

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION

A. Billet Number	4500	B. Billet Title	NWS Pacific Region Climate Officer (PRCO)		
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	WFO Honolulu	B. Street Address	2525 Correa Rd, Suite 250		
C. City	Honolulu	D. State	Hawaii	E. Country	United States
F. Zip Code					
G. Office	+1 (808) 956-2324	x		H. Mobile	
I. Fax	+1 (808) 973-5271				

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor					
1. Name	Christopher Brenchley	2. Position	Meteorologist in Charge WFO Honolulu	3. Grade	GS 15
4. Email	christopher.brenchley@noaa.gov	5. Office	+1 (808) 973-5273	x	
6. Mobile	+1 (808) 271-6238				
B. Reporting Officer (2nd Level Supervisor)					
1. Name	Raymond Tanabe	2. Position	Director, NWS Pacific Region	3. Grade	GS 15
4. Email	raymond.tanabe@noaa.gov	5. Office	+1 (808) 532-6416	x	
6. Mobile	+1 (808) 271-6267				
C. Reviewer (Normally the Reporting Officer's Supervisor)					
1. Name	Stephanie Koes	2. Position	Deputy Director, Evolve NWS Program Man	3. Grade	O6
4. Email	stephanie.koes@noaa.gov	5. Office	+1 (301) 427-9674	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	Pacific Region		
3. Division	WFO Honolulu	4. Branch	Climate	5. Section or Team	
B. NOAA Goal/Subgoal	Climate Adaptation and Mitigation		C. Program		
D. NOAA Org Code	2060	E. NFC Org Code	9182	F. Project-Task	J8M5J10

SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

This is a multi-faceted position involving leadership, management, scientific knowledge, organizational awareness, and communications in climate systems. It involves management of Pacific Climate Applications and leadership roles in the NWS Pacific Region Climate Program Office. This position represents a partnership among the NWS Pacific Region, Climate Prediction Center, National Centers for Environmental Information (NCEI) and NWS Micronesia offices to provide climate information and services to American Flag and U.S.- Affiliated Pacific Islands (USAPIs). The Pacific Region Climate Officer (PRCO) serves as the Chair of the Working Group on Operational Climate Observations. The Officer is responsible for managing relationships with partners, leader of communications, education, outreach, and climate information deliverables. Each of the NWS's regions has an active climate information program at both the regional and local Weather Forecast Office Levels. The Officer serves as a vital resource to the NWS Pacific Region Climate Service Program Manager for planning and executing the regional program. Thus, serving as a step towards a regional climate service for the Pacific and a U.S. contributor to the World Meteorological Organization's Regional Association V.

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 duties of this billet encompass a wide variety of areas and people in the NWS, other NOAA line officers, and national and international partners. The Officer, while leading and managing various tasks outlined below, has the opportunity to directly contribute to the creation and implementation of a "first of its kind" regional climate information system and the "NOAA Climate Service." In addition, the PRCO has the opportunity to pursue specialized work in the weather, climate, and oceanographic science and services.

- a.) Serves as manager and leader of USAPI climate applications: (1) produces/disseminates quarterly updates; (2) plans and conducts monthly climate coordination calls; (3) collaborates with partners; (4) conducts public outreach/education; (5) coordinates development/maintenance of Pacific Region's ENSO web site; (6) plans/conducts meetings; (7) travels to U.S. Affiliated Pacific Islands to preserve relationships with local partners; (8) Serves as a representative for drought monitoring across the USAPI.
- b.) Acts as a vital resource to the NWS Pacific Region Climate Services Program Manager: (1) works with NWS HQs Climate Services Division to represent NWS Pacific Region interests/programs; (2) assists in leading regional team of climate focal points; and (3) plans regional climate program.

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?

Yes - Planning

Dollar Amount (K)

Varies

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):

N/A

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 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 type="checkbox"/> Team Building <input checked="" 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 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 checked="" type="checkbox"/> Partnering

Leadership Prerequisite Comments (Optional)

The billet requires the PRCO to lead projects/programs and manage resources to obtain the operational mission under minimal supervision.

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)

The PRCO should be a self-starter, work well under minimal supervision, and be able to adapt in a shifting working environment. They should have skills and experience in: producing excel and power point macros, web design, dissemination and evaluation, computer software troubleshooting, problem solving, and interaction with product clients and stakeholders in the public and private sector.

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).

It is preferred that the PRCO should have a working knowledge or is interested in the field of meteorological, oceanographic, and/or climate services to interact with a wide variety of partners and stakeholders from the general public to research scientists.

The PRCO should also possess the skill of cultural adaptability/cultural sensitivity to appropriately handle cultural differences that arise when working with individuals and governments in the USAPI (U.S. Affiliated Pacific Islands)

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

Leadership Development Comments (Optional)

The PRCO will develop skills in leadership, management, organization, communication, self-motivation, and operations in the National Weather Service. The Officer will become familiar with the structure and organization of the NWS and its facilities throughout the Pacific Region, as well as the climate-related activities of regional, national, and international partner institutions. The billet will provide self discipline to work through situations and solve problems with minimal outside influence, which will help develop the officer for a successful OPS tour. Working knowledge of NWS operations would also line the officer up for future billets within the weather service.

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)

The PRCO will further develop operational skill and experience in the 1) leadership and management of a public-private partnership which reflects a mix of operations and research; 2) communications of scientific information to a non-technical audience, including the development and implementation of education and training materials and programs; 3) team building; 4) developing and influencing others; 5) development of technical and operational expertise; and 6) working effectively with a large cross section of people.

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).

The PRCO will increase their responsibility and accountability to effectively organize and prioritize tasks and efficiently use resources. They will adapt to their responsibilities and work methods in response to new information or unexpected obstacles. They will learn to work, communicate, and form relationships with a wide range of different organizations and cultures. They will learn to remain persistent in retrieving data and other information in order to meet deadlines, and recover quickly from setbacks. They will understand and appropriately apply principles, procedures, requirements, regulations, and policies related to their expertise. The officer will consistently be learning and keeping current on technological advances in their professional areas. They will learn how to field questions and confidently communicate with the media and other external entities, and distinguish between personal communication situations and those as a NOAA representative. The Officer will improve writing skills to communicate in a clear, concise, and organized manner for the intended audience. They will learn how to better develop goals, milestones, and actions required to achieve them.

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

a.) Serves as manager and leader of USAPI climate applications: (1) Supports production and dissemination via web services quarterly Pacific ENSO updates on time; (2) Continues to support improvement with these quarterly updates; (3) The PRCO will be in charge of updating of information on the climate web site; (4) The officer will improve the working environment and actively elicit feedback to improve the monthly audio conference calls to better collaborate in services and products; (5) The officer will participate fully in Pacific Region Outreach Group and NOAA/NWS outreach activities; (6) The officer will update products as needed by clients.

b.) Acts as a vital resource to the NWS Pacific Region Climate Services Program Manager.

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



BRINKLEY, JOSEPH.LEE.1259908988
2019.05.16 09:11:12 -10'00'

2. Date 2019-05-16

3. Name LT Joseph Brinkley

4. Title/Position NWS Pacific Region Climate 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

BRENCHLEY, CHRISTOPHER
J.1365881703

Digitally signed by
BRENCHLEY, CHRISTOPHER, J.1365881703
Date: 2019.05.16 12:40:24 -10'00'

2. Date 5/16/2019

3. Name Christopher Brenchley

4. Title/Position Meteorologist in Charge WFO Honolulu

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

KOES, STEPHANIE.A.1249243
759

Digitally signed by
KOES, STEPHANIE.A.1249243759
Date: 2019.05.17 16:13:08 -04'00'

2. Date 2019-05-17

3. Name CAPT Stephanie Koes

4. Title/Position Deputy Director, Evolve NWS Program Manager

D. Commissioned Personnel Center Endorsement

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

1. Signature



Digitally signed by
TAYLOR, JEFFREY.C.1186767825
Date: 2019.05.24 13:41:02 -04'00'

2. Date 2019-05-24

3. Name CDR Jeffrey C. Taylor, NOAA

4. Title/Position Chief, Officer Career Management Division

E. Director, NOAA Corps Endorsement

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

1. Signature



CAPT, NOAA

By Direction

Date

5/29/2019

3. Name CAPT Devin R. Brakob

4. Title/Position Director, CPC

Print Form

Submit to CPC (Reviewer Use Only)