

## NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

### SECTION 1 - GENERAL INFORMATION

A. Billet Number	1000	B. Billet Title	COMMANDING OFFICER, AIRCRAFT OPERATIONS CENTER (AOC)
C. Grade Requested	O6 - CAPT	D. Type of Submission	ANNUAL RECERTIFICATION
E. Minimum amount of overlap between incumbent officer/reporting officer for continuity of duties	1 Month		
F. Duty Type	FIXED SHORE	G. Estimated Length of Assignment	2 years

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

A. Street Address	3450 FLIGHTLINE DRIVE	B. Street Address					
C. City	LAKELAND	D. State	Florida	E. Country	United States	F. Zip Code	33811
G. Office	+1 (863) 500-3999	x	3999	H. Mobile		I. Fax	

### SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor							
1. Name	HANN, NANCY L.	2. Position	DEPUTY DIRECTOR OPS, OMAO	3. Grade	O7		
4. Email	NANCY.HANN@NOAA.GOV	5. Office	+1 (301) 713-7703	x		6. Mobile	
B. Reporting Officer (2nd Level Supervisor)							
1. Name	HANN, NANCY L.	2. Position	DEPUTY DIRECTOR OPS, OMAO	3. Grade	O7		
4. Email	NANCY.HANN@NOAA.GOV	5. Office	+1 (301) 713-7703	x		6. Mobile	
C. Reviewer (Normally the Reporting Officer's Supervisor)							
1. Name	SILAH, MICHAEL J.	2. Position	DIRECTOR, OMAO	3. Grade	O8		
4. Email	MICHAEL.SILAH@NOAA.GOV	5. Office	+1 (301) 713-7600	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	Leadership	5. Section or Team	
B. NOAA Goal/Subgoal			C. Program		
D. NOAA Org Code	AN2220	E. NFC Org Code	540802000200000000	F. Project-Task	U8A3AOC-PAO

## SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

This position is that of Commanding Officer, NOAA's Aircraft Operations Center (AOC). The AOC, located in Lakeland, Florida, manages NOAA's fleet of Earth observing research aircraft (manned and unmanned systems). As the Commanding Officer, the incumbent is responsible for managing the acquisition, operations, maintenance, and utilization of NOAA owned and leased aircraft, personnel, budget and facilities in support of NOAA programs and their activities. Provides staff support of NOAA programs and their activities. Provides staff to the NOAA Aircraft Allocation Board and Aircraft Working Group. Coordinates inter-agency and intra-agency aircraft scheduling and logistics. Represents NOAA internationally and is the focal point for international bodies, foreign governments, and researchers on the potential for and participation of NOAA aircraft in support of joint projects. Consults with other NOAA components to ensure service functions, technology transfer, and design and execution of research intended to meet the needs of other elements of NOAA and their constituencies. Oversees the definition and implementation of aircraft operations, safety utilization and engineering policies for NOAA Aircraft and administers the aviation safety and standardization programs.

## 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

1. Directs the planning, management and administration of NOAA's Aircraft Operations Center and the NOAA fleet of manned and unmanned aircraft.
2. Develops the operating plans and financial requirements for NOAA's aircraft in accordance with the decisions of the NOAA Fleet Council, for the allocated base and program funded flight hours required for the collection, processing, and dissemination of airborne earth based data, as required to meet NOAA program requirements.
3. Directs the acquisition of aircraft, in accordance with approved legislation and aircraft recapitalization plans, and directs the expansion and improvement of the AOC hangar facility needed to meet rapidly expanding program requirements.
4. Directs the implementation of plans for aircraft maintenance, alteration, instrumentation, overhaul, repair and upgrade of the fleet's aircraft and mission systems, to meet operational and scientific requirements of NOAA programs.
5. Provides effective human resource management through the recruitment, assignment and training of a skilled workforce.
6. Provides operational support to facilitate the effective utilization and operation of NOAA's fleet of aircraft; and continues active engagement with Lakeland Linder International Airport planners and staff to ensure the NOAA hangar meets AOC's needs.
7. Encourages interagency and international cooperative aircraft operations.
8. Provides direction and guidance to meet all environmental compliance, safety and security regulations.
9. Directs the development of policies and procedures to safely and effectively operate and manage all activities related to the operation of NOAA's aircraft, in accordance with established FAA regulations and in accordance with DOC, NOAA, OMAO, and AOC policy.
10. Oversees applied research focused on the development and adaptation of emerging technologies.
11. Designated airworthiness authority for NOAA's fleet of manned and unmanned aircraft.

### 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):

LOCKHEED WP-3D(2) - est value \$20M each, GULFSTREAM G-IV SP(1) - est value \$40M, GULFSTREAM G550(1) - est value \$60M, HAWKER BEECHCRAFT TEXTRON BE-350ER(2) - est value \$12M each, DEHAVILLAND DHC-6-300 (4) - est value \$4M each, GULFSTREAM TWIN COMMANDER AC-695A(1) - est value \$2M

## 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 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 Prerequisite Comments (Optional)

Executive Core Qualifications, Leading Change, Leading People, Results Driven, Business Acumen, Building Coalitions

## 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)

Prior senior management in a DOC/NOAA Line, Staff, or Program Office. Aircraft Commander, Mission Commander, and/or Ship Command experience are all highly desirable. Top Secret security clearance desired.

## 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).

- The incumbent shall have had a progressive career serving in a variety of operational and shore assignments with experience gained in various NOAA line offices culminating with senior leadership experience. In addition, the incumbent shall have accomplishments which demonstrate:

- Vision - An articulated and clear vision achieved through purposeful management of change, effective collaboration, and decisiveness.

- Leadership - Achievement in executing NOAA missions through previous organizational leadership roles. These leadership achievements should be the result of sound people skills, excellent communication, solid technical understandings, and a demonstrated dedication to NOAA's missions.

- Partnering- Accomplishments through tactical, operational, and strategic partnerships within NOAA, and in the joint and inter-agency arenas, with state and local government, the private sector, or the international community.

- Public Presence - Knowledge and confidence in representing the federal government in situations of national interest.

- Knowledge and Information Management - Continuous learning and learning accomplishments; a career record which demonstrates the intellectual capacity to apply and make effective use of acquired expertise as a leader toward achieving organizational goals.

- Organizational Context - An understanding and growing political acumen of how the AOC, MO, and MOCs fit into the broader structure of NOAA and the OMAO. Also, an understanding of how each contribute to the NOAA mission.

## 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 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 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)

This billet provides the incumbent with the opportunity to work directly with OMAO leadership, the AA's and DAA's of NOAA line offices and Directors of NOAA Staff Offices. The experience gained in this position allows the incumbent to be qualified for numerous executive leadership positions throughout the Department.

## 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).

This billet involves the executive leadership competencies of strategic thinking, partnering, and political savvy along with day-to-day management of geographically dispersed assets consisting of multiple personnel systems (NOAA Corps, CAPS, and GS) and collective bargaining units (NWSEO) that operate and maintain multi-million dollar platforms to collect environmental data informing NOAA policy and decision making.

The officer will have the opportunity to influence and lead the AOC and OMAO using: numerous communication channels; direct contact with employees, constituents, congress, media, national and international partners, and the general public; public speaking engagements; and site visits thereby gaining and maintaining a broad understanding of OMAO, NOAA Corps, and NOAA issues and opportunities.

The officer is an essential part of the NOAA Corps and OMAO senior leadership team, and serves as the center CEO and other positions of higher authority (when incumbents' absence requires) to interact with fellow center, line, and staff office directors to address current and emerging requirements, gaining exposure to the full range of NOAA's internal and external management challenges.

## SECTION 13 - CRITICAL SUCCESS CRITERIA

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

The Commanding Officer reports directly to the Deputy Director for Operations, OMAO and Deputy Director, NOAA Corps and is expected to provide expertise and critical judgment in order to lead an effective organization of operational personnel and assets (aircraft, emerging technologies, etc.) for safely collecting environmental data to support NOAA's mission. At this level, the capability to lead and manage is judged over the long term by progress in meeting a broad array of Department and Agency objectives.

A successful tour for the Commanding Officer looks like establishment and maintenance of a culture of respect and trust throughout the AOC. The culture will foster personal and professional development for the officers and civilians that are attached to the center and those that frequently interact with the AOC. In nurturing the respectful workplace, the Commanding Officer position will inspire the center's personnel to accomplish assigned goals efficiently and effectively.

- Safe and effective accomplishment of planned annual schedule per the Aircraft Allocation Plan.
- Effective management and oversight of AOC annual operating, maintenance and PAC/ORF budgets. Closeout fiscal year within 1% of annual budget allocation.
- Effective management, oversight and training/development of AOC's human resources.
- Increased customer and operations schedule effectiveness and reduction of lost/missed missions due to insufficient or untrained crew (mission crew readiness and mission crew availability).
- Maintain certified Safety Management System (SMS).

**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 SLOAN.CHRISTIAN.JOSEPH.1185625148  
Digitally signed by SLOAN.CHRISTIAN.JOSEPH.1185625148  
Date: 2020.02.02 17:12:25 -05'00'

2. Date 2020-02-02

3. Name CDR Christian J. Sloan

4. Title/Position Commanding Officer, AOC

**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 HANN.NANCY.L.1088955338  
Digitally signed by HANN.NANCY.L.1088955338  
DN: c=US, o=U.S. Government, ou=DoD, ou=PKI,  
ou=NOAA, cn=HANN.NANCY.L.1088955338  
Date: 2020.04.06 12:16:46 -04'00'

2. Date 2020-04-13

3. Name RDML Nancy L. Hann

4. Title/Position Deputy Director, NOAA Corps

**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 HANN.NANCY.L.1088955338  
Digitally signed by HANN.NANCY.L.1088955338  
DN: c=US, o=U.S. Government, ou=DoD, ou=PKI,  
ou=NOAA, cn=HANN.NANCY.L.1088955338  
Date: 2020.04.06 12:17:30 -04'00'


2. Date 2020-04-06

3. Name RDML Nancy L. Hann

4. Title/Position Deputy Director, NOAA Corps

**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: 2020.04.06 12:24:31 -04'00'

2. Date 2020-04-06

3. Name CAPT Jeffrey C. Taylor

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

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