

## 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	O5 - 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	x		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	x		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	x		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	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	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  + 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 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

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 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 type="checkbox"/> Human Capital Management <input 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)

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

- 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)

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

GRADE	LEADERSHIP MATURITY LEVEL	LEADERSHIP COMPETENCIES DEVELOPED IN THIS BILLET
ENS (O1)	Leading Self	<input type="checkbox"/> Core Values & Conduct <input type="checkbox"/> Health & Well Being <input type="checkbox"/> Responsibility <input type="checkbox"/> Followership <input type="checkbox"/> Adaptability
LTJG (O2)		<input type="checkbox"/> Interpersonal Skills <input type="checkbox"/> Continuous Learning <input type="checkbox"/> Technical Proficiency <input type="checkbox"/> Listening <input 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)		<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 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)

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 a 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."

1. Signature CABANA.NICOLE.M.1237216586 Digitally signed by CABANA.NICOLE.M.1237216586  
Date: 2017.04.19 15:13:50 -04'00'

2. Date 2017-04-19

3. Name CDR Nicole Cabana

4. Title/Position Aviation Advisor to the Dep. Director for Ops.

**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 HULL.TAJR.1177837683 Digitally signed by HULL.TAJR.1177837683  
Date: 2017.04.19 15:30:55 -04'00'

2. Date 2017-04-19

3. Name Tajr Hull

4. Title/Position Senior Advisor, OMAO

**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 LOPEZ.ANITA.L.1178486132 Digitally signed by LOPEZ.ANITA.L.1178486132  
Date: 2017.04.20 10:29:40 -04'00'

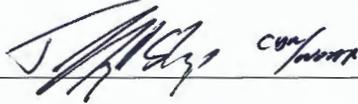
2. Date 2017-04-20

3. Name RDML Anita L. Lopez

4. Title/Position Deputy Director for Operations, OMAO

**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 2017-10-27

3. Name CDR Jeffrey Shoup

4. Title/Position Chief, Officer Career Management Division

**D. Director, NOAA Corps Endorsement**

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

1. Signature 

2. Date 11/8/17

3. Name RADM Michael J. Silah

4. Title/Position Director, NOAA Corps

Print Form

Submit to CPC (Reviewer Use Only)