NOAA Form 56-28A
(revised 9/25/2009)

U.S. Department of Commerce
National Oceanic and Atmospheric Administration

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION

A. Billet Number: 1051
B. Billet Title: Pilot, Jet Prop (AC-695)
C. Grade Requested: O3 - LT
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: AVIATION
G. Estimated Length of Assignment: 5 years (Aviation Only)

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) 500-3900 x
H. Mobile:
I. Fax:

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor

1. Name: Bradley H. Fritzler
2. Position: Chief, Administrative Branch
3. Grade: O5
4. Email: bradley.fritzler@noaa.gov
5. Office: +1 (863) 500-3902 x
6. Mobile:

B. Reporting Officer (2nd Level Supervisor)

1. Name: Carl E. Newman
2. Position: Executive Officer, AOC
3. Grade: ZA V
4. Email: carl.e.newman@noaa.gov
5. Office: +1 (863) 500-3888 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: Operations
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

The Turbo Commander AC-695 Commander supports several missions for the AOC, however Airborne Gamma, Emergency Response and Grav-D are the primary projects assigned to this platform. The Airborne Gamma mission is managed by the Office of Water Management (OWM), located in Tuscaloosa, AL. The OWM's mission is to provide comprehensive snow observations, analyses, data sets and map products for the Nation. The emergency response and GRAV-D missions are managed by AOC. The AOC is responsible for providing capable, mission-ready aircraft and professional crews to the scientific community wherever and whenever they are required. The aircraft of the AOC are flown in support of 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; flights over open oceans, remote mountains, coastal wetlands and arctic pack ice are not uncommon. This aircraft provides 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

Flight Operations:
1. Conduct flight planning, coordination and execution for the AOC, OWM & mission partners.
2. Effectively manage scientific requirements with the capabilities of the aircraft to ensure mission objectives are met.
3. Develop Operational Risk Management assessments and implement risk controls for each mission type.
4. Upon designation as Aircraft Commander/Instructor Pilot, the officer will supervise, instruct and lead junior AC-695 pilots assigned to the AOC.
5. Coordinate airplane maintenance requirements with the AOC Maintenance Branch.
6. Ensure safety of flight and compliance with the Aircraft Operations Polices and applicable FAA regulations.
7. Advise the AOC on all matters that require compliance with NOAA guidelines, federal laws and internal policies.
8. Develop opportunities for outreach to promote NOAA, OMAO, & the other line offices to the general public.
9. Act as a liaison for AOC when managing OWM and Emergency Response missions.

Non Flying Duties:
All officers stationed at the AOC will be assigned ground duties at the discretion of the Commanding Officer. Officers will lead civilian and NOAA Corps personnel in an assortment of long and short term projects in addition to their normal flying duties. Ground duties are designed to hone a wide variety of skills including project management, property management, budgeting, leadership, communication, team building & entrepreneurship. Officers can expect to work in different branches of the AOC during their five year tour in order to develop the necessary skills for future leadership roles. Those branches include but are not limited to Administrative, Maintenance, Safety, Operations, and Science & Engineering. The NOAA Corps Officers of the AOC are expected to balance a demanding flight schedule and manage the centers $20+ million dollar budget and 100+ employees. As a Turbo Commander AC-695 pilot, the Officer will be responsible for planning and preparing surveys for the Airborne Gamma mission and follow a specialized training syllabus to become Mission Commander qualified. This assignment directly supports critical NOAA missions and requires a demanding travel schedule. The incumbent can expect to be TDY for 180+ days per year.

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

Technical	30	+ Operational	50	+ Leading and Managing	20	+ Executive Leadership	0	**= 100%**

SECTION 6 - DUTIES AND RESPONSIBILITIES (continued)

6C. Resources Managed

1. Human

Does the Officer supervise personnel? ◉ Yes ○ No Number of personnel supervised 1-6

Grades of supervised personnel GS-7 to GS-14, O-1 to O-3

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 Dollar Amount (K) $50K +

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):

AC-695 Turbo Commander- $1 Million+

SECTION 7 - LEADERSHIP PREREQUISITES

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

Leadership Prerequisite Comments (Optional)

Officer should bring a blend of leadership and management abilities assuring success in any assignment at AOC. The officer should be a proponent of physical fitness and uphold conduct and appearance both on and off duty to provide a model worthy of emulation. Written reports should be clear and concise. When tasked, oral presentations should command complete attention of the audience listening.

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 & DOD flight physical
2. Water Survival/Physiology
3. Graduate of an approved flight training academy (Commercial Multi-Engine with Instrument Endorsement)

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 Cateogry 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 some familiarity of how the Turbo Commander is used to support OMAO & the AOC. The officer should also have a general knowledge of the various missions flown by the Turbo Commander. Experience and/or interest in one or more of the areas listed below would also be beneficial:

1. Aerial photography/survey
2. Hydrological survey
3. LIDAR
4. Low level flight operations
5. Familiarization with NWS/OWM operations.
6. COR I Budget Training for aircraft or training contracts.
7. Project Management or Budget Management experience.

SECTION 10 - LEADERSHIP DEVELOPMENT

GRADE	LEADERSHIP MATURITY LEVEL	LEADERSHIP COMPETENCIES DEVELOPED IN THIS BILLET
ENS (O1)	Leading Self	☒ Core Values & Conduct ☒ Health & Well Being ☒ Responsibility ☒ Followership ☒ Adaptability
LTJG (O2)	Leading Others	☒ Interpersonal Skills ☒ Continuous Learning ☒ Technical Proficiency ☒ Listening ☒ Speaking
LT (O3)		☒ Writing ☒ Team Building ☒ Leveraging Diversity ☒ Influencing Others ☒ Developing Others ☒ Execution
LCDR (O4)	Leading Performance and Change	☒ Decisiveness ☒ Problem Solving ☒ Conflict Management ☒ Customer Focus ☒ Entrepreneurship
CDR (O5)		☐ Creativity & Innovation ☐ Human Capital Management ☐ Financial Management ☐ Technology Management
CAPT (O6) and RADM (O7/O8)	Leading Organizations	☐ External Awareness ☐ Strategic Thinking ☐ Political Savvy ☐ Vision ☐ Partnering

Leadership Development Comments (Optional)

Officers can expect to develop leadership skills through a wide variety of flight and ground duties. Officers will be expected to balance a demanding flight schedule with critical ground duties which include budgeting, project management, personnel management, asset procurement, & training/policy development. Officers not only fly the aircraft, but they are responsible for running a center which employs 100+ people, with an operating budget exceeding $20 million.

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)

The incumbent may have opportunities to fly WP-3D, G-IV or BE-350 (King Air) aircraft during their time at the AOC. This experience may allow the officer to competitively apply for flying heavy aircraft assignments, when offered by the Command.

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 Cateogry A, scientific papers/publications, GIS); engineering (marine survey, ABYC, ABS, FAA); regulatory (US Code, CFR); information technology (databases, networks, programming).

This billet provides the incumbent with the opportunity to:

1. Develop knowledge and expertise of Turbo Commander missions and the Line Offices supported by the AOC.
2. Develop the project management skills necessary to act as an Aircraft Commander on the Turbo Commander.
3. Increase aviation experience through flying a wide variety of missions with the potential for a selection to instructor pilot and or heavy aircraft pilot.
4. Develop critical management skills to include: budgeting, procurement, contracting, policy development, team building, entrepreneurship, communication (both written & oral), & risk management.
5. Develop proficiency in NOAA Administrative Systems to include; CPCS, Travel Manager, & C-Request.
6. Develop knowledge and expertise with the remote sensing field to include: GPS, geodetic survey technologies, GIS systems, coastal mapping and aeronautical surveys.

This billet provides the incumbent with the opportunity to work directly with other pilots, scientists and researchers from a variety of NOAA offices, thus becoming familiar with airborne surveying techniques. The complexity of missions will develop the officer into an effective office and field manager, capable of completing projects with little or no outside supervision. Proficiency in the use of personal computers for communications, word processing, spreadsheet and database operations will be developed. The assignment should prepare the incumbent with management and flying experience necessary for future assignment to AOC heavy aircraft as well as other mid-level management positions within NOAA.

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

Success in this billet will be the satisfaction of the AOC Commanding Officer and Chief of the Operations Branch in regard to the planning, execution and leadership support of all AC-695 missions. Additional performance goals include but are not limited to the following:

1. Qualification as AC-695 Aircraft Commander or Instructor pilot.
2. Plan, support, and execute mission objectives safely and efficiently.
3. Proactive engagement of mission stakeholders to include both aircraft and mission related issues and or complications.
4. Significant contributions to the success of the AOC as it relates to aviation operations in the scientific community.
5. Development of critical management skills to include budgeting, procurement, contracting, policy development, team building, entrepreneurship, communication (both written & oral), and risk management.
6. Effectively manage one or more of the various sections, divisions or branches as AOC.

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.1275635746 Digitally signed by HEMMICK.PAUL.S.1275635746 Date: 2019.08.07 17:40:23 -04'00'

2. Date 2019-08-07

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 FRITZLER.BRADLEY.H.1161676337 Digitally signed by FRITZLER.BRADLEY.H.1161676337 Date: 2019.08.08 08:29:15 -04'00'

2. Date 2019-08-08

3. Name CDR Bradley H. Fritzler, NOAA

4.Title/Position Chief, Administration Branch

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 14:54:11 -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 CAPT Young Digitally signed by TAYLOR.JEFFREY.C.1186767825 Date: 2020.04.02 13:11:57 -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 authorized representative of the Director, NOAA Corps and I approve this billet."

1.Signature BRAKOB.DEVIN.ROY.1045507200 Digitally signed by BRAKOB.DEVIN.ROY.1045507200 Date: 2020.06.17 13:26:03 -04'00'

2. Date 2020-06-17

3. Name CAPT Devin R. Brakob, NOAA

4.Title/Position Director, Commissioned Personnel Center

Print Form

Submit to CPC (Reviewer Use Only)