

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION

A. Billet Number	1043	B. Billet Title	Pilot, King Air 350CER
C. Grade Requested	O4 - LCDR	D. Type of Submission	PROPOSED NEW BILLET
E. Minimum amount of overlap between incumbent officer/reporting officer for continuity of duties	1 Month		
F. Duty Type	AVIATION	G. Estimated Length of Assignment	5 years (Aviation Only)

SECTION 2 - DUTY STATION ADDRESS AND CONTACT INFORMATION

A. Street Address	7917 Hangar Loop Drive	B. Street Address					
C. City	Tampa	D. State	Florida	E. Country	United States	F. Zip Code	33608
G. Office	+1 (813) 828-3310	x		H. Mobile		I. Fax	+1 (813) 828-4529

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor							
1. Name	Jeff Hagan	2. Position	Deputy Chief Operations Branch	3. Grade	O5		
4. Email	Jeff.Hagan@noaa.gov	5. Office	+1 (813) 828-3310	x	3022	6. Mobile	
B. Reporting Officer (2nd Level Supervisor)							
1. Name	Harris Halverson	2. Position	Chief Operations Branch	3. Grade	O6		
4. Email	Harris.B.Halverson@noaa.gov	5. Office	+1 (813) 828-3310	x	3008	6. Mobile	
C. Reviewer (Normally the Reporting Officer's Supervisor)							
1. Name	Randall Tebeest	2. Position	Commanding Officer AOC	3. Grade	O6		
4. Email	Randy.J.Tebeest@noaa.gov	5. Office	+1 (813) 828-3310	x	3001	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	OMAO	2. Office, Center, or Lab	Aircraft Operations Center		
3. Division		4. Branch	Operations	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

The King Air 350CER directly supports the aeronautical survey missions of the Remote Sensing Division (RSD). The RSD is responsible for providing data to support the Aeronautical Survey Program (ASP), the Coastal Mapping Program (CMP) and Emergency Response efforts through the use of remotely sensed data. The ASP is administered by the the National Geodetic Survey (NGS), and requires the collection of data using field survey and photogrammetric methods to create runway approach procedures and airport obstruction charts. The CMP works to provide a regularly-updated national shoreline for supporting marine navigation, defining territorial limits, and managing coastal resources. Stereo photogrammetry and LIDAR are used to produce a digital database of a national shoreline. In order to support NOAA's homeland security and emergency response requirements, the RSD often acquires and rapidly disseminates a variety of spatially-referenced data-sets of disaster areas to federal, state, and local government agencies, as well as the general public.

This officer conducts planning, coordination and execution of these RSD programs throughout the United States and the Caribbean using the King Air 350CER. This officer may be stationed at the RSD in Silver Spring, MD or the AOC in Tampa, FL. Normal operational flying duties require significant travel time (>6 months/year) and a dynamic travel schedule. Qualification as a King Air Aircraft Commander and Mission Commander is expected.

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

Flight Operations:

1. Fly and manage the primary aircraft (King Air), which supports the Remote Sensing Division (RSD).
2. Conduct flight planning, coordination and execution for both the AOC and the RSD.
3. Coordinate airplane maintenance requirements with the AOC Maintenance Branch.
4. Develop Operational Risk Management risk assessments and implement risk controls for each mission type.
5. Supervise, instruct and lead junior King Air pilots assigned to the RSD/AOC.
6. Ensure safety of flight and compliance with the Aircraft Operations Manual/Policies and applicable FAA regulations.
7. Advise the AOC on all matters that require compliance with NOAA guidelines, federal laws and internal policies.

Mission Management:

1. Perform liaison duties between the RSD and the AOC for all matters pertaining to the RSD mission set and the airplane.
2. Coordinate program requirements, AOC requirements, project schedules and time lines with the RSD and the AOC.
3. Supervise aerial photographers while they are assigned to field operations.
4. Operate NOS software to determine collection time-windows based on existing requirements and sensors.
5. Assist with the installation and removal of mission equipment and sensors as required.
6. Coordinate the installation, testing and field study of new equipment in compliance with FAA/AOC requirements.
7. Maintain and update the RSD field operations manuals and procedures, and ensure compliance with field procedures by all mission personnel.
8. Provide analyses of operational costs for proposed projects to the RSD.
9. Transfer, process or deliver data as required following mission execution.
10. Develop opportunities for outreach to promote NOAA, NOS, OMAO and the RSD to the general public.

This assignment directly supports critical NOAA missions and requires a demanding travel schedule. The incumbent can expect to be TDY for 180+ days per year.

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):

King Air 350CER (Aircraft) - \$11M

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 type="checkbox"/> Entrepreneurship
CDR (O5)	Leading Performance and Change	<input checked="" type="checkbox"/> Creativity & Innovation <input checked="" type="checkbox"/> Human Capital Management <input 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)

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)

1. FAA Medical & DOD flight physical.
2. Completed CPC courses in management & supervision.
3. Contracting Officer's Technical Representative training and designation is desired.
4. Water Survival/Physiology

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).

Prior to reporting, the officer should have some familiarity of how the RSD supports NOS, the AOC and the OMAO. The officer should also have a general knowledge of program missions and activities. The incumbent would also benefit from experience and interest in one or more areas listed below:

1. Aerial photography
2. Geodetic survey
3. Coastal mapping
4. Aeronautical survey
5. LIDAR
6. GIS
7. SAR
8. GPS

SECTION 10 - LEADERSHIP DEVELOPMENT

GRADE	LEADERSHIP MATURITY LEVEL	LEADERSHIP COMPETENCIES DEVELOPED IN THIS BILLET
ENS (O1)	Leading Self	<input type="checkbox"/> Core Values & Conduct <input type="checkbox"/> Health & Well Being <input type="checkbox"/> Responsibility <input type="checkbox"/> Followership <input type="checkbox"/> Adaptability
LTJG (O2)		<input type="checkbox"/> Interpersonal Skills <input type="checkbox"/> Continuous Learning <input type="checkbox"/> Technical Proficiency <input type="checkbox"/> Listening <input type="checkbox"/> Speaking
LT (O3)	Leading Others	<input checked="" type="checkbox"/> Writing <input checked="" type="checkbox"/> Team Building <input 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 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 type="checkbox"/> Political Savvy <input type="checkbox"/> Vision <input type="checkbox"/> Partnering

Leadership Development Comments (Optional)

A tour at the AOC as a King Air pilot should be viewed as an excellent assignment in preparation for more senior positions within NOAA. The billet allows the incumbent to work with a variety of offices both inside and outside of NOAA. Incumbent will gain a detailed knowledge of the projects carried out by the RSD and how OMAO supports them. The officer will carry a substantial responsibility in the planning, preparation, and execution of highly visible missions for our Nation. He/She will also be responsible for a multi-million dollar asset and the safety/well being of the crew.

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)

The incumbent may gain entry to WP-3D or G-IV flight operations through flight experience.

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).

This billet provides the incumbent with the opportunity to:

1. Improve leadership/management skills and experience through the supervision of NOAA Corps officers and/or civilians, and direct responsibility for accomplishing all facets of the remote sensing mission.
2. Develop knowledge and expertise within the remote sensing field to include; Global Position System (GPS), geodetic survey technologies, Geographic Information System (GIS), coastal mapping and aeronautical surveys.
3. Develop knowledge and expertise in emerging technologies within the remote sensing field to include; LIDAR, hyperspectral imaging, Synthetic Aperture Radar (SAR), and inertial measurement devices.
4. Increase aviation experience through flying a wide variety of remote sensing missions and acting as mission commander.
5. Exposure to a multitude of NOAA offices and other government agencies.

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

Success in this billet will be the satisfaction of the AOC Commanding Officer & Chief of the RSD in regard to the management, execution and leadership support of all RSD missions. Additional performance goals include but are not limited to the following:

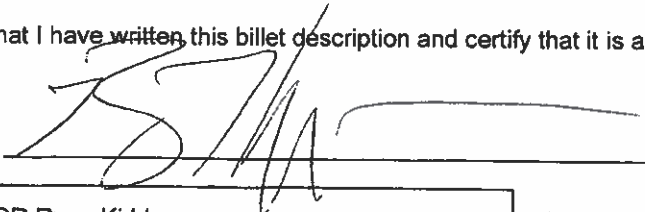
1. Qualification as Aircraft Commander & Mission Commander.
2. Execute mission objectives safely and efficiently.
3. Proactive engagement of mission stakeholders to include both aircraft and mission related issues and or complications.
4. Effective supervision, counseling and support of junior officers assigned to the AOC and the RSD.
5. Significant contributions to the success of the AOC as it relates to aviation operations in the scientific community.

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

9/30/2011

3. Name

LCDR Ryan Kidder

4. Title/Position

Training Officer, AOC

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 OCT 2011

3. Name

CDR Jeff Hagan

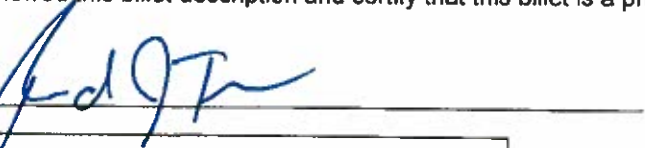
4. Title/Position

Deputy Chief Operations Branch

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

5 Oct 2011

3. Name

CAPT Randall Tebeest

4. Title/Position

Commanding Officer AOC

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

1 MAY 2012

3. Name

Anne K Lynch

4. Title/Position

DIRECTOR, CPC

E. Director, NOAA Corps Endorsement

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

1. Signature



2. Date

5/9/2011

3. Name

RADM Jonathan Bailey

4. Title/Position

Director, NOAA Corps

Print Form

Submit to CPC (Reviewer Use Only)