

## NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

### SECTION 1 - GENERAL INFORMATION

A. Billet Number	1103	B. Billet Title	Pilot Training, Initial
C. Grade Requested	O3 - LT	D. Type of Submission	REALIGNMENT OF DUTIES
E. Minimum amount of overlap between incumbent officer/reporting officer for continuity of duties	No Overlap Required		
F. Duty Type	AVIATION	G. Estimated Length of Assignment	1 year

### SECTION 2 - DUTY STATION ADDRESS AND CONTACT INFORMATION

A. Street Address	Flight Safety Academy	B. Street Address	2825 Airport Dr				
C. City	Vero Beach	D. State	Florida	E. Country	United States	F. Zip Code	32960
G. Office	+1 (772) 564-7600	x		H. Mobile		I. Fax	

### SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor							
1. Name	Matthew J. Nardi	2. Position	Chief, Training Section	3. Grade	O4		
4. Email	matthew.nardi@noaa.gov	5. Office	+1 (863) 500-3891	x		6. Mobile	
B. Reporting Officer (2nd Level Supervisor)							
1. Name	Nathan D. Kahn	2. Position	Chief, SST Branch	3. Grade	O5		
4. Email	nathan.kahn@noaa.gov	5. Office	+1 (863) 500-3903	x		6. Mobile	
C. Reviewer (Normally the Reporting Officer's Supervisor)							
1. Name	Christian J. Sloan	2. Position	Commanding Officer, AOC	3. Grade	O5		
4. Email	chris.sloan@noaa.gov	5. Office	+1 (863) 500-3999	x		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	Training	5. Section or Team	
B. NOAA Goal/Subgoal			C. Program		
D. NOAA Org Code	AN2220	E. NFC Org Code	540802000203000000	F. Project-Task	U8A3AOC-PTN

## SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

The officer will attend a rigorous flight training program at the Flight Safety Academy in Vero Beach, Florida. The training will consist of classroom and flight training as the officer works towards his or her private, instrument, commercial and multi-engine ratings over the 10-11 month program.

It is imperative that NOAA's Aircraft Operations Center (AOC) develop safe, knowledgeable and competent aviators. AOC is responsible for providing capable, mission-ready aircraft and professional crews to the scientific community wherever and whenever they are required.

Upon completion of initial flight training, NOAA aviators will report to AOC to commence their light aircraft tour. Upon designation as co-pilot, these officers will operate aircraft supporting 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

Officers attending flight training at the Flight Safety Academy will attend an indoctrination course which starts several days prior to the training class. This will familiarize the students with what is required to complete the training inclusive of supplemental documents such as college transcripts, driving records, and birth certificate. An FAA First Class Medical is also required prior to the first flight. In order to schedule the medical appointment, the officer will need to contact the Medical Officer at NOAA's Aircraft Operations Center (AOC).

Training is divided into 5 steps with a number of check rides (evaluation flights) in between. The officer is responsible for notifying an AOC training officer with weekly updates to include progression of ground and flight training. Additionally, NOAA aviation candidates are asked to contact AOC training if they encounter any problems while attending training. Applicable books and training material will be purchased at flight training in the flight shop and uniform store.

Uniform for ground school will be the Service Khaki. A NOAA flight suit and issued flight boots shall be worn during syllabus flights. Both uniforms are expected to be maintained to standards prescribed in the NOAA Corps directives. The officer is required to obtain a quality headset from AOC training staff prior to attending training.

Each officer is expected to maintain five events per week while attending training. The schedule is received every day at 1600 via email. The officer will be reporting directly to the Chief, Training Section AOC during their time at flight training.

### 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):**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 type="checkbox"/> Writing <input type="checkbox"/> Team Building <input type="checkbox"/> Leveraging Diversity <input type="checkbox"/> Influencing Others <input type="checkbox"/> Developing Others <input type="checkbox"/> Execution
LCDR (O4)	Leading Performance and Change	<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)		<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)	Leading Organizations	<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)**

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. Officers shall understand that professional development is a life long journey and should constantly work to improve their knowledge, skill, and expertise while attending flight training.

## 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 (1st Class)

## 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 a general understanding of flight theory. Although not a requirement, NOAA aviation applications may be supplemented with evidence of aeronautical aptitude (previous flight experience).

## 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 type="checkbox"/> Writing <input type="checkbox"/> Team Building <input type="checkbox"/> Leveraging Diversity <input type="checkbox"/> Influencing Others <input 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 Development Comments (Optional)			
Officers will be expected to balance a demanding flight schedule with an intensive education program. Upon completion of the program these Officers will not only fly NOAA aircraft, but they will be responsible for working within their assigned section at AOC to run the center which employs over 100+ people and an operating budget exceeding \$20 million.			

## SECTION 11 - OPERATIONAL DEVELOPMENT

<p>A. Marine Development</p> <p><input type="checkbox"/> Officer of the Deck    <input type="checkbox"/> Senior Watch Officer    <input type="checkbox"/> ECDIS    <input type="checkbox"/> Dynamic Positioning    <input type="checkbox"/> Boat Deployment    <input type="checkbox"/> MedPIC</p> <p><input type="checkbox"/> Coxswain/OIC    <input type="checkbox"/> HAZWOPER    <input type="checkbox"/> AUV Deployment    <input type="checkbox"/> U/W UAS Deployment    <input type="checkbox"/> Buoy/Mooring Qualified</p> <p><input type="checkbox"/> Trawl Qualified    <input type="checkbox"/> Longline Qualified    <input type="checkbox"/> Hydro Launch PIC    <input type="checkbox"/> Foreign Port Calls</p>
<p>B. Aviation Development</p> <p><input type="checkbox"/> Co-Pilot    <input checked="" type="checkbox"/> Pilot    <input type="checkbox"/> Aircraft Commander    <input type="checkbox"/> Mission Commander    <input type="checkbox"/> Instructor Pilot    <input type="checkbox"/> Hurricane Qualified</p> <p><input type="checkbox"/> Alaska/Wilderness Qualified    <input type="checkbox"/> Flight Meteorologist    <input type="checkbox"/> International Flights    <input type="checkbox"/> UAS Pilot</p>
<p>C. Dive Development</p> <p><input type="checkbox"/> Scientific Diver    <input type="checkbox"/> Working Diver    <input type="checkbox"/> Advanced Working Diver    <input type="checkbox"/> Master Diver    <input type="checkbox"/> Dive Master    <input type="checkbox"/> Dive Medic</p> <p><input type="checkbox"/> Unit Diving Supervisor</p>
<p>D. Additional Operational Development (security clearances, special training) or Operational Development Comments (Optional)</p> <p>The incumbent will develop the skills necessary to be designated as a NOAA aviator upon graduation of flight school.</p>



## 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).

The incumbent will acquire knowledge in the following areas:

- Aircraft Structure and Flight Controls
- Aircraft Aerodynamics and Principles of Flight
- Aircraft Performance
- Aircraft Systems
- Avionics
- Navigation
- FAA regulations
- Aviation Weather Theory
- FAA Airspace
- Aeromedical Factors
- Aviation Decision Making
- Weight and Balance
- Basic Flight Maneuvers
- Stalls and Spins
- Takeoff and Landing
- Climb and Descents
- Ground reference and performance maneuvers
- Airport patterns
- Instrument Approaches
- Emergency Procedures

## SECTION 13 - CRITICAL SUCCESS CRITERIA

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

Success in this billet will be at the satisfaction of the Chief of Training at AOC by graduating from the approved flight training academy (Commercial Multi-Engine with Instrument Endorsement) in the time frame specified previously.

## 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 HEMMICK.PAUL.S.127563574  
6  
Digitally signed by  
HEMMICK.PAUL.S.1275635746  
Date: 2019.07.12 11:19:35 -04'00'

2. Date 2019-07-12

3. Name CDR Paul S. Hemmick, NOAA

4. Title/Position Deputy Chief, Administrative Branch

### 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 NARDI.MATTHEW.JONATHA  
N.1266720056  
Digitally signed by NARDI.MATTHEW.JONATHA.1266720056  
DN: c=US, o=U.S. Government, ou=DoD, ou=PKI, ou=NOAA,  
cn=NARDI.MATTHEW.JONATHA.1266720056  
Date: 2019.08.07 18:38:34 -04'00'

2. Date 2019-08-07

3. Name LCDR Matthew J. Nardi, NOAA

4. Title/Position Chief, Training Section

### 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 SLOAN.CHRISTIAN.JOSEPH.  
1185625148  
Digitally signed by  
SLOAN.CHRISTIAN.JOSEPH.1185625148  
Date: 2020.02.02 15:30:43 -05'00'

2. Date 2020-02-02

3. Name CDR Christian J. Sloan, NOAA

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   
Digitally signed by  
TAYLOR.JEFFREY.C.1186767825  
Date: 2020.04.02 14:51:55 -04'00'

2. Date 2020-04-02

3. Name CAPT Jeffrey C. Taylor, 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 5/29/2020

3. Name RADM Michael J. Silah

4. Title/Position Director, NOAA Corps

Print Form

Submit to CPC (Reviewer Use Only)