

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION

A. Billet Number	1026	B. Billet Title	Flight Meteorologist
C. Grade Requested	O2 - LTJG	D. Type of Submission	REALIGNMENT OF DUTIES
E. Minimum amount of overlap between incumbent officer/reporting officer for continuity of duties	6 Weeks		
F. Duty Type	MOBILE	G. Estimated Length of Assignment	3 years

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	3094	H. Mobile		I. Fax	

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor							
1. Name	Paul Flaherty	2. Position	Chief, AOC Science Section	3. Grade	ZP IV		
4. Email	Paul.Flaherty@noaa.gov	5. Office	+1 (813) 828-3310	x	3094	6. Mobile	
B. Reporting Officer (2nd Level Supervisor)							
1. Name	Alan Goldstein	2. Position	Chief, Science and Engineering Branch	3. Grade	ZP V		
4. Email	Alan.Goldstein@noaa.gov	5. Office	+1 (813) 828-3310	x	3031	6. Mobile	
C. Reviewer (Normally the Reporting Officer's Supervisor)							
1. Name	CAPT Harris Halverson	2. Position	Commanding Officer AOC	3. Grade	O6		
4. Email	Harris.B.Halverson@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 AOC is responsible for providing capable, mission-ready aircraft and professional crews to the scientific community wherever and whenever they are required. The aircraft of the AOC are flown in support of NOAA's mission to promote global environmental assessment, prediction and stewardship of the earth's environment. Aircraft from the AOC are flown in some of the world's most demanding flight regimes, over open oceans, mountains, coastal wetlands and arctic pack ice. These aircraft provide critical capabilities to collect the environmental and geographic data essential to support NOAA's missions and external customers.

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. Manage aircraft scientific systems including quality control of meteorological data in real-time.
2. Combine meteorological expertise and crew resource management skills to assist air crew in demanding situations.
2. Work as a liaison between the mission crew (scientists/technicians) and air crew.
3. Conduct mission planning with the project Primary Investigator (PI), and air crew.
4. Develop Operational Risk Management assessments and implement risk controls for each mission type.
5. Ensure safety of flight and compliance with the Aircraft Operations Manual (Policy 220-1 & sub-policies).
6. Advise AOC leadership on all matters that require compliance with NOAA guidelines, federal laws and internal policies.
7. Effectively manage scientific requirements with the capabilities of the aircraft to ensure mission objectives are met.
8. Develop opportunities for outreach to promote NOAA, OMAO, and the other Line Offices to the general public.

Non Flying Duties:

All officers stationed at the AOC will be assigned ground duties at the discretion of the Commanding Officer. Officers will lead civilian and NOAA Corps personnel in an assortment of long and short term projects in addition to their normal flight duties. Ground duties are designed to hone a wide variety of skills including; project management, budgeting, leadership, communication, team building & entrepreneurship. Officers can expect to work in different Branches of the AOC during their tour in order to develop the necessary skills for future leadership roles. Those Branches include but are not limited to Administrative, Maintenance, Safety, Operations, and Science & Engineering. Flight Directors in training will begin working in the Science and Engineering Branch (SEB). They will broaden their experience by taking on responsibility and leadership roles in other departments of the AOC while continuing their operational Flight Director duties. The NOAA Corps Officers of the AOC are expected to balance a demanding flight schedule and manage the centers \$20+ million dollar budget and 100+ employees.

This assignment directly supports critical NOAA missions and requires a demanding travel schedule. The incumbent can expect to be TDY for 100+ 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):

Flight Directors are directly involved in the use and development of the scientific instruments aboard the AOC's aircraft - \$10+ million.

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 type="checkbox"/> Conflict Management <input checked="" type="checkbox"/> Customer Focus <input type="checkbox"/> Entrepreneurship
CDR (O5)	Leading Performance and Change	<input type="checkbox"/> Creativity & Innovation <input type="checkbox"/> Human Capital Management <input type="checkbox"/> Financial Management <input 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. Degree in Atmospheric Science/Meteorology or closely related field
2. FAA (Class 3) Medical & DOD flight physical
3. Water Survival/Aviation Physiology (can be obtained once the Officer is accepted to the billet)

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 AOC supports OMAO, OAR, NOS, NESDIS and NWS. The officer should also have a general knowledge of program missions and activities.

In addition, the officer would benefit from experience and interest in:

1. Project management
2. Data analysis
3. Weather forecasting
4. Meteorological instrumentation
5. Aviation
6. Computer programming
7. Operational Risk Management (ORM)
8. Crew Resource Management (CRM)
9. Outreach and Education

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

Leadership Development Comments (Optional)

Officers can expect to develop leadership skills through a wide variety of flight and ground duties. Officers will be expected to balance a demanding flight schedule with critical ground duties which include budgeting, project management, personnel management, asset procurement, & training/policy development. Officers not only have operational flight duties, they are responsible (to the C.O.) for running a center which employs over 100+ people, with a budget exceeding \$20 million.

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)

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).

Upon arrival, the incumbent will work diligently towards developing the skills and earning the qualification of Flight Meteorologist on the G-IV aircraft (and possibly the WP-3D if time permits). During this time, the officer can expect to:

1. Gain experience as Project Manager on G-IV deployments (and possibly WP-3D deployments).
2. Develop Crew Resource Management Skills which include preparing and delivering pre-flight weather forecasts/mission briefings.
3. Become proficient in scientific data analysis using Linux based operating systems.
4. Gain an understanding of aircraft atmospheric data collection methods. Including developing, improving, and testing of new data collection methods.
5. Develop critical management skills to include: budgeting, procurement, contracting, policy development, team building, entrepreneurship, communication (both written and oral), and risk management.
6. Develop proficiency in NOAA Administrative Systems to include: CPCS, Travel Manager, and C-Request.
7. Become a Subject Matter Expert (SME) in one or more critical areas at the AOC.
8. Upon successful completion of this assignment the officer is expected to return to sea as an Operations Officer on any of the NOAA Ships or encouraged to apply for initial flight training.

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, Science and Engineering Branch, in regard to the management, execution and leadership support of all G-IV and WP-3D missions. Additional performance goals include but are not limited to the following:

1. Obtain Flight Meteorologist qualification on the G-IV (and possibly WP-3D).
2. Proactive engagement of mission stakeholders to include both aircraft and mission related issues and or complications.
3. Effective supervision and support of junior officers assigned to the AOC.
4. Develop proficiency in NOAA Administrative Systems to include: CPCS, Travel Manager, & C-Request.
5. Development in critical management skills to include: budgeting, procurement, contracting, policy development, team building, entrepreneurship, communication (both orally and written), & risk management.

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  CAPT, NOAA 2. Date

3. Name 4. Title/Position

D. Commissioned Personnel Center Endorsement

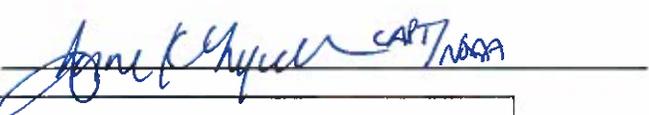
"I am the OMAO/CPC Officer Career Management Division representative. I recommend of this billet."

1. Signature  2. Date

3. Name 4. Title/Position

E. Director, NOAA Corps Endorsement

"I am the and I this billet."

1. Signature  CAPT, NOAA 2. Date

3. Name 4. Title/Position

