NOAA Form 56-28A
(revised 9/25/2009)

U.S. Department of Commerce
National Oceanic and Atmospheric Administration

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION

A. Billet Number: 1032
B. Billet Title: Pilot, Gulfstream IV
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: 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: Hangar 5
C. City: Tampa
D. State: Florida
E. Country: United States
F. Zip Code: 33621
G. Office: +1 (813) 828-3310 x
H. Mobile:
I. Fax:

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor

1. Name: Timothy Gallagher
2. Position: Chief, Operations
3. Grade: O5
4. Email: timothy.gallagher@noaa.gov
5. Office: +1 (813) 828-3310 x 3021
6. Mobile:

B. Reporting Officer (2nd Level Supervisor)

1. Name: Don Aiken
2. Position: Executive Officer
3. Grade: ZA V
4. Email: don.aiken@noaa.gov
5. Office: +1 (813) 828-3310 x 3041
6. Mobile:

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

1. Name: 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 (AOC)
3. Division:
4. Branch:
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 Gulfstream IV aircraft supports several high profile missions for NOAA's AOC, including hurricane research and Atmospheric Rivers. 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 assigned to 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 scientific research.

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. Act as Deputy Chief or Chief of a Section, Branch or Division at AOC.
2. Conduct flight planning, mission coordination and execution for the AOC and its partners.
3. Effectively manage scientific requirements with the capabilities of the aircraft to ensure mission objectives are met.
4. Develop Operational Risk Management assessments and implement risk controls for each mission.
5. Upon designation as Aircraft Commander/Instructor Pilot the officer will supervise, instruct and lead junior pilots on one or more aircraft assigned to AOC.
6. Coordinate airplane maintenance requirements with the AOC Maintenance Branch.
7. Ensure safety of flight and compliance with the Aircraft Operations Manual/Polices and applicable FAA regulations.
8. Advise senior leadership on all matters that require compliance with NOAA guidelines, federal laws and internal policies.
9. Develop/maintain current AOC policies, guidance, procedures and directives for endorsement by the Director, AOC.
10. Develop opportunities for outreach to promote NOAA, OMAO, & 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 as a Section, Branch or Division Chief or Deputy Chief, in addition to their normal flying duties, to develop the necessary skills for future leadership roles. Those branches include but are not limited to administration, maintenance, safety, operations and engineering. Ground duties are designed to hone a wide variety of performance based skills including; creativity, customer support, conflict resolution, problem solving and execution. The NOAA Corps Officers at 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 standard travel schedule. The incumbent can expect to be TDY for 120+ days per year.

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

Technical [10] + Operational [40] + Leading and Managing [50] + Executive Leadership [0] = **100%**

SECTION 6 - DUTIES AND RESPONSIBILITIES (continued)

6C. Resources Managed

1. Human

Does the Officer supervise personnel? (•) Yes ( ) No Number of personnel supervised 1-15

Grades of supervised personnel GS-7 to GS-14, O1-O3

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 - All Dollar Amount (K) $100K+

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):

Gulfstream IV Aircraft - $50 million+

In addition to one of the following aircraft:
DHC-6 Twin Otter Aircraft - $4 million+, AC-695 Jet Prop Aircraft - $3 million+ or King Air 350CER Aircraft - $11 Million+

SECTION 7 - LEADERSHIP PREREQUISITES

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

Leadership Prerequisite Comments (Optional)

Officer should bring a blend of leadership and management abilities assuring success as a branch or division Chief or Deputy Chief assignment at AOC. Effective problem solving skills, decision making skills, and judgment is paramount in order to support AOC's customer based airborne projects. The officer should be a proponent of physical fitness and uphold conduct and appearance both on and off duty providing a model worthy of emulation by junior officers.

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. Water Survival/Physiology.
3. Graduate of an approved flight training academy (Airline Transport, Commercial Multi-Engine with Instrument Endorsement).
4. Gulfstream IV Type Rating from an FAA certified training facility.

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 Cateogry 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 Gulfstream IV aircraft is used to support OMAO and the AOC. The officer should also have general knowledge of the various missions flown by the Gulfstream IV. Experience and/or interest in one or more of the areas listed below would also be beneficial:

-Tropical Weather Forecasting.
-Hurricane Research.
-Mid-Grade Leadership or LCDP Training.
-COTR / Budget Training for aircraft or training contracts.
-Project Management or Budget Management experience.
-Familiarization with SMS level II and III certifications for aircraft operators.
-International ICAO regulations training.

SECTION 10 - LEADERSHIP DEVELOPMENT

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

Leadership Development Comments (Optional)

Officers can expect to develop creative and innovative leadership skills through a wide variety of flight and ground duties. Officers will have the opportunity to manage larger budgets and manage larger groups of employees. They will be expected to balance an active flight schedule with critical ground duties which include budgeting, project management, personnel management, asset procurement, & training/policy development and execution. Officers not only act as flight crew on the aircraft, but they are responsible 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)

The incumbent may have opportunities to apply for advanced leadership courses such as the Leadership Competencies Development Program (LCDP). He or she will also develop operational competencies such as certified flight instructor training programs, hurricane aircraft commander qualification and international operations experience. Each officer will also have the chance to leave an lasting impression on the command by creating innovative ways of executing operations safely and effectively.

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 Cateogry A, scientific papers/publications, GIS); engineering (marine survey, ABYC, ABS, FAA); regulatory (US Code, CFR); information technology (databases, networks, programming).

This position provides the necessary leadership, management, administrative and supervisory experience necessary for advancement to higher level management positions within NOAA's staff and line offices, OMAO and AOC. Officer should be well qualified for follow-on assignments requiring strategic planning skills and leadership under fire.

This billet provides the incumbent with the opportunity to:

1. Develop knowledge and expertise of Gulfstream IV missions and the Line Offices supported by the AOC.

2. Gain critical management skills to include: budgeting, procurement, contracting, policy development, communication (both written & oral), & risk management.

3. Become proficient in various NOAA Administrative Systems to include; CPCS, Travel Manager, C-Request, etc...

4. Rise in professional growth within the leadership development framework focusing on core values, leadership competencies and the leadership development model. This will prepare the officer for future roles in leading performance and change.

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 & Executive Officer in regard to the planning, execution and leadership support of all AOC missions. Additional performance goals include but are not limited to the following:

1. Qualification as Aircraft Commander or Instructor pilot.

2. Plan, support, and execute mission objectives safely and efficiently.

3. Proactive engagement of mission stakeholders and partnerships.

4. Significant contributions to the success of the AOC as it relates to aviation operations in the scientific community.

5. Development of critical management and leadership skills to include: budgeting, procurement, contracting, policy development, team building, communication (both written & oral), and organizational leadership competencies.

6. Effectively manage one or more of the various sections, divisions or branches at AOC.

7. Develop competencies that will better prepare the officer for future leadership responsibilities. Primary focus spent developing gaps in the leadership/maturity model within the leadership development framework in order to develop competencies in leading performance and change.

8. Success criteria is also evaluated in terms of overall effectiveness, mission accomplishment and conformance to prescribed policy. Emphasis will also be placed on the officer's ability to develop competent and professional aviators and staff with the skills necessary to safely meet NOAA mission goals.

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 COWAN.DAVID.BRYANT.1383930568 Digitally signed by COWAN.DAVID.BRYANT.1383930568 DN: c=US, o=U.S. Government, ou=DoD, ou=PKI, ou=NOAA, cn=COWAN.DAVID.BRYANT.1383930568 Date: 2015.05.12 09:12:03 -04'00'

2. Date 2015-05-12

3. Name LT David Cowan

4.Title/Position Pilot/Public Affairs/Admin 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 KERNS.CHRISTOPHER.MORRISON.1036922601 2015.05.12 12:56:23 -04'00'

2. Date 2015-05-12

3. Name LCDR Christopher Kerns

4.Title/Position Chief, Administrative 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 HALVERSON.HARRIS.BANKS.II.1136460990 Digitally signed by HALVERSON.HARRIS.BANKS.II.1136460990 DN: c=US, o=U.S. Government, ou=DoD, ou=PKI, ou=NOAA, cn=HALVERSON.HARRIS.BANKS.II.1136460990 Date: 2015.05.15 11:25:27 -04'00'

2. Date 2015-05-15

3. Name CAPT Harris B. Halverson II

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 2015-06-09

3. Name CDR Kurt Zegowitz, 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

2. Date 6/18/15

3. Name RADM David A. Score, NOAA

4.Title/Position Director, NOAA Corps

Print Form

Submit to CPC (Reviewer Use Only)