NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION

A. Billet Number 4060  
B. Billet Title Operations Officer, National Water Center  
C. Grade Requested O4 - LCDR  
D. Type of Submission REALIGNMENT OF DUTIES  
E. Minimum amount of overlap between incumbent officer/reporting officer for continuity of duties No Overlap Required  
F. Duty Type FIXED SHORE  
G. Estimated Length of Assignment 3 years

SECTION 2 - DUTY STATION ADDRESS AND CONTACT INFORMATION

A. Street Address 205 Hackberry Ln  
B. Street Address  
C. City Tuscaloosa  
D. State Alabama  
E. Country United States  
F. Zip Code 35401  
G. Office +1 (205) 347-1409  
H. Mobile  
I. Fax

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor  
1. Name Edward P Clark  
2. Position Deputy Director, Office Of Water Prediction  
3. Grade SES-All  
4. Email edward.clark@noaa.gov  
5. Office +1 (205) 347-1360  
6. Mobile

B. Reporting Officer (2nd Level Supervisor)  
1. Name Thomas Graziano  
2. Position Director, Office of Water Prediction  
3. Grade SES-All  
4. Email thomas.graziano@noaa.gov  
5. Office +1 (301) 427-6904  
6. Mobile

C. Reviewer (Normally the Reporting Officer’s Supervisor)  
1. Name CAPT Michael Hopkins  
2. Position National Weather Service Liaison Officer  
3. Grade O6  
4. Email mike.hopkins@noaa.gov  
5. Office +1 (301) 427-9006  
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 OWP - National Water Center  
   3. Division  
   4. Branch  
   5. Section or Team

B. NOAA Goal/Subgoal Weather and Water  
C. Program

D. NOAA Org Code  
E. NFC Org Code  
F. Project-Task S8MWUGA
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 - Budgeting and Execution  

  Dollar Amount (K)

- 650

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 will be responsible for the management of the Airborne Gamma Detection Sensor packages. The five sensor packages have a total value of approximately $850k.

SECTION 7 - LEADERSHIP PREREQUISITES

<table>
<thead>
<tr>
<th>GRADE</th>
<th>LEADERSHIP MATURITY LEVEL</th>
<th>LEADERSHIP COMPETENCIES NEEDED FOR THIS BILLET</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENS (O1)</td>
<td>Leading Self</td>
<td>☒ Core Values &amp; Conduct  ☒ Health &amp; Well Being  ☒ Responsibility</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☒ Followership  ☒ Adaptability</td>
</tr>
<tr>
<td>LTJG (O2)</td>
<td>Leading Others</td>
<td>☒ Interpersonal Skills  ☒ Continuous Learning  ☒ Technical Proficiency</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☒ Listening  ☒ Speaking</td>
</tr>
<tr>
<td>LT (O3)</td>
<td>Leading Performance and Change</td>
<td>☒ Writing  ☒ Team Building  ☐ Leveraging Diversity</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☒ Influencing Others  ☒ Developing Others  ☒ Execution</td>
</tr>
<tr>
<td>LCDR (O4)</td>
<td>Leading Organizations</td>
<td>☐ Decisiveness  ☐ Problem Solving  ☒ Conflict Management</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☐ Customer Focus  ☐ Entrepreneurship</td>
</tr>
<tr>
<td>CDR (O5)</td>
<td></td>
<td>☐ Creativity &amp; Innovation  ☐ Human Capital Management</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☐ Financial Management  ☐ Technology Management</td>
</tr>
<tr>
<td>CAPT (O6) and RADM (O7/O8)</td>
<td>Leading Organizations</td>
<td>☐ External Awareness  ☐ Strategic Thinking  ☐ Political Savvy</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☐ Vision  ☐ Partnering</td>
</tr>
</tbody>
</table>

Leadership Prerequisite Comments (Optional)

Officer will have completed the NOAA Corps promotion requirements set forth for LCDR, outlined in NOAA Corps Directives, Chapter 4, Part 3. Officer shall have demonstrated a high capacity for leading diverse teams.
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)
No special operational prerequisites.

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).

Familiarity with light aircraft operations is recommended but not required. General knowledge in data collection techniques, moving maps, and remote sensing. Any background in hydrologic science, meteorology, or water resources would have a positive impact on the program.
### SECTION 10 - LEADERSHIP DEVELOPMENT

<table>
<thead>
<tr>
<th>GRADE</th>
<th>LEADERSHIP MATURITY LEVEL</th>
<th>LEADERSHIP COMPETENCIES DEVELOPED IN THIS BILLET</th>
</tr>
</thead>
</table>
| ENS (01) | Leading Self                       | - Core Values & Conduct  
- Health & Well Being  
- Responsibility  
- Followership  
- Adaptability |
| LTJG (02)| Leading Others                     | - Interpersonal Skills  
- Continuous Learning  
- Technical Proficiency  
- Listening  
- Speaking |
| LT (03)  | Leading Performance and Change     | - Writing  
- Team Building  
- Leveraging Diversity  
- Influencing Others  
- Developing Others  
- Execution |
| LCDR (04)| Leading Organizations              | - Decisiveness  
- Problem Solving  
- Conflict Management  
- Customer Focus  
- Entrepreneurship |
| CDR (05) |                                     | - Creativity & Innovation  
- Human Capital Management  
- Financial Management  
- Technology Management |
| CAPT (06) and RADM (07/08) | Leading Organizations | - External Awareness  
- Strategic Thinking  
- Political Savvy  
- Vision  
- Partnering |

Leadership Development Comments (Optional)

Officer will develop skills at leading diverse teams, engaging stakeholders, long-term planning, and innovative thinking.

### 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)

Officer will meet the requirements set forth for snow survey mission commanders, as per the current Snow Survey Mission Commander Syllabus.
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).

Administrative duties require access and familiarity with CBS Purchase Card Applications, CBS Data Warehouse, E2 Travel Manager, Trusted Agent Sponsorship System (TASS), and Sunflower Property Software.

Contracting Officer's Representative training and certification up to COR-Level II will be sponsored by OWP.

Federal Appropriations Regulations training will be sponsored by OWP.

LEAD Certification Training will be sponsored by OWP.

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

1) Successful execution of the airborne snow survey program operations, without significant interruptions or delays.

2) Incremental increases in the quality and efficiency of the data collection for the airborne snow survey program.

3) Successful execution of the OWP portion of the OBS portfolio budget, including timely use of appropriated funds to meet mission requirements.

4) Successful coordination of major and minor procurements for the OWP, completed in a timely fashion.

5) Successful handling of personnel security issues.

6) Successful execution of property inventory, management, and disposal.

7) Successful development of critical Operations Division functions, including Continuity of Operations Planning for the division.
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 DIDIER.PATRICK.D.11391516
2. Date 2018-02-02
3. Name CDR Patrick D Didier, NOAA
4. Title/Position Operations 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 CLARK.EDWARD.PIRNEY.136
2. Date 02/05/2018
3. Name Edward P. Clark
4. Title/Position OWP Deputy Director and NWC Director

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.100525
2. Date 2018-05-24
3. Name CAPT Michael L Hopkins, NOAA
4. Title/Position NWS Liaison Officer

D. Commissioned Personnel Center Endorsement

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

1. Signature KUZIRIAN.STEPHEN.C.12756
2. Date 2018-06-07
3. Name LCDR Stephen C. Kuzirian, NOAA
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 Michael J. Silah
2. Date 22JUN18
3. Name RADM Michael J. Silah, NOAA
4. Title/Position Director, NOAA Corps

Print Form
Submit to CPC (Reviewer Use Only)