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: 1040
B. Billet Title: Pilot, King Air 350CER
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: Remote Sensing Division
B. Street Address: 1315 East-West Highway
C. City: Silver Spring
D. State: Maryland
E. Country: United States
F. Zip Code: 20910
G. Office: +1 (301) 713-1428 x
H. Mobile:
I. Fax: +1 (301) 713-4572

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 [20] + Operational [60] + Leading and Managing [20] + 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 4

Grades of supervised personnel GS-7 to GS-11, O1 to 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 - Budgeting Dollar Amount (K) 100,000

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	☒ 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)

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 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 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	☐ 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)

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 Cateogry 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 Aperature 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 11-21-2011

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 11/21/2011

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 11/28/2011

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 2-28-2013

3. Name LCDR Amanda Goeller 4.Title/Position Chief, Officer Assignment Branch

E. Director, NOAA Corps Endorsement

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

1.Signature _____ 2. Date 12 Mar 13

3. Name RADM Michael S. Devany 4.Title/Position Director, NOAA Corps

Print Form

Submit to CPC (Reviewer Use Only)