

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION *Repurposed from #0010 - Staff, FSO* *Billet to CD: 1818*

A. Billet Number	<input type="text" value="1061"/>	B. Billet Title	<input type="text" value="AOC Unmanned Aircraft Systems Section Chief"/>		
C. Grade Requested	<input type="text" value="O5 - CDR"/>	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" value="8138284682"/>	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="CAPT Timothy Gallagher"/>	2. Position	<input type="text" value="Chief, AOC Operations Branch"/>	3. Grade	<input type="text" value="O6"/>		
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"/>
B. Reporting Officer (2nd Level Supervisor)							
1. Name	<input type="text" value="Carl Newman"/>	2. Position	<input type="text" value="Executive Officer, AOC"/>	3. Grade	<input type="text" value="ZA V"/>		
4. Email	<input type="text" value="carl.e.newman@noaa.gov"/>	5. Office	<input type="text" value="8138284097"/>	x	<input type="text"/>	6. Mobile	<input type="text"/>
C. Reviewer (Normally the Reporting Officer's Supervisor)							
1. Name	<input type="text" value="CAPT Michael Silah"/>	2. Position	<input type="text" value="Commanding Officer, AOC"/>	3. Grade	<input type="text" value="O6"/>		
4. Email	<input type="text" value="michael.silah@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="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

The UAS Section Chief will act in a primarily managerial and leadership role, guiding both direct reports and external UAS stakeholders through the project planning, project execution, airframe acquisition, and policy formulation process. Rapid changes to policy on a NOAA and Federal level will require strategic level thinking and tactical execution of policy concerns.

The UAS Section Chief advises the Operations Branch Chief, the AOC Commanding Officer, and OMAO Leadership on UAS policy, programmatic issues, UAS acquisition strategy, and personnel allocation issues. External to AOC the UAS Section Chief will be the direct representative of NOAA UAS policy to the FAA, DoD, NASA, DOI, and other external federal entities. The UAS Section Chief will coordinate with the Interagency Committee for Aviation Policy (ICAP) as NOAA's voice of UAS leadership.

This assignment offers the incumbent the opportunity to join the NOAA Aircraft Operations Center (AOC) team as the Section Chief for NOAA UAS operations and contribute to the advancement of this cutting edge technology for advancing NOAA's Mission Goals across all line offices.

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 Leadership

- Formulate and guide development of the UAS vision in NOAA
- Coordinate with stakeholders to integrate ground-based realities into policy formulation
- Act as NOAA's UAS representative to the Interagency Committee for Aviation Policy
- Work with federal partners to develop and guide best practices for federal regulations on UAS policy and procedures

UAS Management

- Formulate and guide NOAA UAS standard operating procedures
- Develop and implement improvements to UAS database of air vehicles and flight logs
- Supervise UAS platform managers to ensure that UAS are operated and maintained in accordance with applicable FAA regulations and AOC UAS Policy
- Provide guidance and oversight of Line Office UAS platforms and operations
- Provide UAS subject matter expertise to AOC and OMAO leadership

UAS Mission Coordination

- Supervise the processing of UAS flight requests from NOAA line offices for AOC approval
- OMAO representative and liaison with all NOAA line offices for all UAS operational issues
- Coordinate UAS staffing with AOC Operations Section
- Facilitate UAS airworthiness reviews
- Arrange and lead UAS flight readiness reviews
- Supervise FAA coordination for operational approvals
- Guide the development and maintenance of UAS training plans

UAS Technical Analysis

- Become familiar with NOAA UAS platforms and operations
- Advise stakeholders on best practices in platform acquisition and development of local operational practices

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 managing and maintaining various UAS platforms that are valued between \$ 0.5 - 1.0 M. COR and advisory duties during acquisition of new platforms will be included in responsibilities.

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)	Leading Others	<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)		<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 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 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 staff. Shipboard operations or aircraft operations experience is beneficial. Officer should bring a blend of leadership and management abilities assuring success in any team setting in NOAA. 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 for a private pilot or Department of Defense equivalent. Operational UAS experience is highly valued but not required for this position.

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 or flight assignment, with OOD or AC qualification.
3. Completion of XO sea tour or supervisory flight assignment.
4. Excellent written and oral communication skills
5. Complete FAA Private Pilot Written Exam or Department of Defense equivalent
6. Contracting Officer Representative (COR) Level 1 Training

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 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 checked="" type="checkbox"/> Political Savvy <input checked="" type="checkbox"/> Vision <input checked="" 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: organizational leadership, operational 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)

The incumbent as Chief of the UAS Section will directly supervise the deployment of UAS planning projects. As part of this effort, some operational opportunities will arise to inform and guide policy vision and stakeholder relationship. Operational experience will not be a critical component of this billet, but will serve to inform the leadership vision of the incumbent.

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 all 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 UAS 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. Provide AOC and OMAO leadership with a sound vision for the development of UAS technologies going forward.
2. Guide Stakeholders in implementing UAS operational objectives into their scientific research.
3. Work external to NOAA along with partners at FAA, NASA, DoD, and DOI to develop best practices and ensure AOC policy reflects current guidance.
4. Represent NOAA UAS interests at the Interagency Committee for Aviation Policy, bringing NOAA lessons learned to inform best pathway forward for our federal partners.
5. Supervise and guide timely special projects that are well researched, reflect sound analytical thinking, and meet customer expectations.
6. Involve NOAA Principal Investigators into the development and implementation of NOAA UAS Policy and Procedures
7. Generate well researched ideas that reflect sound analytical thinking and result in the implementation of new/improved processes/procedures that benefit the organization.

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.JONAT
Digitally signed by NARDI.MATTHEW.JONAT.HAN.1266720056
DN: c=US, o=U.S. Government, ou=DoD, ou=PKI, ou=NOAA,
cn=NARDI.MATTHEW.JONAT.HAN.1266720056
Date: 2016.03.08 12:02:08 -05'00'
HAN.1266720056

2. Date 08MAR2016

3. Name LT Matthew Nardi

4. Title/Position Deputy Chief, Programs/UAS

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 
Digitally signed by GALLAGHER.TIMOTHY.JAMES.1041475648
Date: 2016.03.08 12:23:36 -05'00'

2. Date 08MAR2016

3. Name CAPT Timothy J. Gallagher

4. Title/Position 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 SILAH.MICHAEL.J.
Digitally signed by SILAH.MICHAEL.J.1047120981
DN: c=US, o=U.S. Government, ou=DoD, ou=PKI,
ou=NOAA, cn=SILAH.MICHAEL.J.1047120981
Date: 2016.04.19 16:04:57 -04'00'
1047120981

2. Date 19APR16

3. Name CAPT Michael J. Silah

4. Title/Position Commanding Officer

D. Commissioned Personnel Center Endorsement

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

1. Signature 
CDR/NOAA

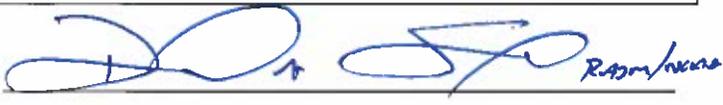
2. Date 4/27/2016

3. Name CDR Devin R. Brakob, 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 
RADM/NOAA

2. Date 5/2/16

3. Name RADM David A. Score, NOAA

4. Title/Position Director, NOAA Corps

Print Form

Submit to CPC (Reviewer Use Only)