

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION *From: #1016 P.1st, Orion CD to Billet#: 19063*

A. Billet Number	<input type="text" value="1060"/>	B. Billet Title	<input type="text" value="AOC Unmanned Aircraft Systems Operations Officer"/>
C. Grade Requested	<input type="text" value="O3 - LT"/>	D. Type of Submission	<input type="text" value="PROPOSED NEW BILLET"/>
E. Minimum amount of overlap between incumbent officer/reporting officer for continuity of duties	<input type="text" value="6 Weeks"/>		
F. Duty Type	<input type="text" value="FIXED SHORE"/>	G. Estimated Length of Assignment	<input type="text" value="3 years"/>

SECTION 2 - DUTY STATION ADDRESS AND CONTACT INFORMATION

A. Street Address	<input type="text" value="7917 Hangar Loop Dr."/>	B. Street Address	<input type="text" value="Hangar 5"/>				
C. City	<input type="text" value="MacDill AFB"/>	D. State	<input type="text" value="Florida"/>	E. Country	<input type="text" value="United States"/>	F. Zip Code	<input type="text" value="33621"/>
G. Office	<input type="text"/>	x	<input type="text"/>	H. Mobile	<input type="text"/>	I. Fax	<input type="text"/>

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor							
1. Name	<input type="text" value="LT Matthew J. Nardi"/>	2. Position	<input type="text" value="Chief, Unmanned Aircraft Systems Office"/>	3. Grade	<input type="text" value="O3"/>		
4. Email	<input type="text" value="matthew.nardi@noaa.gov"/>	5. Office	<input type="text" value="8138284682"/>	x	<input type="text"/>	6. Mobile	<input type="text"/>
B. Reporting Officer (2nd Level Supervisor)							
1. Name	<input type="text" value="CDR Timothy J. Gallagher"/>	2. Position	<input type="text" value="Chief, AOC Operations Branch"/>	3. Grade	<input type="text" value="O5"/>		
4. Email	<input type="text" value="timothy.gallagher@noaa.gov"/>	5. Office	<input type="text" value="8138284182"/>	x	<input type="text"/>	6. Mobile	<input type="text"/>
C. Reviewer (Normally the Reporting Officer's Supervisor)							
1. Name	<input type="text" value="CAPT Harris B. Halverson II"/>	2. Position	<input type="text" value="Commanding Officer, AOC"/>	3. Grade	<input type="text" value="O6"/>		
4. Email	<input type="text" value="harris.b.halverson@noaa.gov"/>	5. Office	<input type="text" value="8138284048"/>	x	<input type="text"/>	6. Mobile	<input type="text"/>

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	<input type="text" value="OMAO"/>	2. Office, Center, or Lab	<input type="text" value="Aircraft Operations Center"/>		
3. Division	<input type="text"/>	4. Branch	<input type="text" value="Operations"/>	5. Section or Team	<input type="text" value="Programs/UAS"/>
B. NOAA Goal/Subgoal	<input type="text"/>	C. Program	<input type="text"/>		
D. NOAA Org Code	<input type="text"/>	E. NFC Org Code	<input type="text"/>	F. Project-Task	<input type="text"/>

SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

Unmanned Aircraft Systems (UAS) are valuable airborne data collection platforms for NOAA. UAS provide unique capabilities and new capacity to operationally meet numerous NOAA mission requirements. This assignment offers the incumbent the opportunity to join the NOAA Aircraft Operations Center (AOC) team as the lead for NOAA UAS operations and contribute to the advancement of this cutting edge technology for advancing NOAA's Mission Goals.

The UAS Operations Officer is assigned to the NOAA Aircraft Operations Center to provide support for all facets of NOAA UAS operations, including deployments as required. Although potentially beneficial and desirable, aviation qualifications and experience are not required for this assignment.

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

UAS Management

- Maintain UAS standard operating procedures
- Maintain UAS database of air vehicles and flight logs
- Supervise UAS platform managers for RQ-20 Puma, MD4-1000 Quadcopter, etc, to ensure that UAS are operated and maintained in accordance with applicable FAA regulations AOC UAS Policy
- Provide guidance and oversight of Line Office UAS platforms and operations
- Update AOC UAS policy as necessary
- Provide UAS subject matter expertise to NOAA leadership

UAS Mission Coordination

- Process UAS flight requests from NOAA Line Offices for AOC approval
- Liaison with NOAA Line Offices for all UAS operational issues
- Coordinate UAS staffing
- Arrange UAS airworthiness reviews
- Arrange UAS Flight Readiness Reviews
- FAA coordinator for operational approvals

UAS Operations

- Become familiar with the NOAA UAS platforms and operations
- Complete training and become qualified pilot for AOC maintained UAS platforms
- Support NOAA UAS operations
- Develop and maintain UAS training plans

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):

The officer will be responsible for operating and maintaining various UAS platforms that are valued between \$0.5 - 1.0 M.

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 type="checkbox"/> Decisiveness <input type="checkbox"/> Problem Solving <input type="checkbox"/> Conflict Management <input 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)

From small teams to large groups, the incumbent will lead and interact with all Line Offices and AOC Branches. Shipboard operations officer experience is beneficial. Officer should bring a blend of leadership and management abilities assuring success in any team setting at AOC. Additionally, adaptability, attention to detail, and initiative will effectively accommodate the dynamically shifting landscape of UAS technology and regulations.

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)

The Officer must complete FAA Private Pilot Written Exam to become a small UAS pilot and obtain an FAA 2nd class medical certificate.

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).

1. Educational requirements as upon entry into the Corps.
2. Completion of first sea tour, with OOD qualification.
3. Excellent written and oral communication skills .
4. Complete FAA Private Pilot Written Exam.

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 checked="" 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 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 Development Comments (Optional)

As the use of UAS throughout NOAA continues to expand, the incumbent will develop the following competencies while effectively navigating limited resources and ever-changing regulations: breadth of experience, technical leadership, program management, and problem solving. Additionally the Officer will have opportunity to lead UAS deployment teams to accomplish NOAA mission objectives.

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)

Project and personnel management skills.

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).

1. NOAA Line Office breadth of experience - coordinate UAS missions with potentially all the NOAA Line Offices and become immersed in using UAS technology to solve problems for NOAA and collect high priority NOAA data.
2. Project Management and Safety - develop and oversee NOAA UAS operations and facilitate projects from conception, through approval, to execution.
3. Program Development - coordinate with OMAO and the UAS Program Office on effective use of sUAS for NOAA missions, to include ship-based activity. Additionally in this highly visible role, interact with many levels of NOAA Corps executive leadership.
4. Interagency coordination - develop and submit FAA flight approval requests for NOAA UAS flights within the National Airspace System (NAS), and arrange for DOD coordination for NOAA missions in Special Use Airspace.
5. Subject matter expert in UAS - foster expertise in high-demand, cutting edge technology within NOAA.

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

1. Complete timely special projects that are well researched, reflect sound analytical thinking, and meet customer expectations.
2. Produce written communications that are technically accurate, well organized and free of typographical and grammatical errors.
3. Acknowledge customer inquiries and keep apprised of status changes and expected resolution.
4. Routinely respond to customer requests with factually accurate information that is consistent with NOAA departmental guidance and policies, as well as other relevant program or technical documents.
5. Generate well researched ideas that reflect sound analytical thinking and result in the implementation of new/improved processes/procedures that benefit the organization.
6. Successfully meet milestones and planned delivery dates for specific projects that have a formal project management plan with milestones and deliverables.

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  NARDI.MATTHEW.JONATHAN.126672
0056
2015.05.04 15:59:22 -04'00' 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 KERNS.CHRISTOPHER.MORRISON.1036922601 Digitally signed by KERNS.CHRISTOPHER.MORRISON.1036922601
DN: c=US, o=U.S. Government, ou=DoD, ou=PKI, ou=NOAA,
cn=KERNS.CHRISTOPHER.MORRISON.1036922601
Date: 2015.05.04 16:21:03 -04'00' 2. Date

3. Name 4. Title/Position

C. Reviewing Officer's Statement

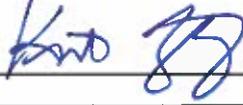
"I have reviewed this billet description and certify that this billet is a priority for my Line, Staff, or Headquarters Office."

1. Signature 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 11:08:54 -04'00' 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  RADM/NOAA 2. Date

3. Name 4. Title/Position