

## NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

<b>TO: DIRECTOR, COMMISSIONED PERSONNEL CENTER, CPC</b>		<b>FROM:</b> ROUTING CODE: W/NP9 ADDRESS: NOAA - Space Weather Prediction Center (SWPC) 325 Broadway Boulder, CO 80305	
THRU (Liaison Officer): <i>Sean R. White</i> 1/20/07 CAPT Sean R. White, NOAA		PHONE NUMBER: (303) 497-6498	
BILLET TITLE: Project Manager	BILLET #: 4700	(This block to be completed by liaison officer) IS THIS A NEW BILLET: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO BILLET PRIORITY: <input checked="" type="checkbox"/> A, <input type="checkbox"/> B, <input type="checkbox"/> C, <input type="checkbox"/> R	
RANK REQUESTED: (0-2, 0-3, 0-4, etc.) <u>O-4</u> GS/GM EQUIVALENT: <u>GS-13</u>		IMMEDIATE SUPERVISOR: Dr. Thomas J. Bogdan, Director	
TITLE: Space Weather Prediction Center		PHONE NUMBER: (303) 497-3311	
EDUCATIONAL REQUIREMENTS: BS degree - physical science, math, or computer science. Degree in physics or meteorology preferred.  An advanced degree is desirable.			
OTHER QUALIFICATIONS (INCLUDE PARTICULAR SECURITY CLEARANCES, SKILLS, ETC...) Prior management experience is desirable. Space environment or solar physics training is a plus.			
1. GENERAL DESCRIPTION OF BILLET: Level of Organization: Director's Staff  The incumbent is a member of the Space Weather Prediction Center (SWPC) in Boulder, CO. SWPC provides space weather monitoring and forecasting services to meet a wide variety of civilian, military, commercial, Federal agency, and international requirements. Activities at SWPC are directed toward understanding, monitoring, and forecasting solar and geomagnetic events that have undesirable, harmful, and costly effects on activities on or near Earth. SWPC activities encompass real-time collection of solar-terrestrial data, real-time environmental analysis, dissemination of indices and activity summaries, and issuance of forecasts, watches, warnings, and alerts.  The incumbent officer is a member of the Director's staff though assigned tasks will require regular interaction with SWPC's Space Weather Services Branch. The Center Director will serve as the primary point of contact for this officer's tasking, time management and ultimately their evaluation.			
2. DUTIES AND RESPONSIBILITIES: a. Is this a supervisory billet? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO b. If so, state number and grade of personnel supervised. Number: _____ Grade(s): _____  Coordinate use of SWPC products with NOAA users. For example: SWPC provides ionospheric correctors for GPS error thus supporting the agency's positioning, navigation and timing operations. Also, in times of very disturbed space weather conditions SWPC issues alerts, warnings and watches to all operational entities within NOAA whose systems are prone to errors or malfunctions due to space weather effects. The incumbent interfaces with other NOAA entities to educate potential internal users and make available SWPC products. Examples include NOAA's hydrographic survey, aviation, satellite operations and polar research communities.			
Continued in Section 4			

3. CAREER DEVELOPMENT OPPORTUNITIES:

Professional Development:

SWPC underwent a significant reorganization 1 October, 2007. This billet was elevated to the Director's staff. This presents numerous possibilities for expanded responsibilities, professional development and enhanced visibility.

Personnel:

This assignment provides the opportunity for indirect supervisory responsibilities and leadership opportunities.

Budget:

Programming, Planning, Budgeting, and Execution

Training:

The officer will be provided extensive training in space environment physics and forecasting. Additional leadership or management training opportunities may arise.

Inter/Intra-agency Interaction:

The officer will have direct daily contact with and work alongside commissioned and enlisted members of the USAF and have opportunities to develop leadership and management skills in a joint military environment. Interaction with other NOAA entities within the Boulder area is common.

4. ADDITIONAL COMMENTS:

Section 2, continued:

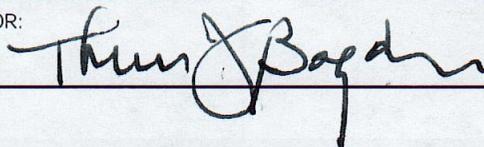
Serve as head of the organizing committee for SWPC's annual Space Weather Conference. This week long event draws >300 guests from throughout the US and international space weather community. Organizing this event provides a rare opportunity for an officer to develop skills in soliciting speakers, interacting with a broad segment of the scientific community and arranging VIP visits and related meetings. The officer is the prime mover for this high visibility conference.

Serve as the primary point of contact for all SWPC's operational backup and COOP efforts. SWPC has been designated as a component of the National Critical Infrastructure System. The incumbent officer serves as liaison with the Air Force Weather Agency (AFWA), Offutt AFB, Omaha, NE which is SWPC's DOD equivalent. AFWA and SWPC provide operational backup capabilities for one another. Additionally, AFWA is SWPC's COOP site and the incumbent officer will work towards expanding the true capabilities of this relationship. SWPC's COOP is entering a period where it is being reevaluated and will possibly partner with other NOAA entities such as the Aviation Weather Center or Storm Prediction Center. Much will need to be done to make this transition.

During the absence of the Section Head, Space Weather Forecast Office serve as Acting Section Head.

Serve as space environment duty forecaster for issuing forecasts and alerts of conditions in the space environment. This duty is typically limited to only four days/month and participation in the duty roster is optional.

SIGNATURE OF SUPERVISOR:



DATE:

11/13/2007