

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION CD Billet #: 9226

| | | | |
|---|-------------|-----------------------------------|----------------------------------|
| A. Billet Number | 4620 | B. Billet Title | Technical Operations Coordinator |
| C. Grade Requested | O3 - LT | D. Type of Submission | ANNUAL RECERTIFICATION |
| 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 | 5200 Auth Road | B. Street Address | Room 410 | | | | |
| C. City | Camp Springs | D. State | Maryland | E. Country | United States | F. Zip Code | 20746 |
| G. Office | +1 (301) 763-8000 | x | 7791 | H. Mobile | | I. Fax | +1 (301) 763-8085 |

SECTION 3 - OFFICER EVALUATION REPORTING

| | | | | | | | |
|---|-----------------------------|-------------|-----------------------------------|----------|---------|-----------|-------------------|
| A. Supervisor | | | | | | | |
| 1. Name | Joseph Sienkiewicz | 2. Position | Chief, Ocean Applications Branch | 3. Grade | GS 15 | | |
| 4. Email | joseph.sienkiewicz@noaa.gov | 5. Office | +1 (301) 763-8000 | x | 7302 | 6. Mobile | +1 (202) 340-4495 |
| B. Reporting Officer (2nd Level Supervisor) | | | | | | | |
| 1. Name | Dr Ming Ji | 2. Position | Director, Ocean Prediction Center | 3. Grade | SES-All | | |
| 4. Email | ming.ji@noaa.gov | 5. Office | +1 (301) 763-8000 | x | 7400 | 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 | NCEP | | | |
| 3. Division | OPC | 4. Branch | OAB | 5. Section or Team | | |
| B. NOAA Goal/Subgoal | | | Commerce & Transportation | C. Program | | Marine Weather |
| D. NOAA Org Code | WINP42 | E. NFC Org Code | | F. Project-Task | | J8P2ANW - PW9 |

SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

The Ocean Prediction Center issues myriad oceanic products in text and graphical formats for maritime users in the North Pacific and North Atlantic oceans. These include: surface weather analysis, warnings and forecasts, ocean current and sea surface temperature analyses, and the dissemination of gridded operational model guidance. OPC provides guidance on coastal hazards as well, such as extratropical storm surge. In emergency situations, the OPC serves as the backup to the Tropical Prediction Center (TPC) and the Honolulu National Weather Service Office, taking over their marine responsibility functions. Additionally, the OPC monitors marine observations collected globally and provides quality control of this data prior to its entry into numerical forecast models.

The OPC Ocean Applications Branch advocates, plans, and develops new software and techniques to aid OPC forecasters with issuing high seas marine weather forecasts. The branch is also responsible for planning, developing, and implementing new products for issuance directly to the ocean and marine community.

SECTION 6 - DUTIES AND RESPONSIBILITIES

6A. Description of Duties and Responsibilities

- 1) Manage projects to enhance or expand OPC products and services. Projects are assigned based on the needs of the branch and the interests and skills of the officer. These opportunities may include the possibility for research and new product development, involvement in planning and implementing operational policies and requirements, coordinating the efforts of other branch personnel, and maintaining and reporting on the OPC IT procurement process.
- 2) Coordinate OPC outreach efforts targeting two-way communication between OPC and the maritime community with the goal of educating OPC product users and obtaining valuable user feedback from them.
- 3) Serve as the liaison for OPC with other NOAA line offices and government agencies including NMAO, NOS, NMFS, & DHS for events such as:
 1. On-demand/emergency response requests,.
 2. Marine pollution incidents
 3. Maritime incidents/Search & Rescue
 4. Ocean-related information relevant to Homeland Security
- 4) Represent the OPC as directed in various working groups concerning marine weather, oceans & coasts, budgetary and program planning activities, and in other meetings throughout the NWS and NOAA.
- 5) The opportunity to train and qualify as a marine forecaster will likely be provided. The specific training will be administered by OPC and the National Weather Service. Once trained and certified as an operational forecaster, the officer may work in that capacity from time to time.
- 6) Serve as the main point of contact with NWS regions, weather forecast office (WFO) marine focal points, and clients/users such as the USCG, USN, USAF, and NOAA Office of Response and Restoration (OR&R) concerning OPC products, services, and coordination efforts.

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):

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 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 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 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)

The incumbent should have an active desire to develop their leadership skills in order to succeed in this billet.

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).

An officer with a B.S. degree or comparable background in meteorology, oceanography, or other physical science is desired, but not necessary.

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 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 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 <input type="checkbox"/> Vision <input checked="" type="checkbox"/> Partnering |

Leadership Development Comments (Optional)

There are a wide range of opportunities for continued and enhanced leadership development in this billet. Participation in office senior staff meetings and interactions within NWS-wide teams provide many opportunities for an enthusiastic officer to 'lead without authority' within the organization. Significant time is spent interacting with GS-15 and SES level leadership. Additionally, the officer will interact with numerous contacts at NWS Headquarters as well as other NOAA line offices, and will sometimes act as the sole representative of the OPC.

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).

Budget Process: The incumbent of this billet will assist the director of the OPC in a broad range of budget planning, programming, coordination, and execution concerning the OPC, NCEP, NWS, NOAA, and international marine weather & oceanographic operational forecasting services.

Information Technology: The officer will learn how to use the NCEP operational workstation, and become familiar with satellites, models, and in-situ observations. There is also the potential to work in web site and application development.

Policy: The officer has the opportunity to work with the marine and coastal weather services branch at NWS HQ (OS21) as a marine program manager representative for the OPC. Participation in this group grants the incumbent opportunities to help make policy in NWS directives, training, and operational practices jointly with the other members, both from the OPC and the rest of the NWS.

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

- Managing projects from infancy to completion
- Provide staff support to OPC management team
- Successful representation and interaction with user community and partner agencies
- Effective multi-tasking
- Taking initiative on projects and with contacts relevant to contributing services of the OPC mission

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 this billet."

1. Signature 

2. Date

3. Name

4. Title/Position