

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION

A. Billet Number	4060	B. Billet Title	Operations Officer, National Water Center		
C. Grade Requested	O4 - LCDR	D. Type of Submission	REALIGNMENT OF DUTIES		
E. Minimum amount of overlap between incumbent officer/reporting officer for continuity of duties		No Overlap Required			
F. Duty Type	FIXED SHORE	G. Estimated Length of Assignment	3 years		

SECTION 2 - DUTY STATION ADDRESS AND CONTACT INFORMATION

A. Street Address	205 Hackberry Ln	B. Street Address					
C. City	Tuscaloosa	D. State	Alabama	E. Country	United States	F. Zip Code	35401
G. Office	+1 (205) 347-1409	x		H. Mobile		I. Fax	

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor							
1. Name	Edward P Clark	2. Position	Deputy Director, Office Of Water Prediction	3. Grade	SES-All		
4. Email	edward.clark@noaa.gov	5. Office	+1 (205) 347-1360	x		6. Mobile	
B. Reporting Officer (2nd Level Supervisor)							
1. Name	Thomas Graziano	2. Position	Director, Office of Water Prediction	3. Grade	SES-All		
4. Email	thomas.graziano@noaa.gov	5. Office	+1 (301) 427-6904	x		6. Mobile	
C. Reviewer (Normally the Reporting Officer's Supervisor)							
1. Name	CAPT Michael Hopkins	2. Position	National Weather Service Liaison Officer	3. Grade	O6		
4. Email	mike.hopkins@noaa.gov	5. Office	+1 (301) 427-9006	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	OWP - National Water Center			
3. Division		4. Branch		5. Section or Team		
B. NOAA Goal/Subgoal		Weather and Water		C. Program		
D. NOAA Org Code		E. NFC Org Code		F. Project-Task	S8MWUGA	

SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

The National Weather Service (NWS) Office of Water Prediction (OWP) provides critical hydrologic forecast products to River Forecast Centers, Weather Forecast Offices, and various other stakeholders within both the public and private sector. A key component of this service is the remote sensing capabilities provided by the airborne gamma detection surveys, measuring snow-water equivalent (SWE) and soil moisture data for the coterminous United States, portions of Canada, and Alaska. These measurements are assimilated into models at the OWP and play a crucial role in forecasting the timing and magnitude of river flood events, and thus are indispensable to in fulfilling the NWS mission to protect life and property. The administration and execution of the airborne survey program are a function of the the OWP.

SECTION 6 - DUTIES AND RESPONSIBILITIES

- ☐ Property Accountability Officer - Administer and maintain a system of control and accountability for personal property as prescribed in OMAO's Personal Property Policy #1502
- ☒ Property Custodians - Maintain all accountable personal property within your designated area of responsibility as prescribed in OMAO's Personal Property Policy #1502

6A. Description of Duties and Responsibilities

The technical, operational, management, and leadership duties and responsibilities of the operations officer are, on behalf of the Deputy Director of OWP, to execute major administrative and operational functions for the OWP

- 1) Serve as the Program Manager for a variety of OWP projects, including the Airborne Snow and Soil Moisture Survey Program.
- 2) Brief OWP and NWS Leadership on Airborne Survey requirements and capabilities.
- 3) Coordinate resources for the airborne program, including aircraft flight hours, personnel, equipment, and finances.
- 4) Serve as technical point-of-contact for the airborne gamma detection system of record.
- 5) Development and execution of long-term goals for the airborne program.
- 6) Along with the OWP leadership and budget management, formulate and execute budget for the airborne program.
- 7) Coordinate and execute major procurements for the OWP, as a Contracting Officer's Representative.
- 8) Coordinate and execute minor procurement actions through the use of the Government Purchase Card.
- 9) Serve as the Trusted Agent/ CAC Sponsor for all contract/grant staff employed at the National Water Center.
- 10) Supervise the GS-13 Information Security Officer for the OWP.
- 11) Support the Facilities Engineer, capable of completing routine building management functions and systems.
- 12) Development, publication, and dissemination of administrative and operational policies within the OWP.
- 13) Public outreach activities, including building tours and engagement with the University of Alabama and the greater water resources enterprise.

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):

The officer will be responsible for the management of the Airborne Gamma Detection Sensor packages. The five sensor packages have a total value of approximately \$850k.

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 checked="" type="checkbox"/> Developing Others <input checked="" type="checkbox"/> Execution
LCDR (O4)		<input type="checkbox"/> Decisiveness <input type="checkbox"/> Problem Solving <input checked="" 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 Prerequisite Comments (Optional)

Officer will have completed the NOAA Corps promotion requirements set forth for LCDR, outlined in NOAA Corps Directives, Chapter 4, Part 3. Officer shall have demonstrated a high capacity for leading diverse teams.

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)

No special operational prerequisites.

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).

Familiarity with light aircraft operations is recommended but not required. General knowledge in data collection techniques, moving maps, and remote sensing. Any background in hydrologic science, meteorology, or water resources would have a positive impact on the program.

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 checked="" type="checkbox"/> Leveraging Diversity <input checked="" type="checkbox"/> Influencing Others <input checked="" type="checkbox"/> Developing Others <input 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 checked="" type="checkbox"/> Financial Management <input checked="" 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)		
Officer will develop skills at leading diverse teams, engaging stakeholders, long-term planning, and innovative thinking.		

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 meet the requirements set forth for snow survey mission commanders, as per the current Snow Survey Mission Commander Syllabus.

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).

Administrative duties require access and familiarity with CBS Purchase Card Applications, CBS Data Warehouse, E2 Travel Manager, Trusted Agent Sponsorship System (TASS), and Sunflower Property Software.

Contracting Officer's Representative training and certification up to COR-Level II will be sponsored by OWP.

Federal Appropriations Regulations training will be sponsored by OWP.

LEAD Certification Training will be sponsored by OWP.

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

- 1) Successful execution of the airborne snow survey program operations, without significant interruptions or delays.
- 2) Incremental increases in the quality and efficiency of the data collection for the airborne snow survey program.
- 3) Successful execution of the OWP portion of the OBS portfolio budget, including timely use of appropriated funds to meet mission requirements.
- 4) Successful coordination of major and minor procurements for the OWP, completed in a timely fashion.
- 5) Successful handling of personnel security issues.
- 6) Successful execution of property inventory, management, and disposal.
- 7) Successful development of critical Operations Division functions, including Continuity of Operations Planning for the division.

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 DIDIER.PATRICK.D.1139151654
54

Digitally signed by DIDIER.PATRICK.D.1139151654
DN: c=US, o=U.S. Government, ou=DoD, ou=PKI,
ou=NOAA, cn=DIDIER.PATRICK.D.1139151654
Date: 2018.02.02 11:53:30 -06'00'

2. Date 2018-02-02

3. Name CDR Patrick D Didier, NOAA

4. Title/Position Operations 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 CLARK.EDWARD.PIRNEY.1365872887
5872887

Digitally signed by CLARK.EDWARD.PIRNEY.1365872887
Date: 2018.02.05 14:07:23 -06'00'

2. Date 02/05/2018

3. Name Edward P. Clark

4. Title/Position OWP Deputy Director and NWC Director

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 HOPKINS.MICHAEL.L.1005253515
3515

Digitally signed by HOPKINS.MICHAEL.L.1005253515
Date: 2018.05.24 15:24:19 -04'00'

2. Date 2018-05-24

3. Name CAPT Michael L Hopkins, NOAA

4. Title/Position NWS Liaison Officer

D. Commissioned Personnel Center Endorsement

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

1. Signature KUZIRIAN.STEPHEN.C.1275637170
37170

Digitally signed by KUZIRIAN.STEPHEN.C.1275637170
Date: 2018.06.07 17:21:55 -04'00'

2. Date 2018-06-07


3. Name LCDR Stephen C. Kuzirian, NOAA

4. Title/Position Chief, Officer Assignment Branch

E. Director, NOAA Corps Endorsement

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

1. Signature



2. Date 22JUN18

3. Name RADM Michael J. Silah, NOAA

4. Title/Position Director, NOAA Corps

Print Form

Submit to CPC (Reviewer Use Only)