 2. Position | Branch Chief, OPS52 | 3. Grade | GS 15 | | |
| 4. Email | chung-chu.teng@noaa.gov | 5. Office | +1 (228) 688-7101 | x | | 6. Mobile | |
| B. Reporting Officer (2nd Level Supervisor) | | | | | | | |
| 1. Name | Helmut Portmann | 2. Position | Director, National Data Buoy Center | 3. Grade | SES-All | | |
| 4. Email | Helmut.Portmann@noaa.gov | 5. Office | +1 (228) 688-2805 | x | | 6. Mobile | |
| C. Reviewer (Normally the Reporting Officer's Supervisor) | | | | | | | |
| 1. Name | Barry Choy | 2. Position | NCEP Chief Science Officer | 3. Grade | O6 | | |
| 4. Email | barry.choy@noaa.gov | 5. Office | +1 (301) 763-8000 | x | 7040 | 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 | NDBC | | | |
| 3. Division | OPERATIONS | 4. Branch | SPECIAL PROJECTS | 5. Section or Team | W/OPS52 | |
| B. NOAA Goal/Subgoal | | | WEATHER & WATER | C. Program | | IOOS |
| D. NOAA Org Code | WG9520 | E. NFC Org Code | | F. Project-Task | J8P2ANW - PW6 | |

SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

The National Data Buoy Center (NDBC) manages the Deep Ocean Assessment and Reporting of Tsunamis Program and the Tropical Atmosphere Ocean (TAO) Program and the development, operations, and maintenance of the national data buoy network. It provides high quality meteorological/environmental data in real time from automated observing systems that include buoys and Coastal Marine Automated Network Program (C-MAN) stations in the open ocean and coastal zone surrounding the United States. It provides engineering support and applications development, manages data buoy deployment and operations, and develops, installs, and operates automated observing systems. It manages the Volunteer Observing Ship (VOS) program to acquire additional meteorological and oceanographic observations supporting NWS mission requirements. It operates the NWS test center for all surface sensor systems. It maintains the capability to support operational and research programs of NOAA and other national and international organizations.

The incumbent serves within the NDBC Operations Branch. Primary duties center around efficiently aligning NDBC operational requirements with operational deployment and support platforms, including government and private contract vessels. This includes the acquisition of ship time and the inspection and certification of contract vessel operators. The officer will also likely participate in the planning, development, and implementation of new products, services, tools, and techniques. The officer will be called upon to manage one-time and recurring projects and participate in marine and public outreach activities

SECTION 6 - DUTIES AND RESPONSIBILITIES

6A. Description of Duties and Responsibilities

1. Manage NOAA, government and non-government owned platform acquisition efforts in support of NDBC operations.
2. Provide direct liaison between NDBC and NOAA Marine and Aviation Operations.
3. Coordinate vessel requests between NDBC and other federal agencies.
4. Inspect and certify contract vessel operators in regard to their ability to support NDBC operations.
5. Assist NDBC staff with with product and technique development.
6. Individual project management and participation on NDBC project teams.
7. Participate in NDBC outreach efforts.
8. Co-Line Office Representative for NWS on the Fleet Working Group.
9. Sea duty required.
10. NDBC Vessel Operations Coordinator for NOAA Small Boat Program (2 Workboats).

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):

Work Boat: Small John Boat = \$30,000
 DART Ops Boat: RHIB = \$50,000

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 type="checkbox"/> Leveraging Diversity <input checked="" type="checkbox"/> Influencing Others <input 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 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) Needs the ability to work openly with a multitude of individuals and not be afraid of sharing new ideas. | | |

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)

Buoy/Mooring Qualification would be a plus, but not necessary. Steeper initial learning curve.

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).

None; however, the ability to be organized, have experience or ability in Project Management and multi-tasking would be a plus. Works in a dynamic environment with a multitude of programs that each have a different mission.

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 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)

If the Officer pays attention to what is going on not only in the production and operations side of the house, but also what is happening in the front office, the ability for development is substantial. The Director holds his Officers in high regard and involves them in discussions and plans for the future on level far above basic project management and office coordination.

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)

Officer will most likely get underway aboard NOAA, UNOLS and Commercial vessels at some point during this billet and it will greatly enhance one's knowledge of Buoys and Buoy Systems as well as traveling to many varied locations.

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).

Program and Project Management Skills are greatly enhanced with the superb team of Program Managers at NDBC. The understanding of ship time acquisition from all points, NOAA/OMAO, UNOLS and Commercial interest is greatly enhanced by participating in the Fleet Working Group as the NDBC representative for two line Offices, NWS and NCS (National Climate Service). One's understanding of the Contracting process is built upon with assistance from an outstanding administrative section who works with the Officer to obtain skills that will continue on throughout their career.

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

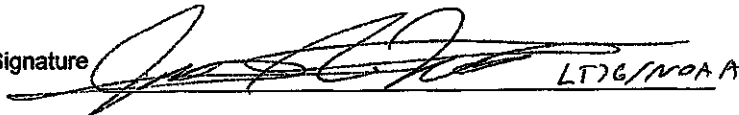
- Ability to communicate extremely well in writing and speaking.
- Ability to organize and plan to mitigate risks involved with planning operational requirements.
- Ability to work in dynamic environments with different programs and multiple teams.
- Ability to carry oneself professionally in public and private venues with senior GS and SES team members.
- Adaptable in timing and working environments.

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/NOAA

2. Date

14 May, 2010

3. Name

LTJG Jonathan R. Heesch, NOAA

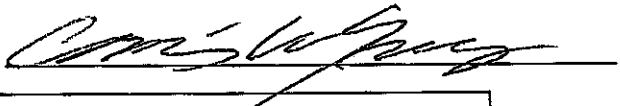
4. Title/Position

Special Projects Officer, OPS52, NDBC

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

May 14, 2010

3. Name

Chung-Chu Teng, Ph.D.

4. Title/Position

Branch Chief, OPS52, NDBC

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

CAPT Barry Choy, NOAA

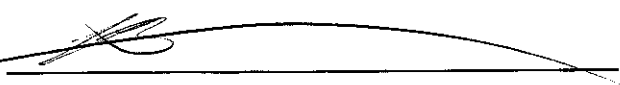
4. Title/Position

NCEP Chief Science Officer

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

13 May 11

3. Name

LCDR Nathan H. Hancock

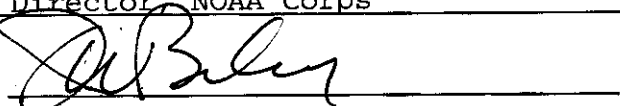
4. Title/Position

Chief, Officer Assignment Branch

D. Director, NOAA Corps Endorsement

"I am the Director, NOAA Corps 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)