

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION CD Billet #: 9224

A. Billet Number	4700	B. Billet Title	Project Manager
C. Grade Requested	O4 - LCDR	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	325 Broadway	B. Street Address					
C. City	Boulder	D. State	Colorado	E. Country	United States	F. Zip Code	80305
G. Office	+1 (303) 497-6739	x		H. Mobile		I. Fax	+1 (303) 497-3645

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor							
1. Name	Dr. Thomas J. Bogdan	2. Position	Director, Space Weather Prediction Center	3. Grade	SES-All		
4. Email	tom.bogdan@noaa.gov	5. Office	+1 (303) 497-3311	x		6. Mobile	+1 (720) 384-7659
B. Reporting Officer (2nd Level Supervisor)							
1. Name	Same as Block A	2. Position		3. Grade			
4. Email		5. Office		x		6. Mobile	
C. Reviewer (Normally the Reporting Officer's Supervisor)							
1. Name	Barry K. Choy	2. Position	Chief Science Officer, NCEP	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/SWPC		
3. Division		4. Branch		5. Section or Team	
B. NOAA Goal/Subgoal	Weather & Water	C. Program	Space Weather Program		
D. NOAA Org Code	WX9000	E. NFC Org Code	20-70-0009-00-00-00-00	F. Project-Task	J8P2ANW-PW7

SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

The Space Weather Prediction Center (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. Examples of industries and/or activities affected by space weather include satellite operations, GPS, aviation, power grid, and communications. 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.

SECTION 6 - DUTIES AND RESPONSIBILITIES

6A. Description of Duties and Responsibilities

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 SWPC Director will serve as the primary point of contact for this officer's tasking, time management and ultimately their evaluation.

Duties and responsibilities include:

Coordinates use of SWPC's 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.

Leads organizing committee for SWPC's annual Space Weather Workshop. This week long event draws over 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 engaging organizational leadership, interacting with a broad segment of the scientific and user community, and arranging VIP visits and related meetings. The officer is the the prime mover for this high visibility conference.

Serves as 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.

Serves 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 but can increase as circumstances dictate, such as an increase in solar activity or an unanticipated forecast center staffing shortage. Participation in the duty roster is optional.

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 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 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 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 Prerequisite Comments (Optional)

The function of SWPC necessitates many partnerships with both international and national organizations. Interaction with these groups is made on a daily basis. The incumbent officer should possess superior interpersonal and communication skills in order to advance SWPC's role in these partnerships.

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)

Training in the space environment or solar physics is a plus.

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).

Education requirements: BS Degree - physical science, math, or computer science. Degree in physics or meteorology preferred.

Knowledge or experience with IT networks is a plus. Prior management experience is desirable.

Knowledge or experience with technologies vulnerable to space weather, e.g. GPS, aviation, SARSAT, and other satellite operational experience is desirable.

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 checked="" 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 Development Comments (Optional)

As a member of the Director's staff, the officer will have numerous possibilities for expanded responsibilities, professional development, and enhanced visibility. The billet will provide the opportunity for indirect supervisory responsibilities and leadership opportunities. 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.

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)

Extensive training in space environment physics and forecasting will be provided to the officer.

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).

Given the wide ranging impacts of space weather on various service industries, communication skills in interacting with a diverse group of customers with a wide range of concerns are developed.

Opportunities to contribute to NOAA technical publications and scientific journals are provided.

Through involvement with SWPC IT and model transition activities, the officer will have opportunities to learn and engage in database development, networking, and programming.

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

The first planning meeting for the Space Weather Workshop will be scheduled not later than October.

The agenda for the Space Weather Workshop will be finalized and all speakers invited not later than three months before the start of the workshop.

All forecasters will conduct operations from SWPC's backup location a minimum of three times per calendar year.

SWPC's designated backup laptop computer will be tested monthly to ensure all applications and programs are up to date.

COOP notification procedures will be tested twice per calendar year with all critical personnel contacted within three hours during work week period.

COOP site will be activated annually. During test activation, SWPC will locate and be able to deploy its emergency response team within two hours during normal working hours.

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 

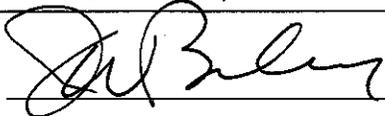
2. Date

3. Name

4. Title/Position

D. Director, NOAA Corps Endorsement

"I am the and I approve this billet."

1. Signature 

2. Date

3. Name

4. Title/Position

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