NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION
A. Billet Number 1001  B. Billet Title Chief, Operations Branch
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 1 Month
F. Duty Type FIXED SHORE  G. Estimated Length of Assignment 3 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) 500-3901  H. Mobile  I. Fax +1 (863) 500-3859

SECTION 3 - OFFICER EVALUATION REPORTING
A. Supervisor
1. Name Carl Newman  2. Position Executive Officer  3. Grade O6
4. Email Carl.E.Newman@noaa.gov  5. Office +1 (863) 500-3888  6. Mobile
B. Reporting Officer (2nd Level Supervisor)
1. Name Carl Newman  2. Position Executive Officer  3. Grade O6
4. Email Carl.E.Newman@noaa.gov  5. Office +1 (863) 500-3888  6. Mobile
C. Reviewer (Normally the Reporting Officer’s Supervisor)
1. Name CAPT Timothy Gallagher  2. Position Commanding Officer  3. Grade O6
4. Email Timothy.Gallagher@noaa.gov  5. Office +1 (863) 500-3999  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 (AOC)
3. Division  4. Branch Operations Branch  5. Section or Team
B. NOAA Goal/Subgoal
C. Program
D. NOAA Org Code  E. NFC Org Code  F. Project-Task
SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

Effectively and efficiently manage the safe execution of the Aircraft Allocation Plan, to include the planning and scheduling of NOAA aircraft operations.

SECTION 6 - DUTIES AND RESPONSIBILITIES

1. Property Accountability Officer - Administer and maintain a system of control and accountability for personal property as prescribed in OMAO's Personal Property Policy #1502

2. 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

The Chief, Operations Branch is responsible for:

1. The execution of the Aircraft Allocation Plan; oversight of all flight operations.
2. Ensuring operations are conducted in accordance with applicable regulations.
3. Providing qualified and designated crew members to operate AOC aircraft in support of operational and programmatic requirements.
4. Providing Customer Service to mission partners/stakeholders, to include managing the Customer Satisfaction Survey program.
5. Establishing and maintaining AOC policies and procedures assigned to the Operations Branch.
6. Fostering and maintaining a healthy safety culture at AOC.
7. Preparing, implementing, and monitoring the Operations Branch budget.
8. Direct Management of the Flight Section, Programs Section and UAS Section.
9. Supervising as many as 20 personnel, to include civilians and NOAA Corps Officers.
10. Oversight of all NOAA UAS operations to ensure safety and compliance with regulations and policy.

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

Technical 10 + Operational 10 + Leading and Managing 60 + Executive Leadership 20 = 100%
SECTION 6 - DUTIES AND RESPONSIBILITIES (continued)

6C. Resources Managed

1. Human

Does the Officer supervise personnel?  Yes ☐  No ☐  Number of personnel supervised 20

Grades of supervised personnel O1 to O5, GS-7 to GS-15

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?  Yes - All ☐  No ☐  Dollar Amount (K) $8,000K

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):

Two (2) WP-3D Orion Aircraft - $60 million+
One (1) Gulfstream IV Aircraft - $50 million+
Four (4) DHC-6 Twin Otter Aircraft - $4 million+
One (1) AC-695 Jet Prop Aircraft - $3 million+
One (1) King Air 350 CER Aircraft - $11 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>
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<td></td>
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<td>☒ Listening ☒ Speaking</td>
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<tr>
<td>LT (O3)</td>
<td>Leading Performance and Change</td>
<td>☒ Writing ☒ Team Building ☒ Leveraging Diversity</td>
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<td></td>
<td>☒ Influencing Others ☒ Developing Others ☒ Execution</td>
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<td>LCDR (O4)</td>
<td>Leading Organizations</td>
<td>☒ Decisiveness ☒ Problem Solving ☒ Conflict Management</td>
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<td>☒ Customer Focus ☒ Entrepreneurship</td>
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<tr>
<td>CDR (O5)</td>
<td></td>
<td>☒ Creativity &amp; Innovation ☒ Human Capital Management</td>
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<td>☒ Financial Management ☒ Technology Management</td>
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<td>CAPT (O6) and RADM (O7/O8)</td>
<td>Leading Organizations</td>
<td>☒ External Awareness ☒ Strategic Thinking ☒ Political Savvy</td>
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<td>☐ Vision ☒ Partnering</td>
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Leadership Prerequisite Comments (Optional)

The Officer should bring a blend of leadership and management abilities to assure success as the Chief, Operations Branch. Should be open-minded and organizationally focused in order to deal with daily operational concerns. 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 by Junior Officers.
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)

AOC Navigator Designation or Flight Director is an acceptable substitute prerequisite for Aircraft Commander.

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).

Thorough knowledge of the mission, functions and goals of the Aircraft Operations Center
Knowledge of AOC program requirements and related aircraft and crew support
Professional knowledge of aviation principles, practices, and Federal Aviation Regulations
Thorough knowledge of all aircraft and missions flown by NOAA
Experience with Project Management
Familiarity with budget development and execution
Familiarity with various NOAA Administrative Systems to include: MARS, CPCS, E2, C-Request
## SECTION 10 - LEADERSHIP DEVELOPMENT

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Leadership Development Comments (Optional)

This billet provides the leadership, management, supervisory, administrative and budget experience necessary for advancement to higher level positions within NOAA Line and Staff Offices and OMAO.

## SECTION 11 - OPERATIONAL DEVELOPMENT

A. Marine Development

- □ Officer of the Deck
- □ Senior Watch Officer
- □ ECDIS
- □ Dynamic Positioning
- □ Boat Deployment
- □ MedPIC
- □ Coxswain/OIC
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- □ Scientific Diver
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- □ 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).

Experience with budget development and execution
Experience with Project Management
Specific knowledge of all aircraft and missions flown by NOAA aircraft
Specific knowledge of Federal Aviation Regulations (FAR)
Extensive experience with various NOAA Administrative Systems to include: MARS; CPCS; E2; C-Request

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

Success in this billet will be to the satisfaction of the AOC Commanding Officer & Executive Officer in regard to safely and efficiently managing the Operations Branch, as well as the ongoing safety of personnel and aircraft. Additional performance goals include but are not limited to the following:

1. Significant contributions to the success of the AOC as it relates to the execution of the Aircraft Allocation Plan in support of aviation operations in the scientific community, to include tactical and strategic scheduling of aircraft and crewmembers.
2. Attendance of biannual ICAP Meetings, and engagement with GSA regarding Aviation Policy.
3. Developing, fostering and maintaining a positive safety culture at AOC.
4. Proactive engagement with external agencies and mission stakeholders to ensure AOC aircraft and instrumentation remains relevant and reflects aviation industry standards.
5. Effective communication with mission stakeholders. Customer Service provider to ensure mission objectives are being met and best practices for project allocation and operations are incorporated.

6. Meeting or exceeding Mission Readiness metrics goals with respect to qualified flight crew availability; meeting or exceeding Utilization metric goals.
7. Development of critical management and leadership skills to include: budgeting, contracting, policy development, team building, communication (both written & oral), and organizational leadership competencies.
8. Develop competencies that will better prepare the Officer for future leadership responsibilities.
9. Develop competent and professional Officers and civilian staff with the skills necessary to safely meet NOAA mission goals.
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 MARTIN.CATHERINE.A.12372
   Digitally signed by MARTIN.CATHERINE.A.12372/8449
   Date: 2018.04.28 02:36:37 -04'00'
2. Date 2018-04-28
3. Name CDR Catherine A. Martin, NOAA
4. Title/Position Chief, Operations Branch, 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 NEWMAN.CARL.E.106746319
   Digitally signed by NEWMAN.CARL.E.106746319/2
   Date: 2018.04.30 08:23:24 -04'00'
2. Date 2018-04-30
3. Name Carl E. Newman
4. Title/Position Executive Officer, AOC

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 GALLAGHER.TIMOTHY.JAME
   Digitally signed by GALLAGHER.TIMOTHY.JAMES.1041475648
   Date: 2018.05.09 11:17:40 -04'00'
2. Date 2018-05-09
3. Name CAPT Timothy Gallagher, 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 CAPT Devin R. Brakob, NOAA
2. Date 5/15/2018
3. Name CAPT Devin R. Brakob, NOAA
4. Title/Position Chief, Commissioned Personnel Center

E. Director, NOAA Corps Endorsement

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

1. Signature RADM Michael J. Silah, NOAA
2. Date 5/5/2018
3. Name RADM Michael J. Silah, NOAA
4. Title/Position Director, NOAA Corps

Print Form
Submit to CPC (Reviewer Use Only)