

# NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

## SECTION 1 - GENERAL INFORMATION CD Billet #: 9218

A. Billet Number  B. Billet Title   
C. Grade Requested  D. Type of Submission   
E. Minimum amount of overlap between incumbent officer/reporting officer for continuity of duties   
F. Duty Type  G. Estimated Length of Assignment

## SECTION 2 - DUTY STATION ADDRESS AND CONTACT INFORMATION

A. Street Address  B. Street Address   
C. City  D. State  E. Country  F. Zip Code   
G. Office  x  H. Mobile  I. Fax

## SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor  
1. Name  2. Position  3. Grade   
4. Email  5. Office  x  6. Mobile

B. Reporting Officer (2nd Level Supervisor)  
1. Name  2. Position  3. Grade   
4. Email  5. Office  x  6. Mobile

C. Reviewer (Normally the Reporting Officer's Supervisor)  
1. Name  2. Position  3. Grade   
4. Email  5. Office  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  2. Office, Center, or Lab   
3. Division  4. Branch  5. Section or Team

B. NOAA Goal/Subgoal  C. Program

D. NOAA Org Code  E. NFC Org Code  F. Project-Task

## SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

### Aviation Weather Center Mission:

The Aviation Weather Center delivers consistent, timely and accurate weather information for the world airspace system. We are a team of highly skilled people dedicated to working with customers and partners to enhance safe and efficient flight.

### Aviation Weather Center Vision:

To be the trusted authority and leading innovator for aviation weather information.

The Aviation Weather Center (AWC) is a NCEP sister center of the National Hurricane Center, Storm Prediction Center, Space Weather Prediction Center, Ocean Prediction Center, Climate Prediction Center, Hydrometeorological Prediction Center, and the Environmental Modeling Center. The AWC supports the FAA National Airspace System and International world-wide flight operations with continuous 24/7/365 operations. Additionally, it is responsible for moving world-class research into operations as well as defining successful research and development criteria and protocols to the research community.

## 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

This billet is a senior staff position at the Aviation Weather Center (AWC). The Center has the primary operational responsibility for monitoring and forecasting of en route weather hazards and meteorological parameters in national and international airspace. The Officer is responsible for:

- 1.) Provide leadership in transitioning NWS operations to support the requirements of the Next Generation Air Transportation System (NextGen). In addition, the officer may be called upon to play a coordination role in the planned transition to a centralized CWSU function.
- 2.) Establish and maintain a close working partnerships with entities within the Federal Aviation Administration, the World Meteorological Organization (WMO CAEM), the International Civil Aviation Organization (ICAO), and the UK Met Office (World Area Forecast Center (WAFIC London). (Subject to AOC/OMAO support.)
- 3.) Working closely with Weather Forecast Offices, Center Weather Service Units, Volcanic Ash Advisory Centers and the Alaska Aviation Weather Unit to develop and coordinate policy and procedures for aviation weather operations.
- 4.) Prioritization of related science and technology development and its implementation into aviation weather operations including aviation weather test bed activities in order to create useful weather decision support products.
- 5.) Work closely with internal and external partners to collect and validate requirements, solicit feedback on products and services, and evaluate whether these meet the needs.
- 6.) Development or review of assessments, analyses, summaries, reports, plans, or proposals that are directed toward issues at the AWC and/or toward national aviation weather services - operational plans, technical proposals for new procedures or opportunities, special assessment projects or programs - collaboration with AWC staff, and particularly with the Director and Branch Chiefs is required.
- 7.) Accompany, or represent, the AWC Director/Deputy Director at meetings critical in determining or accomplishing NCEP/NWS aviation weather related short and long-term goals.
- 8.) Contribute to the AWC/NWS/AOC/OMAO/NOAA outreach programs to end-users and secondary providers of AWC products and services via workshops, Fly-Ins, ad hoc assessment teams, and one-on-one meetings with members of the user community. Travel may be required.
- 9.) Maintain primary AOC aircraft/mission currency and support the AOC operational flight schedule as directed. Travel will be required.

As a well-rounded NOAA Corps Officer, the incumbent must be prepared to be utilized in any number of roles depending upon immediate Center circumstances such as filling a vacant Branch Chief position or in an "acting-capacity" - ranging from the AWC Director to subordinate positions. Individual Officer strengths will be utilized and developed to the fullest extent.

### 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):

While Assigned to AOC conducting flight operations (TBD).

## 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<br><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<br><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<br><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<br><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<br><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<br><input type="checkbox"/> Vision <input type="checkbox"/> Partnering  |
| Leading Organizations      |                                |  |

#### Leadership Prerequisite Comments (Optional)

The Officer is expected to provide leadership to various teams as well as assume supervisory roles as required. On behalf of the Director, the officer will engage in frequent interactions with NCEP, NWS and NOAA leadership (AA or SES level) to advance the agency missions. Emphasis will also be placed on external agency relationships (FAA, ICAO, WMO, etc.)

## 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)

Extensive flight experience as a pilot, navigator, or flight meteorologist will serve as a desirable key prerequisite in serving the aviation community.

## 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).

### EDUCATIONAL REQUIREMENTS:

B.S. in meteorology is desirable. However, an aviation-related discipline in one of the physical sciences, engineering, computer science or geophysics is fully acceptable with an operational aviation background.

### ADDITIONAL REQUIREMENTS:

- 1.) Project Management experience.
- 2.) Strong interpersonal and communication skills.
- 3.) A broad background and familiarity with weather analysis and aviation hazards forecasting or an operational aviation background.
- 4.) Knowledge of remote sensing, radar meteorology, aviation communications, national and international aviation regulations, and qualification as a rated pilot, navigator, or flight meteorologist.
- 5.) Knowledge of atmospheric processes and requirements for aviation related activities are desirable.
- 6.) Strong personnel management, labor-management relations, and good organizational skills are desirable.

## 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<br><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<br><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<br><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<br><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<br><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<br><input checked="" type="checkbox"/> Vision <input checked="" type="checkbox"/> Partnering   |

### Leadership Development Comments (Optional)

From leading teams of collaborators, dealings with leadership in the aviation weather community, NWS and NOAA headquarters, the officer will have numerous opportunities to develop skills essential to the NOAA Corps Leadership and Development Competencies.

## 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     UW 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 this assignment the Officer will gain tremendous insight into what is required to effectively operate and lead an operational weather center involved in domestic and international 24/7/365 operations. Additionally, the incumbent will interact with senior NWS officials (at the AA level) as well as interfacing with other federal agencies at the SES level. The officer will be expected to maintain their security clearance and will be expected to operationally support active flight operations.

## **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 billet provides an excellent opportunity for the Officer to develop and refine skills in management, administration, and project planning. The Officer will be an integral part of the management team and will be expected to participate in senior staff meetings and contribute to the decision making process. This work is done in the context of a highly technical environment and real-time data monitoring and display, and is directed to the benefit of a operational product suite and associated services.

The Officer will have frequent contact with the user community in commercial, business, and general aviation, and with private sector meteorologists and secondary suppliers of aviation weather products.

Within the Federal system, the Officer will represent the AWC to parent organizations in NOAA and to interagency groups. Coordination of projects will be done with other Federal partners, such as the FAA, JPDO, NCAR and the DoD/DoT Services.

There is a close association of the AWC with the development of new products and services in the research community. An association with major national R & D programs is expected, both internal and external to NOAA.

## **SECTION 13 - CRITICAL SUCCESS CRITERIA**

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

The officer must have a thorough understanding of aviation weather impacts.

The officer must be able to quickly understand complex topics well enough to formulate briefings for decision making purposes and to effectively communicate the AWC agenda.

The officer must be able to concurrently manage multiple projects and responsibilities. Program or project objectives/outcomes will be given in broad-based terms. It will be left to the officer to determine the best plan forward and then to fully execute this plan to a successful conclusion.

Effective written and communication skills are essential to this position. Sharing knowledge and information with others will be a common practice.

The officer must be able to intelligently and responsibly manage limited resources to complete various duties.

The individual selected for this assignment must become a competent and credible authority on specialty and operational needs.

The officer in this assignment will be expected to exhibit a high level of initiative toward new ideas.

The officer will need to demonstrate a high level of analytical thought, common sense, and utilize data and experience when considering the impact of solutions and/or alternatives during the decision making process.

# 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 \_\_\_\_\_

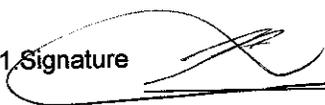
2. Date

3. Name

4. Title/Position

## D. Commissioned Personnel Center Endorsement

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

1. Signature 

2. Date

2011-05-13

3. Name

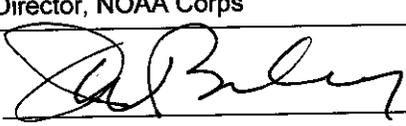
LCDR Nathan H. Hancock

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

6/2/2011

3. Name

RADM Jonathan W. Bailey

4. Title/Position

Director, NOAA Corps

Print Form

Submit to CPC (Reviewer Use Only)