

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION CD Billet #: 9227

A. Billet Number	4703	B. Billet Title	Executive Officer, Environmental Modeling Center		
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	5200 Auth Road	B. Street Address					
C. City	Camp Springs	D. State	Maryland	E. Country	United States	F. Zip Code	20746
G. Office	+1 (301) 763-8000	x	7704	H. Mobile	+1 (202) 316-1081	I. Fax	+1 (301) 763-8545

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor							
1. Name	William Lapenta	2. Position	Deputy Director, EMC	3. Grade	GS 15		
4. Email	bill.lapenta@noaa.gov	5. Office	+1 (301) 763-8000	x	7200	6. Mobile	
B. Reporting Officer (2nd Level Supervisor)							
1. Name	Stephen Lord	2. Position	Director, EMC	3. Grade	SES-All		
4. Email	stephen.lord@noaa.gov	5. Office	+1 (301) 763-8000	x	7202	6. Mobile	
C. Reviewer (Normally the Reporting Officer's Supervisor)							
1. Name	Barry Choy	2. Position	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	EMC	4. Branch	Front Office	5. Section or Team	
B. NOAA Goal/Subgoal					
Weather & Water / Modeling and Observation			C. Program		
W/MP4					
D. NOAA Org Code					
WX2000		E. NFC Org Code		F. Project-Task	
				J8P2ANW - PWS	

SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

This billet is at the Environmental Modeling Center (one of the National Centers for Environmental Prediction within the National Weather Service). The EMC develops, improves and maintains data assimilation systems and models of the atmosphere, ocean, and coupled system, using advanced methods developed internally as well as cooperatively with scientists from universities, NOAA laboratories and other government agencies, as well as the international scientific community.

Mission:

Maintain, enhance and transition-to-operations numerical forecast systems for weather, ocean, climate, land surface and hydrology, hurricanes, and air quality for the Nation and the global community and for the protection of life and property and the enhancement of the economy.

Vision:

With our partners, to be the world's best and most trusted provider of numerical forecast systems for weather, ocean, climate, land surface and hydrology, hurricanes, and air quality.

The billet requires project management, team leadership and team building activities.

SECTION 6 - DUTIES AND RESPONSIBILITIES

6A. Description of Duties and Responsibilities

Liaison between EMC and other NWS components - Support research to operations transitions, support NCEP operational production suite by coordinating emergency development support when issues arise, coordinate the response to specific products necessary during disasters, track collaborations and action items originating from various external interactions.

Project Manager - Manage transition of numerical forecast systems from external research community to NCEP, coordinate the implementation of model upgrades between EMC and NCO, manage the implementation of major changes to EMC recommended by external review committee.

Management of Soft Funding - Track, manage, obligate and coordinate the significant amount of soft funding EMC receives annually to supplement its budget (approximately \$6M annually from as many as 30 different sources).

Computing Requirements - Monitor the use of the operational computers and the research and development high performance computers to ensure highest priority projects are allocated sufficient compute resources and the machines are used to the highest efficiency.

Training Coordinator - Coordinate technical and career development training plans for EMC personnel.

Outreach Activities - Represent EMC during internal NOAA and external outreach opportunities on behalf of the Director.

Staff support - Respond to numerous senior executive service personnel to provide necessary data and latest information on high profile modeling and data assimilation activities.

Technical writing, and development of reports.

Note: This billet was first created/filled in May, 2009 thus these duties and responsibilities continue to evolve and can be shaped to the incumbents strengths or interests.

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 is not responsible for the High Performance Computers supporting NWS model guidance operations and research and development. However, the officer is responsible for the activities that utilize the machines. This resource must be monitored and managed without failure to ensure mission objectives are being met and the machine is properly utilized. The High Performance Computers cost \$25M per year to operate and require technical refreshes every 3-4 years. The officer will work closely with the individual responsible for the machines.

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 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 type="checkbox"/> Entrepreneurship
CDR (O5)	Leading Performance and Change	<input checked="" type="checkbox"/> Creativity & Innovation <input checked="" 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 checked="" type="checkbox"/> Strategic Thinking <input type="checkbox"/> Political Savvy <input type="checkbox"/> Vision <input checked="" type="checkbox"/> Partnering

Leadership Prerequisite Comments (Optional)

Significant amounts of time are spent staffing or interacting with GS-15 and SES level leadership. While the officer is not necessarily required to have all of the above prerequisites, the officer does need to have the potential to develop those competencies. In addition to operational experience, headquarter staffing experience as the Flag LT or other equivalent position (even a short term detail) would be beneficial to an officer starting 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)

NWS, NESDIS, NOS or OAR operational field experience that relied upon model guidance would be beneficial (not mandatory) to an officer starting this assignment. This experience would provide the center with prospective when assisting in strategic planning and other mission critical decisions.

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).

- The Officer should have a basic understanding of numerical modeling principles and techniques. In addition, the Officer should have a working knowledge of NOAA policies and administrative management functions. Prior assignment within NWS, NESDIS, NOS, or OAR is desirable but not necessary

- Undergraduate Degree in Climatology, Atmospheric Sciences, Meteorology, Environmental Science, Engineering, Physics or Mathematics is desirable

- Science related MS, PhD, or masters degree in Information Technology

- Project Management

- On-the-job experience managing Information Technology

- Facilitation

- COTR

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 checked="" 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 checked="" type="checkbox"/> Political Savvy <input checked="" 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 assignment. Constant interactions with senior executives, O-6s, and GS-15 personnel provide ample opportunity to witness high level leadership first hand in both a research and an operational environment. Due to the technology, human capital, and financial resource challenges, the officer will be encouraged to innovate, think strategically, establish partnerships, solve problems, and offer intelligent input on complex matters to the Director, EMC.

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)

In support of maintaining the 95% reliability rate of all model guidance issued from NCEP, the officer will gain significant experience with planning and effective project management during the tour.

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).

Personnel: Will be called upon to represent the Center as required. Internally, will promulgate the policies and procedures of the EMC Director. Externally, assist the EMC Director with far reaching program planning activities.

Budget: Will assist with administrative functions relating to the EMC's budget including the pursuit and management of soft funding (~\$6M annually).

Mentor: Provided by the senior NOAA Corps officer assigned to NCEP (co-located).

Training: The officer will acquire knowledge and gain on-the-job training in data assimilation techniques and environmental modeling systems. Leadership and management training opportunities are available and supported by either NWS or NCEP.

Professional Development: Provides detailed experience with the management and administrative duties related to operational numerical modeling systems and the transition of emerging data assimilation techniques and environmental modeling systems into operations. Additionally, this billet provides experience with project and program management and technical implementation as well as extensive exposure to the National Weather Service and other NOAA line offices.

This billet provides an excellent opportunity to develop and refine skills in project management, administration, and program planning. This work is done in the context of a highly technical environment and is directed to the benefit of an operational product suite and associated global, regional and mesoscale guidance products for the atmosphere and basin scale guidance products for the oceans.

Opportunity for publication depending on officer's interests.

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

Ability to manage project from its infancy to completion.

Provide critical staff support to GS-15 and senior executives without failure.

Ability to interact with a wide range of rank and grades.

Ability to quickly understand highly technical content enabling the officer to address pressing issues and properly represent the center on the Director's behalf.

Ability to interact with external community and/or customers despite conflicting interests.

Ability to handle hostile and/or contentious work environment without distracting from mission objectives.

Ability to multi-task and absorb a high number of tasks with short deadlines.

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

2011-05-13

3. Name

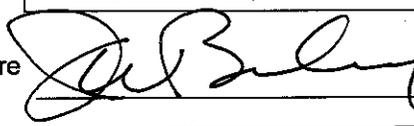
LCDR Nathan H. Hancock

4. Title/Position

Chief, Officer Assignment Branch

D. Director, NOAA Corps Endorsement

"I am the and I this billet."

1. Signature 

2. Date

6/7/2011

3. Name

RADM Jonathan W. Bailey

4. Title/Position

Director, NOAA Corps

Print Form

Submit to CPC (Reviewer Use Only)