

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION

billet to 10 # 9216

A. Billet Number	4000	B. Billet Title	Assistant Director, NWS Office of Observations		
C. Grade Requested	O6 - CAPT	D. Type of Submission	REALIGNMENT OF DUTIES		
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	2.5 years		

SECTION 2 - DUTY STATION ADDRESS AND CONTACT INFORMATION

A. Street Address	1325 East West Highway	B. Street Address					
C. City	Silver Spring	D. State	Maryland	E. Country	United States	F. Zip Code	20910
G. Office	+1 (301) 427-9778	x		H. Mobile		I. Fax	

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor							
1. Name	Joseph A. Pica	2. Position	Director, NWS Office of Observations	3. Grade	SES-All		
4. Email	Joseph.A.Pica@noaa.gov	5. Office	+1 (301) 427-9778	x		6. Mobile	
B. Reporting Officer (2nd Level Supervisor)							
1. Name	Kevin Cooley	2. Position	Director, NWS OPPSD	3. Grade	SES-All		
4. Email	Kevin.Cooley@noaa.gov	5. Office	+1 (301) 427-9810	x		6. Mobile	
C. Reviewer (Normally the Reporting Officer's Supervisor)							
1. Name	CAPT Michael L. Hopkins, NOAA	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	Office of Observations		
3. Division		4. Branch		5. Section or Team	
B. NOAA Goal/Subgoal			C. Program		
Weather Ready Nation					
D. NOAA Org Code		E. NFC Org Code		F. Project-Task	

SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

The Office of Observations (OBS) serves as the primary office responsible for the collection of space, atmosphere, water, and climate observational data owned or leveraged by the National Weather Service (NWS). Observation platforms operated and maintained by the NWS include, but are not limited to, Radar, Buoys, Cooperative and Automated Surface Observing Systems, and Radiosondes. Observation platforms leveraged by the NWS include, but are not limited to, National Mesonets, Profilers, Aircraft, Voluntary Observing Ships (VOS), Satellites, and partner/commercial data.

The OBS Portfolio includes annual financial responsibility for ~\$216M in operations and maintenance (ORF) funding; ~\$32M in project (PAC) funding; ~\$47M in reimbursable funding (primarily DoD and FAA); ~\$17M in Spectrum Relocation funding; and 792 FTE.

The OBS Portfolio maximizes the leveraging of external observations through interactions in intra-agency councils (NOAA Observing Systems Council, NOAA Fleet Council, etc.); inter-agency forums (Tri-agency NEXRAD Program Committee, Tri-agency ASOS Program Committee; Committee for Operational Environmental Satellites, US Group on Earth Observations, etc.); and international bodies (World Meteorological Organization, Coordination Group for Meteorological Satellites, and International Oceanographic Commission, etc.).

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

Serves as a principal adviser to the Director (SES) and member of the OBS Senior Leadership team. Serves as acting Director when designated as such in the absence of the Director. Represents the OBS Portfolio in various forums where appropriate.

Leads and supervises the budget and administrative staff (5) in the OBS Front Office. The roles of this unit are the following:

- Advises the Director and Portfolio Manager regarding fiscal guidelines and processes;
- Issues instructions related to data required for formulation of programmatic plans and budgets;
- Develops portfolio budget estimates and ensures proper balance among operating programs;
- Participates in planning and coordinating budget presentation activities;
- Analyzes program budget execution trends to gain efficiencies in costs, benefits, and overall portfolio effectiveness;
- Applies a system of administrative internal controls to assure the most effective, cost-friendly expenditure of appropriated funds in accordance with agency appropriations guidelines while also minimizing potential anti-deficiency violations; and
- Monitors monthly obligations, analyzes expenditure trends, and coordinates major reprogramming actions as required.

Supports the OBS Portfolio Manager in assembling and communicating the Annual Operating Plan (AOP) and out year programming initiatives for OBS.

Leads the annual spend plan development for the OBS Portfolio (~\$300M annually, based on the AOP) to include coordination with the Directors and budget focal points for the 17 Financial Management Centers in the NWS.

Reviews long-range budgetary and strategic planning program requirements for the OBS Portfolio to assure conformity with established Bureau policy, Federal law, and intent of Congress.

Serves as backup to Director as NWS representative on the Fleet Council, understanding NWS operational needs for flight hours and ship time to support hurricane surveillance and reconnaissance, snow and soil moisture surveys, and TAO / DART buoy maintenance.

Serves as the OBS focal point for Continuity of Operations planning and incident response.

Serves the primary or backup NWS liaison to the NOAA Corps / member of the Officer Assignment Board, facilitating the assignment of officers to NWS billets and throughout NOAA and ensuring effective and supportive use of the officer performance management process, both for the officers and their supervisors.

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):

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 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 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)

Candidates for this assignment should have demonstrated in past assignments a strong foundation of leadership competencies for Leading Self, Leading Others, and Leading Performance and Change.

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)

Specific operational experience is not required for this assignment. However, it is assumed that an officer at this point in their career has successfully held command at sea or served as an aircraft commander. Operational experience with buoy recovery or deployments, marine weather, snow and soil moisture (Gamma) survey, hurricane surveillance and reconnaissance, or aviation weather is highly valued.

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).

Minimum:

- Successfully served in at least one (if not more) supervisory position
- Successfully planned and executed a unit or organizational budget

Enhancing:

- Prior experience working in NOAA or Line/Staff Office Headquarter positions (Budget, Legislative Affairs, Program Coordination Office, etc.)
- Prior experience with Intra-agency / Inter-agency / International interactions (Oceanographer of the Navy, USNORTHCOM, etc.)
- Prior experience with the Fleet and Aircraft Allocation process
- Prior experience with Continuity of Operations and incident response

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)

While continuing to build upon the leadership competency foundation already established and demonstrated in an officer's career, the leadership competency development in this assignment focuses on Leading Organizations, particularly Financial Management, Strategic Thinking, and Partnering.

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)

N/A

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 incumbent will gain extensive experience with financial planning for a complex Observation portfolio (ORF, PAC, Reimbursables, Spectrum funding) that spans the breadth of the NWS mission areas and all 17 Financial Management Centers.

The incumbent will gain invaluable experience as a member of a senior leadership team in Observations and NWS that is leading change to 'Evolve the NWS', specifically to

- Lead the World in Earth System Observations & Weather Prediction
- Minimize Impacts from Severe Weather and Water Events

Finally, the NWS Observations Portfolio has roughly the same order of magnitude of budget and personnel responsibility as the Office of Marine and Aviation Operations and the NOAA Corps, so the incumbent in the Assistant Director billet will gain invaluable experience that would prepare them to be competitive for NOAA Corps Flag positions.

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

In coordination with the Observations Portfolio Manager and Financial Management Center Directors, spend plans are developed and executed at better than a 97% rate in support of the AOP milestones established each year.

Successfully supports the Observations Portfolio Manager in creating the draft AOP milestones for Observations.

Actively participates in the senior leadership team for Observations in development and execution of strategies to 'Evolve the NWS', particularly the role of Observations (positioning the workforce as well as incorporating new technology) in doing so.

Enhances the NWS and OMAO/NOAA Corps relationship and mission support through the Fleet Council and Officer Assignment Board.

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 PICA.JOSEPH.A.1086500961 Digitally signed by PICA.JOSEPH.A.1086500961 Date: 2018.05.24 16:17:19 -04'00' 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 COOLEY.KEVIN.C.1200463826 Digitally signed by COOLEY.KEVIN.C.1200463826 Date: 2018.05.24 16:49:28 -04'00' 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 HOPKINS.MICHAEL.L.1005253515 Digitally signed by HOPKINS.MICHAEL.L.1005253515 Date: 2018.05.24 17:09:00 -04'00' 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 BRAKOB.DEVIN.ROY.1045507200 Digitally signed by BRAKOB.DEVIN.ROY.1045507200 Date: 2018.06.04 10:07:09 -04'00' 2. Date

3. Name 4. Title/Position

E. Director, NOAA Corps Endorsement

"I am the and I approve this billet."

1. Signature  2. Date

3. Name 4. Title/Position