NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION

A. Billet Number 0006  B. Billet Title Aviation Advisor to the Deputy Director for Operations, OMAO
C. Grade Requested 05 - CDR  D. Type of Submission ANNUAL RECERTIFICATION
E. Minimum amount of overlap between incumbent officer/reporting officer for continuity of duties 2 weeks
F. Duty Type FIXED SHORE  G. Estimated Length of Assignment 3 years

SECTION 2 - DUTY STATION ADDRESS AND CONTACT INFORMATION

A. Street Address 8403 Colesville Road  B. Street Address Suite 500
C. City Silver Spring  D. State Maryland  E. Country United States  F. Zip Code 20910
G. Office +1 (301) 713-1045  H. Mobile  I. Fax +1 (301) 713-1541

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor
1. Name Tajr Hull  2. Position Senior Advisor  3. Grade ZP IV
4. Email tajr.hull@noaa.gov  5. Office +1 (301) 713-7880  6. Mobile

B. Reporting Officer (2nd Level Supervisor)
1. Name Anita L. Lopez  2. Position Deputy Director for Operations, OMAO  3. Grade O7
4. Email anita.lopez@noaa.gov  5. Office +1 (301) 713-7700  6. Mobile

C. Reviewer (Normally the Reporting Officer’s Supervisor)
1. Name Anita L. Lopez  2. Position Deputy Director for Operations, OMAO  3. Grade O7
4. Email anita.lopez@noaa.gov  5. Office +1 (301) 713-7700  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 OMAO Operations
3. Division  4. Branch  5. Section or Team

B. NOAA Goal/Subgoal Mission Support  C. Program
D. NOAA Org Code  E. NFC Org Code  F. Project-Task
SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

OMAO Operations is responsible and has overall authority for all marine and aviation operations for NOAA programs. The Aviation Advisor develops policies, standards, and procedures which govern the safe, efficient and economical use of NOAA aircraft, and assists NOAA program managers and principal investigators in the development of project instructions, and then matching aircraft capabilities to support effective field operations.

SECTION 6 - DUTIES AND RESPONSIBILITIES

6A. Description of Duties and Responsibilities

Incumbent serves as the aviation program staff officer to the Deputy Director for Operations (DDO), OMAO. The incumbent is a key advisor to the Deputy Director for all aviation program and policy issues with responsibility for ensuring that staff work and resources are properly executed to ensure the timely and effective implementation of the DDO’s objectives and policies. In support of the Deputy Director for Operations, this officer serves as the focal point within OMAO for the coordination of aviation program support plans and activities. He/she is the principal point of contact for all questions regarding aviation requirements and issues with NOAA and its programs, as well as other agencies and private industry. The incumbent works closely with OMAO Headquarters staff and the Commanding Officer, AOC to ensure that the Deputy Director is promptly informed of active developments and issues related to OMAO aircraft operations. The incumbent will ensure all pertinent data is coordinated in advance of the Deputy Director’s meetings and be cognizant of the OMAO senior leaders’ schedules and their whereabouts at all times. The incumbent will ensure that all materials, including up-to-date schedules, presentations, background material, and other related information is provided in a timely manner, and in sufficient time for review and preparation before meetings. The incumbent will ensure the clear and effective coordination and communication with the centers (MO, AOC, CPC) and the divisions within OMAO. Incumbent will assume the duties of the Emerging Technologies Officer, OMAO, and the Marine Advisor, OMAO during times of absence.

Primary duties include, but are not limited to:

* Coordinate with OMAO, MO and AOC in the writing/editing of speeches and presentations for the Director/Deputy Director.
* Coordinate the Deputy Director’s calendar/agenda on all aviation related activities in conjunction with Executive Admin. Ass’t.
* Recommend to the Deputy Director policy and program initiatives; oversee the development of policies and programs to meet the objectives of OMAO’s aviation activities.
* Coordinate actions required of NOAA and OMAO. Assists in developing, planning and coordinating major programs of joint effort.
* Assist OMAO and AOC leadership in the administration of programs and operations of the office. Ensure that established programs and operations are administered in accord with the Deputy Director. Exercise delegated authority to effect the resolution of program and policy issues that arise between the Line/Staff Offices, OMAO and OMAO’s centers. This will include extensive interaction with Line/Staff Office senior personnel.
* Chair the Fleet Council’s Aircraft Working Group, oversee the Prioritization, Allocation, and Scheduling (PAS) process, lead the development of Aircraft Allocation Plans. Report regularly to the Fleet Council.
* Assist Executive Secretary of the Fleet Council as required: Duties may include coordinating and facilitating monthly meetings, providing minutes, and pre-briefing Admirals in advance of council meetings.
* Produce regular reports: Operations Report for DUS-O (weekly), OMAO Staff Meeting Slides (weekly), Fleet Update (monthly), aircraft operations stats (monthly), and other reports as required.
* Other duties as assigned by Deputy Director for Operations, OMAO and Senior Advisor, OMAO.

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

| Technical | 20 |
| Operational | 10 |
| Leading and Managing | 60 |
| Executive Leadership | 10 |

= 100%
SECTION 6 - DUTIES AND RESPONSIBILITIES

6C. Resources Managed

1. Human

Does the Officer supervise personnel?  
- Yes   
- No  

Number of personnel supervised: [ ]

Grades of supervised personnel: N/A

Will the Officer lead people, but has no supervisory responsibilities?  
- Yes   
- No  

Number of personnel led: [ ]

Grades of personnel led: Members of the Fleet Working Group for Aircraft (O-3 to O-6 and civilian equivalent)

2. Fiscal

Will the Officer have budget responsibility?  
- Yes - Execution  

Dollar Amount (K): [ ] 5-6M

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 incumbent leads the Fleet Council’s Aircraft Working Group in development of annual Aircraft Allocation Plans, which AOC will use to plan and execute their Aircraft Services variable operations budget (typically on the order of $5-6 million).

SECTION 7 - LEADERSHIP PREREQUISITES

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

Leadership Prerequisite Comments (Optional)

Officer must bring strong interpersonal skills, be a good listener, able to articulate positions on complex issues. Writing skills are critical for explaining complex issues, drawing logical conclusions and making recommendations to senior leadership on key, sometimes controversial, OMAO and NOAA issues.
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
- [x] Co-Pilot
- [x] Pilot
- [x] 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)

While an aviator is strongly preferred, this would not necessarily preclude an officer with a marine background from being considered, at the discretion of the Deputy Director for Operations, OMAO. Supervisory experience preferred.

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).

- Senior NOAA Aviator (preferred).
- Excellent oral and written communication skills.
- In-depth knowledge of AOC’s operations and support to NOAA programs.
- Significant operational aircraft experience supporting NOAA programs.
- Proficiency in MS Office suite of software (Word, Excel, Powerpoint), Gmail and Google Drive.
- Tact and diplomacy in working with superiors, peers both inside and outside of NOAA.
- Contracting Officer Representative certification/experience a plus.
- Project management and/or training a plus.
### SECTION 10 - LEADERSHIP DEVELOPMENT

<table>
<thead>
<tr>
<th>GRADE</th>
<th>LEADERSHIP MATURITY LEVEL</th>
<th>LEADERSHIP COMPETENCIES DEVELOPED IN THIS BILLET</th>
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<tbody>
<tr>
<td>ENS (01)</td>
<td>Leading Self</td>
<td>☐ Core Values &amp; Conduct ☐ Health &amp; Well Being ☐ Responsibility</td>
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<td>Leading Performance and Change</td>
<td>☒ Decisiveness ☒ Problem Solving ☒ Conflict Management</td>
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<td>LCDR (04)</td>
<td>Leading Organizations</td>
<td>☒ Creativity &amp; Innovation ☐ Human Capital Management</td>
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<td>☒ External Awareness ☒ Strategic Thinking ☒ Political Savvy</td>
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<tr>
<td>CAPT (06) and RADM (07/08)</td>
<td>Leading Organizations</td>
<td>☒ Vision ☒ Partnering</td>
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**Leadership Development Comments (Optional)**

Incumbent will be exposed to the OMAO senior leadership decision-making process, strategic planning and other aspects of Headquarters operations. The incumbent will interact extensively with NOAA Corps Admirals, L.O. Senior Executives and senior staff across NOAA. Incumbent will also be afforded the opportunity to attend Leadership training, as schedule and budgets permit.

### 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)
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).

An assignment at the headquarters level as an Aviation Advisor to the Deputy Director, OMAO, should be viewed as an excellent assignment with potential to gain insight into executive level positions within NOAA. The billet affords the opportunity to gain exposure to, work with, and alongside the top management of OMAO, thus allowing the incumbent to guide OMAO's and the agency's direction. This billet also provides the incumbent with the opportunity to work directly with Line and Program offices, officers and civilians at all levels and other government and non-government agencies. Incumbent will gain a broad-based knowledge of all the programs across NOAA and within OMAO. The officer will learn the interrelationships of the various NOAA elements and programs that drive the system. The incumbent will develop an understanding of the concerns and issues affecting both OMAO and NOAA. These include, but are not limited to, the formulation and execution of the OMAO budget, ship and aircraft operations, personnel actions (recruitment, ratings, discipline, etc.), and the executive decision-making process.

The incumbent can expect to work a varied schedule that will include some travel on weekends and holidays. Flexibility will be the key to making this billet a success. The incumbent will gain a broad exposure to high-level discussions and decisions; therefore, discretion and maturity are of the utmost importance when being considered for this position.

The incumbent will represent OMAO Operations senior leadership when issues arise and action must be taken. Officer will become knowledgeable in the budget and resource management of AOC, especially as it relates to the federal budget process. Incumbent will also have the opportunity to work closely with senior Line office personnel to address NOAA-wide management and resource allocation issues; resolve personnel and resource staffing issues involving OMAO offices; and undertake special projects and activities in support of the Deputy Director for Operations and OMAO.

The incumbent will assist other divisions within OMAO issues related to operations and strategic planning.

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

Timely completion of annual Aircraft Allocation Plan(s). In conjunction with the Fleet Council's Aviation Working Group, provide or coordinate solutions for all NOAA flight requests while maintaining maximum utilization of the NOAA aircraft. Ensure changes and issues with the plan(s) are appropriately coordinated with leadership, AOC and affected program.

Clearly and succinctly brief high level aviation issues to the Deputy Director for Operations, Director, OMAO and the NOAA Fleet Council. Develop well researched and coordinated recommendations to address these same issues.

Gain an understanding of high level issues affecting NOAA and OMAO. Communicate relevant issues with AOC leadership, and then assist in developing appropriate policies, actions or responses to resolve them.

Gain an understanding of the NOAA federal budget process and how it affects the Aviation Services and AOC budgets. Successfully integrate budget information into the PAS planning process.
### 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."

<table>
<thead>
<tr>
<th>Signature</th>
<th>12372165</th>
<th>Date: 2017-04-19 15:13:50-04'00&quot;</th>
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<tbody>
<tr>
<td>Name</td>
<td>CDR Nicole Cabana</td>
<td>Title/Position: Aviation Advisor to the Dep. Director for Ops.</td>
</tr>
</tbody>
</table>

**B. Supervisor's Statement**

"I have reviewed this billet description and certify that it is a true and correct representation of this billet."

<table>
<thead>
<tr>
<th>Signature</th>
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</thead>
<tbody>
<tr>
<td>Name</td>
<td>Tajr Hull</td>
<td>Title/Position: Senior Advisor, OMAO</td>
</tr>
</tbody>
</table>

**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."

<table>
<thead>
<tr>
<th>Signature</th>
<th>1178486132</th>
<th>Date: 2017-04-20 10:29:40-04'00&quot;</th>
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<tbody>
<tr>
<td>Name</td>
<td>RDML Anita L. Lopez</td>
<td>Title/Position: Deputy Director for Operations, OMAO</td>
</tr>
</tbody>
</table>

**D. Commissioned Personnel Center Endorsement**

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

| Signature |  | Date: 2017-10-23 |
|-----------| | | |
| Name      | CDR Jeffrey Shoup | Title/Position: Chief, Officer Career Management Division |

**D. Director, NOAA Corps Endorsement**

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

| Signature |  | Date: 11/8/17 |
|-----------| | | |
| Name      | RADM Michael J. Silah | Title/Position: Director, NOAA Corps |