### NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

#### SECTION 1 - GENERAL INFORMATION

<table>
<thead>
<tr>
<th>A. Billet Number</th>
<th>4700</th>
</tr>
</thead>
<tbody>
<tr>
<td>B. Billet Title</td>
<td>Chief of Staff, Space Weather Prediction Center</td>
</tr>
<tr>
<td>C. Grade Requested</td>
<td>O4 - LCDR</td>
</tr>
<tr>
<td>D. Type of Submission</td>
<td>REALIGNMENT OF DUTIES</td>
</tr>
<tr>
<td>E. Minimum amount of overlap between incumbent officer/reporting officer for continuity of duties</td>
<td>1 Month</td>
</tr>
<tr>
<td>F. Duty Type</td>
<td>FIXED SHORE</td>
</tr>
<tr>
<td>G. Estimated Length of Assignment</td>
<td>3 years</td>
</tr>
</tbody>
</table>

#### SECTION 2 - DUTY STATION ADDRESS AND CONTACT INFORMATION

<table>
<thead>
<tr>
<th>A. Street Address</th>
<th>325 Broadway Avenue</th>
</tr>
</thead>
<tbody>
<tr>
<td>B. Street Address</td>
<td></td>
</tr>
<tr>
<td>C. City</td>
<td>Boulder</td>
</tr>
<tr>
<td>D. State</td>
<td>Colorado</td>
</tr>
<tr>
<td>E. Country</td>
<td>United States</td>
</tr>
<tr>
<td>F. Zip Code</td>
<td>80305</td>
</tr>
<tr>
<td>G. Office</td>
<td>+1 (303) 497-3317 x</td>
</tr>
<tr>
<td>H. Mobile</td>
<td></td>
</tr>
<tr>
<td>I. Fax</td>
<td>+1 (303) 497-3645</td>
</tr>
</tbody>
</table>

#### SECTION 3 - OFFICER EVALUATION REPORTING

**A. Supervisor**

1. Name | Dr. Thomas E. Berger |
2. Position | Director, SWPC |
3. Grade | SES-All |
4. Email | thomas.berger@noaa.gov |
5. Office | +1 (303) 497-3311 x |
6. Mobile |                     |

**B. Reporting Officer (2nd Level Supervisor)**

1. Name | Dr. Thomas E. Berger |
2. Position | Director, SWPC |
3. Grade | SES-All |
4. Email | thomas.berger@noaa.gov |
5. Office | +1 (303) 497-3311 x |
6. Mobile |                     |

**C. Reviewer (Normally the Reporting Officer's Supervisor)**

1. Name | Michael J. Silah |
2. Position | Chief of Staff, NCEP |
3. Grade | O6 |
4. Email | michael.silah@noaa.gov |
5. Office | +1 (301) 683-1324 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 | 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** | |
**E. NFC Org Code** | |
**F. Project-Task** | |
SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

The Space Weather Prediction Center (SWPC) is part of the National Weather Service and is one of the nine National Centers for Environmental Prediction (NCEP). It is the nation’s official source of space weather alerts, watches and warnings. SWPC provides real-time monitoring and forecasting of solar and geophysical events which impact satellites, power grids, communications, navigation, and many other technological systems. SWPC also explores and evaluates new models and products and transitions them into operations. SWPC is also the primary warning center for the International Space Environment Service and works with many national and international partners with whom data, products, and services are shared.

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

The incumbent officer is a member of the Director's staff (Management Team) and is assigned tasks that will require regular interaction and cross-functional team involvement with all SWPC branches and staff. 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 the following:

1. Provide travel, logistical support, and calendar management for the Director.
2. Serve as a focal point for clear and concise communication (internal and external) within the Office of the Directorate and coordination of SWPC activities.
3. Facilitate training plans and budgets among SWPC sections.
4. Oversee organizational strategic planning implementation.
5. Coordination with Annual Operating Plans (AOP) and budgetary profiles.
6. Lead staff and serve as Chair of the organizing and planning committee for SWPC's annual Space Weather Workshop, a week-long event which draws over 300 guests from throughout the US and international space weather communities.
7. Serve as a primary point of contact for all SWPC's operational backup and COOP (Continuity of Operations Plan) efforts. SWPC is designated as a component of the National Critical Infrastructure System, therefore, routine testing of remote locations and backup systems are required to ensure viability of SWPC's mission and customer support.
8. Serve as a backup Space Weather Duty Forecaster with responsibilities that include issuing watches, warnings, and alerts of the space environment; and, interacting with the public and SWPC customers and/or stakeholders.
9. Serve as the COR (Contracting Officer Representative) for the Directorate staff and other branches, as needed.
10. Develop opportunities for outreach and education to promote the NOAA Corps and the Space Weather enterprise.
11. Serve as regional representative for NOAA Corps recruiting, as necessary.

6B. Division of Duties and Responsibilities, Total Must = 100%

Technical 15 + Operational 25 + Leading and Managing 40 + Executive Leadership 20 = 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 7-10

Grades of personnel led GS-9 to GS-15, ZP-04 to ZP-05

2. Fiscal

Will the Officer have budget responsibility? ☑ Yes - Planning and Budgeting  Dollar Amount (K) 115K

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 track the SWPC contribution funding to the annual Space Weather Workshop (15K) and the SWPC training budget (~100K) to ensure branches utilize budgets effectively. Incumbent will be tasked with contracting and/or procurement. The officer will also interact with the SWPC Budget Team which oversees the annual operating budget. COR Level I experience is recommended.

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></td>
<td>☐ External Awareness  ☐ Strategic Thinking  ☐ Political Savvy</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☐ Vision  ☐ Partnering</td>
</tr>
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Leadership Prerequisite Comments (Optional)

The incumbent officer should possess superior interpersonal and communication skills in support of the Office of the Directorate due to the level of executive and management exposure to NOAA leadership, as well as, commercial, academic and government partners. The officer should also possess superior organizational and time management skills with a emphasis on strategic thinking, customer focus, and teamwork. It is recommended that the officer have previous supervisory and project management experience.
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)
N/A

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 thorough understanding of the organization structure of the National Centers of Environmental Prediction (NCEP), as well as, SWPC program missions and activities. Prior knowledge or experience in the following is desired:

1. Educational requirements as upon entry into the Corps.
2. Strong organizational, planning and time management skills.
3. Ability to work and effectively communicate with all levels of management and staff.
4. Excellent written and oral communication skills.
5. Project Management experience and/or training a plus.
7. Knowledge of applicable technologies vulnerable to space weather (GPS/GNSS, aviation, electrical power grid).
8. COR (Contracting Officer Representative) experience desired.
## SECTION 10 - LEADERSHIP DEVELOPMENT

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<td></td>
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</tr>
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**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 incumbent will gain highly valuable skills enabling him/her to obtain management and leadership perspectives that focus on strategic, operational, and financial aspects of the Space Weather Prediction Center.

## 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)

Training in space environment physics and forecasting will be provided to qualify the officer as a backup operational space weather forecaster.
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, ARYC, ARS, FAA); regulatory (US Code, CFR); information technology (databases, networks, programming).

An assignment at the Director's level at SWPC affords the opportunity to gain exposure to and work alongside the management and leadership team of SWPC, work in cross functional teams to bridge communication and project management, and obtain a broad base of knowledge of SWPC activities, both domestic and foreign. Other activities as follows:

1. Develop an understanding of the issues and concerns affecting SWPC, NCEP, NWS and NOAA including internal and external partnerships, executive decision making, and strategic planning.
2. Involvement in activities spanning education and outreach, operating as liaison between science parties and NOAA operational assets, disaster management planning (COOP activities), managing personnel in preparation for the annual Space Weather Workshop, and assisting in web site content management and delivery.
3. Opportunities to contribute to NOAA technical publications and scientific journals are provided.
4. As a backup duty space weather forecaster, experience will be gained the operational aspects of forecasting and information delivery to domestic and international partner organizations.
5. Space Weather Workshop organization and planning provides a rare opportunity for the officer to develop skills in engaging organizational leadership and interaction with a broad segment of the scientific and user space weather community.

Overall, this billet provides a strong foundation in technical growth, project management, organizational leadership and interagency collaboration which will prepare officers for higher supervisory technical and executive leadership assignments throughout NOAA line offices and the NOAA Corps.

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

An officer successful in this billet will provide exemplary support to the Director and management staff, allowing leadership to remain focused on the SWPC mission and vision while assisting in the execution of support activities.

1. Timely and effective office administration processes and responses within SWPC, NCEP, NWS, NOAA, and external partners and agencies.
2. Well informed staffs, programs, and branches through effective and well understood communication of SWPC activities.
3. Development of critical managerial skills to include: procurement, contracting, team building, budgeting and effective communication.
4. Maintain proficiency as a back up space weather forecaster.
5. Proactive planning and skilled execution of the annual Space Weather Workshop.
6. Ensure Continuity of Operations Plan (COOP) is current and regular backup exercises are carried out.
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: HEMMICK, PAUL S. 127563574
   2. Date: 2016-02-10

3. Name: LCDR Paul S. Hemmick, NOAA

4. Title/Position: Project Manager, SWPC

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: BERGER, THOMAS EDWARD 1502384585
   2. Date: 2016-02-12

3. Name: Dr. Thomas E. Berger

4. Title/Position: Director, SWPC

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: SILAH, MICHAEL J. 1047120981
   2. Date: 2016-02-12

3. Name: CAPT Michael J. Silah, NOAA

4. Title/Position: Chief Science Officer, NCEP

D. Commissioned Personnel Center Endorsement

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

1. Signature: [Signature]
   2. Date: 2016/03/14

3. Name: CDR Devin R. Brakob, NOAA

4. Title/Position: Chief, Officer Career Management Division

E. Director, NOAA Corps Endorsement

"I am the Director, NOAA Corps and I approve this billet."

1. Signature: [Signature]
   2. Date: 5/4/2016

3. Name: RADM David A. Score, NOAA

4. Title/Position: Director, NOAA Corps

Print Form  Submit to CPC (Reviewer Use Only)