# NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

## SECTION 1 - GENERAL INFORMATION

<table>
<thead>
<tr>
<th>A. Billet Number</th>
<th>4703</th>
</tr>
</thead>
<tbody>
<tr>
<td>B. Billet Title</td>
<td>Executive Officer, (SUAD)</td>
</tr>
<tr>
<td>C. Grade Requested</td>
<td>O4 - LCDR</td>
</tr>
<tr>
<td>D. Type of Submission</td>
<td>Change Duty Station / Reprogram / Realign Duties</td>
</tr>
<tr>
<td>E. Minimum amount of overlap between incumbent officer/reporting officer for continuity of duties</td>
<td>1 week</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>National Weather Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>B. Street Address</td>
<td>1325 East West Highway</td>
</tr>
<tr>
<td>C. City</td>
<td>Silver Spring</td>
</tr>
<tr>
<td>D. State</td>
<td>Maryland</td>
</tr>
<tr>
<td>E. Country</td>
<td>United States</td>
</tr>
<tr>
<td>F. Zip Code</td>
<td>20910</td>
</tr>
<tr>
<td>G. Office</td>
<td>+1 (301) 427-9578</td>
</tr>
<tr>
<td>H. Mobile</td>
<td>+1 (202) 306-5140</td>
</tr>
<tr>
<td>I. Fax</td>
<td></td>
</tr>
</tbody>
</table>

## SECTION 3 - OFFICER EVALUATION REPORTING

### A. Supervisor

1. Name: James Crocker
2. Position: Acting Director, Surface and Upper Air Divisi
3. Grade: O6
4. Email: James.m.crocker@noaa.gov
5. Office: +1 (301) 427-9578
6. Mobile: +1 (202) 306-5140

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

1. Name: (same as Supervisor)
3. Grade: 
4. Email: 
5. Office: +1 (301) 427-9674
6. Mobile: 

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

1. Name: CAPT Stephanie Koes
2. Position: Deputy for Resource Management, OPPSD
3. Grade: O6
4. Email: stephanie.koes@noaa.gov
5. Office: +1 (301) 427-9674
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: OBS
3. Division: SUAD
4. Branch: Front Office
5. Section or Team: 

### B. NOAA Goal/Subgoal
Weather Ready Nation

### C. Program

### D. NOAA Org Code
WG0000

### E. NFC Org Code
542082000000000000

### F. Project-Task
U8A2ANW PNW
SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

Surface and Upper Air Division (SUAD) is part of the National Weather Service’s Office of Observation. 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 NWS. The Office is responsible for the development, acquisition and management of cost-effective observing technologies, hardware and software enhancements, maintenance and repairs, logistics, cost management, technical data verification, and life-cycle replacements of NWS observational platforms.

SUAD manages the development, operations, and maintenance of national surface and upper air systems. It consists of program management, services management, evaluation management, and logistics management. The management of programs will consist of end-to-end lifecycle management of current and future surface and upper air observational systems or platforms. The services management will focus on the engineering, maintenance, and configuration management needs for surface and upper air observation systems. The evaluation management manages quality control of surface and upper air observations equipment and data buys germane to surface and upper air measurements. The logistics management will ensure proper sustainment and operations of field observational systems.

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

As the Executive Officer (XO) This billet is a senior staff position at the Surface and Upper Air Division (SUAD). SUAD is located within the Office of Observation (OBS) in the National Weather Service (NWS) Headquarters, at the SSMC campus in Silver spring, MD.

As the Executive Officer (XO) to the Director, SUAD, a NOAA Corps CAPT, the incumbent is responsible for:
1) Providing leadership in ensuring staff work and resources are properly executed to ensure timely and effective implementation of the Division’s objectives and policies to include the needs of the Branches (Services, Evaluations, Program Management, Logistics).
2) Reviews regulations, and determines impact on office, programs, and functions. Develops policies, plans, and procedures to implement directives in order to ensure complete coverage of all facets of activities. Reviews and edits policy statements to ensure they reflect the Director's intent. As necessary, issues program directives to ensure compliance with overall policies.
3) Serves as Management Analyst of complex studies and/or projects which may be highly sensitive and confidential. Subject matter expert (SME) on special projects, advising SUAD and OBS senior-level leadership on major program issues. Leads, conducts or participates in complex management studies and reviews, particularly those with wide or significant effect on organizational structure, facility planning, cost projections, policy, processes, operations, fiscal control and economy and those where the boundaries of the studies may be broad. Organizes assigned projects; plans, organizes and directs team study work. Selects qualitative and/or quantitative methodologies appropriate to the subject under examination.
4) Serves as primary liaison to internal and external agencies on managing program/project requirements, identifying and/or resolving funding issues, elevating issues to key senior leadership, revising/writing policies, and issues impacting NWS field operations.
5) Coordinates with internal departments to oversee completion of a wide variety of projects and action officer related assignments in all aspects of oversight and management of the office, to include business planning, budget execution, contract review, Government Accounting Office (GAO) Audit Reviews, Annual Reports to Congress, Base Realignment and Closure directives, etc.
6) Uses judgment and discretion in determining intent, and in interpreting and revising existing policy and regulatory guidance for use by others within or outside the organization. Independently plans, directs and organizes assigned project and directs team study work. Prepares reports, responses to queries, position papers, justifications and background papers, and presents high-level briefings, as required.
7) Develops, plans, directs and oversees the implementation of new/continuous program requirements to determine effective and efficient practices. Establishes management controls over program activities; provides a means for evaluating program accomplishments; and correct program deficiencies. Responsible for the continuous review of actual attainment of established goals and objectives; provides recommendation to Director and senior level officials for improving outcomes/controls.

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

<table>
<thead>
<tr>
<th>Technical</th>
<th>15</th>
<th>Operational</th>
<th>25</th>
<th>Leading and Managing</th>
<th>50</th>
<th>Executive Leadership</th>
<th>10</th>
<th>Total</th>
<th>100%</th>
</tr>
</thead>
</table>
SECTION 6 - DUTIES AND RESPONSIBILITIES (continued)

6C. Resources Managed

1. Human

Does the Officer supervise personnel? ☑ Yes ☐ No  Number of personnel supervised N/A

Grades of supervised personnel N/A

Will the Officer lead people, but has no supervisory responsibilities? ☑ Yes ☐ No  Number of personnel led 143

Grades of personnel led Federal employees (GS-6 to GS-15) and contractors

2. Fiscal

Will the Officer have budget responsibility? ☐ No  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):

No

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)</td>
<td></td>
<td>☐ External Awareness ☐ Strategic Thinking ☐ Political Savvy</td>
</tr>
<tr>
<td>and RADM (O7/O8)</td>
<td></td>
<td>☐ Vision ☐ Partnering</td>
</tr>
</tbody>
</table>

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)**

Programmatic and operational experience in leading and executing change within teams would be beneficial to an officer starting this assignment. This experience would provide the Division with perspective 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).

- Proficiency with Microsoft and Google Office suites, including Word, Excel, Powerpoint; and project management software tools;
- Excellent writing, speaking, and listening skills;
- Ability to multi-task in a fast-paced operational and scientific environment;
- Experience in interacting with senior level management.
- Administration and direction of programs.

The following prerequisites are preferred but not necessarily required:
- 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 is desirable but not necessary;
- Undergraduate Degree in Climatology, Atmospheric Sciences, Meteorology, Environmental Science, Engineering, Physics, or Mathematics;
- Science related MS, PhD, or masters degree in a Management Field;
- Project Management;
- On-the-job experience managing programs or Information Technology;
- Facilitation;
- COTR;
- MARS
- No security clearance is required for this position.
### SECTION 10 - LEADERSHIP DEVELOPMENT

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<tr>
<td></td>
<td></td>
<td>☐ Vision ☐ Partnering</td>
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</table>

**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 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, SUAD.

### SECTION 11 - OPERATIONAL DEVELOPMENT

**A. Marine Development**

- [ ] Officer of the Deck
- [ ] Senior Watch Officer
- [ ] ECDIS
- [ ] Dynamic Positioning
- [ ] Boat Deployment
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- [ ] Coxswain/OIC
- [ ] HAZWOPER
- [ ] AUV Deployment
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- [ ] Buoy/Mooring Qualified
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- [ ] Co-Pilot
- [ ] Pilot
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- [ ] Mission Commander
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- [ ] 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 continuous enhancement of observing systems and the 95% reliability rate of delivery of products to operational customers, 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).

* Familiarity with NWS processes and programs;
* An understanding of how NWS serves the public and interacts with its partners;
* An understanding of how NWS interacts with NOAA and other federal agencies;
* Ability to provide a DOD link to marine weather, ocean and ice testbeds to enhance, accelerate and harvest research to operations for improving numerical forecast systems;
* Will be called upon to represent the Division as required. Internally, will promulgate the policies and procedures of the SUAD Director. Externally, assist the SUAD Director with far reaching program planning activities;
* Mentors will be provided by the senior NOAA Corps officer assigned to NWS and senior staff at OBS;
* The officer will acquire knowledge and gain on-the-job training on IT infrastructure and Observing systems. Leadership and management training opportunities are available and supported by either NWS;
* Provides detailed experience with the management and administrative duties related to observing systems and related programmatic functions.

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;
* 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 national observing system products for surface and upper air observation;
* Development of multitasking skills in a fast-paced headquarters environment;
* Opportunity for publications;
* Opportunity to work/develop relationships with NWS/NOAA;
* There is opportunity to pursue a graduate degree;
* Detailed experience in fiscal management including budget alignment of SUAD with OBS and NWS goals and priorities.

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

* Responsiveness to supervisor and customer requests;
* Successful Technical and Scientific collaborations with SUAD and its partners;
* Presentations and documents are drafted with only minimal edits needed;
* 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 operational and scientific staffs;
* 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 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.
* Successful fiscal management of the SUAD budget.
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 LASSALLY.GONZALO.ERNES TO.1186786277
   Digitally signed by LASSALLY.GONZALO.ERNES TO.1186786277
   Date: 2020.08.25 14:28:35 -04'00'

2. Date 2020-08-20

3. Name Gonzalo Lassally

4. Title/Position Executive Office, Office of Observations

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 CROCKER.JAMES.M.1160543635
   Digitally signed by CROCKER.JAMES.M.1160543635
   Date: 2020.08.25 16:17:58 -04'00'

2. Date 2020-08-25

3. Name CAPT James Crocker, NOAA

4. Title/Position Director, Surface and Upper Air Division

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 KOES.STEPHANIE.A.1249243759
   Digitally signed by KOES.STEPHANIE.A.1249243759
   Date: 2020.08.25 16:23:56 -04'00'

2. Date 2020-08-25

3. Name CAPT Stephanie Koos, NOAA

4. Title/Position Deputy, OPPSD

D. Commissioned Personnel Center Endorsement

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

1. Signature WATTAM.RYAN.CAULFIELD.107213097
   Digitally signed by WATTAM.RYAN.CAULFIELD.107213097
   Date: 2020.09.10 13:23:16 -04'00'

2. Date 2020-09-10

3. Name CDR Ryan C. Wattam, 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
   
   Michael J. Silah

2. Date OCT - 6 2020

3. Name RADM Michael J. Silah, NOAA

4. Title/Position Director, NOAA Corps