NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION

A. Billet Number 1104  
B. Billet Title P-3 Initial Training  
C. Grade Requested O3 - LT  
D. Type of Submission REALIGNMENT OF DUTIES  
E. Minimum amount of overlap between incumbent officer/reporting officer for continuity of duties No Overlap Required  
F. Duty Type AVIATION

SECTION 2 - DUTY STATION ADDRESS AND CONTACT INFORMATION

A. Street Address LSI, Inc.  
B. Street Address 6111 Technology Ct  
C. City Jacksonville  
D. State Florida  
E. Country United States  
F. Zip Code 32221  
G. Office +1 (904) 771-2100  
H. Mobile  
I. Fax  

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor

1. Name Matthew J. Nardi  
2. Position Chief, Training Section  
3. Grade O4  
4. Email matthew.nardi@noaa.gov  
5. Office +1 (863) 500-3891  
6. Mobile  

B. Reporting Officer (2nd Level Supervisor)

1. Name Nathan D. Kahn  
2. Position Chief, SST Branch  
3. Grade O5  
4. Email nathan.kahn@noaa.gov  
5. Office +1 (863) 500-3903  
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  
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 AOC  
2. Office, Center, or Lab Aircraft Operations Center  
3. Division  
4. Branch Training  
5. Section or Team  

B. NOAA Goal/Subgoal  
C. Program  

D. NOAA Org Code AN2220  
E. NFC Org Code 540802000203000000  
F. Project-Task U8A3AOC-P00
SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

The officer will initially report to Logistic Services International (LSI) in Jacksonville, FL, for initial training in the P-3. The training will consist of classroom and simulator flight training as the officer works toward qualification as a P-3 copilot over the course of five months.

The officer will then report to the Aircraft Operations Center in Lakeland, FL, where they will continue to develop their skills as a P-3 pilot. Opportunities to gain flight time with external agencies (CBP, NASA, and Navy) will be prioritized for the officer. Pilots are expected to master the aircraft systems, normal and emergency procedures of the P-3 and accumulate flight time for upgrading. Pilots are expected at a minimum to obtain their Copilot designation in the P-3 and are encouraged to work towards Aircraft Commander designation.

Upon completion of P-3 flight training and designation, NOAA aviators will PCA to NOAA's Aircraft Operations Center to commence their WP-3D aircraft tour. Upon designation as NOAA WP-3D co-pilot, these officers will operate aircraft supporting 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, over open oceans, mountains, coastal wetlands and arctic pack ice. These aircraft provide critical capabilities to collect the environmental and geographic data essential to scientific research.

SECTION 6 - DUTIES AND RESPONSIBILITIES

6A. Description of Duties and Responsibilities

Officers attending flight training at LSI in Jacksonville will attend ground school classes to learn specifics about the aircraft systems. Upon completion of ground school and simulators, pilots will conduct a series of training flights culminating in a check ride that earns the pilot a P-3 copilot designation at AOC. A current FAA First Class Medical is required prior to the first flight.

The officer is responsible for notifying an AOC training officer with regular updates to include progression of ground and flight training. P-3 pilot trainees are asked to contact AOC training if they encounter any issues while attending training. Applicable books and training material are provided from LSI upon reporting.

Upon completion of training and designation as a P-3 copilot, the officer will continue their aircraft upgrading tasks and syllabus at AOC in Lakeland, FL. The officer will be expected to perform the duties assigned to include both flying and collateral duties. Contacts with external agencies (CBP, NASA, Navy) will be actively cultivated to ensure maximum opportunities for flight time during the upgrading process.

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

| Technical | 100 | Operational | 0 | Leading and Managing | 0 | Executive Leadership | 0 | = 100% |
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?  

   ☐ No  

   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):


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>
<tr>
<td></td>
<td></td>
<td>☒ Listening  ☒ Speaking</td>
</tr>
<tr>
<td>LT (O3)</td>
<td>Leading Performance and Change</td>
<td>☒ Writing  ☒ Team Building  ☒ Leveraging Diversity</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☒ Influencing Others  ☒ Developing Others  ☒ Execution</td>
</tr>
<tr>
<td>LCDR (O4)</td>
<td>Leading Organizations</td>
<td>☐ Decisiveness  ☐ Problem Solving  ☐ Conflict Management</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☐ Customer Focus  ☐ Entrepreneurship</td>
</tr>
<tr>
<td>CDR (O5)</td>
<td></td>
<td>☐ Creativity &amp; Innovation  ☐ Human Capital Management</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☐ Financial Management  ☐ Technology Management</td>
</tr>
<tr>
<td>CAPT (O6)</td>
<td>and RADM (O7/O8)</td>
<td>☐ External Awareness  ☐ Strategic Thinking  ☐ Political Savvy</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☐ Vision  ☐ Partnering</td>
</tr>
</tbody>
</table>

Leadership Prerequisite Comments (Optional)

The officer should be a proponent of physical fitness and uphold conduct and appearance both on and off duty. Officers shall understand that professional development is a life long journey and should constantly work to improve their knowledge, skill and expertise while attending P-3 flight training.
### SECTION 8 - OPERATIONAL PREREQUISITES

<table>
<thead>
<tr>
<th>Marine Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>Officer of the Deck</td>
</tr>
<tr>
<td>Senior Watch Officer</td>
</tr>
<tr>
<td>ECDIS</td>
</tr>
<tr>
<td>Dynamic Positioning</td>
</tr>
<tr>
<td>Boat Deployment</td>
</tr>
<tr>
<td>MedPIC</td>
</tr>
<tr>
<td>Coxswain/OIC</td>
</tr>
<tr>
<td>HAZWOPER</td>
</tr>
<tr>
<td>AUV Deployment</td>
</tr>
<tr>
<td>U/W UAS Deployment</td>
</tr>
<tr>
<td>Buoy/Mooring Qualified</td>
</tr>
<tr>
<td>Trawl Qualified</td>
</tr>
<tr>
<td>Longline Qualified</td>
</tr>
<tr>
<td>Hydro Launch PIC</td>
</tr>
<tr>
<td>Foreign Port Calls</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Aviation Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>Co-Pilot</td>
</tr>
<tr>
<td>Pilot</td>
</tr>
<tr>
<td>Aircraft Commander</td>
</tr>
<tr>
<td>Mission Commander</td>
</tr>
<tr>
<td>Instructor Pilot</td>
</tr>
<tr>
<td>Hurricane Qualified</td>
</tr>
<tr>
<td>Alaska/Wilderness Qualified</td>
</tr>
<tr>
<td>Flight Meteorologist</td>
</tr>
<tr>
<td>International Flights</td>
</tr>
<tr>
<td>UAS Pilot</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Dive Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scientific Diver</td>
</tr>
<tr>
<td>Working Diver</td>
</tr>
<tr>
<td>Advanced Working Diver</td>
</tr>
<tr>
<td>Master Diver</td>
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<tr>
<td>Dive Master</td>
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<tr>
<td>Dive Medic</td>
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<tr>
<td>Unit Diving Supervisor</td>
</tr>
</tbody>
</table>

### D. Additional Operational Prerequisites (security clearances, special training) and Operational Prerequisite Comments (Optional)

1. FAA Medical (1st Class)

### 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).

Officers who are selected for this billet will be chosen by an Aviation Advisory Board comprised of senior officers designated by the Director, NOAA Corps.
## SECTION 10 - LEADERSHIP DEVELOPMENT

<table>
<thead>
<tr>
<th>GRADE</th>
<th>LEADERSHIP MATURITY LEVEL</th>
<th>LEADERSHIP COMPETENCIES DEVELOPED IN THIS BILLET</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENS (01)</td>
<td>Leading Self</td>
<td>[X] Core Values &amp; Conduct [X] Health &amp; Well Being [X] Responsibility</td>
</tr>
<tr>
<td></td>
<td></td>
<td>[X] Followship [X] Adaptability</td>
</tr>
<tr>
<td>LTJG (02)</td>
<td>Leading Others</td>
<td>[X] Interpersonal Skills [X] Continuous Learning [X] Technical Proficiency</td>
</tr>
<tr>
<td></td>
<td></td>
<td>[X] Listening [X] Speaking</td>
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<td>[X] Influencing Others [X] Developing Others [X] Execution</td>
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<td></td>
<td>[X] Customer Focus [X] Entrepreneurship</td>
</tr>
<tr>
<td>CDR (05)</td>
<td></td>
<td>[☐] Creativity &amp; Innovation [☐] Human Capital Management</td>
</tr>
<tr>
<td></td>
<td></td>
<td>[☐] Financial Management [☐] Technology Management</td>
</tr>
<tr>
<td>CAPT (06)</td>
<td></td>
<td>[☐] External Awareness [☐] Strategic Thinking [☐] Political Savvy</td>
</tr>
<tr>
<td>and RADM (07/08)</td>
<td></td>
<td>[☐] Vision [☐] Partnering</td>
</tr>
</tbody>
</table>

Leadership Development Comments (Optional)

Officers will be expected to balance a demanding flight schedule with an intensive education program. Upon completion of the program these Officers not only will fly NOAA aircraft, but they will be responsible for working within their assigned section at AOC to run the center which employs over 100+ people and an operating budget exceeding $20 million. NOAA Corps Officers selected for this billet will represent the NOAA Corps on a daily basis and will have multiple opportunities to lead personnel both on and off the aircraft.

## 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

- [X] Co-Pilot
- [X] Pilot
- [X] Aircraft Commander
- [☐] Mission Commander
- [☐] Instructor Pilot
- [X] Hurricane Qualified
- [☐] Alaska/Wilderness Qualified
- [☐] Flight Meteorologist
- [X] 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).

The incumbent will acquire knowledge in the following areas specific to the P-3:

- Aircraft Structure and Flight Controls
- Aircraft Performance
- Aircraft Systems
- Avionics
- Navigation
- FAA regulations
- Aviation Weather Theory
- FAA Airspace
- Aeromedical Factors
- Aviation Decision Making
- Weight and Balance
- Basic Flight Maneuvers
- Stalls
- Takeoff and Landing
- Climb and Descents
- Ground reference and performance maneuvers
- Airport patterns
- Instrument Approaches
- Normal Procedures
- Emergency Procedures

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

Success in this billet will be achieved through the attainment of designation as "Co-Pilot" in the P-3 aircraft.
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.127563574
   Digitally signed by HEMMICK.PAUL.S.127563574
   Date: 2019.08.07 19:05:37-04'00'

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: NARDI.MATTHEW.JONATHAN.1266720056
   Digitally signed by NARDI.MATTHEW.JONATHAN.1266720056
   Date: 2019.08.08 20:41:45-04'00'

2. Date: 2019-08-08

3. Name: LCDR Matthew J. Nardi, NOAA

4. Title/Position: Chief, Training Section

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 15:32:47-05'00'

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: TAYLOR.Jeffrey.C.1186767825
   Digitally signed by TAYLOR.Jeffrey.C.1186767825
   Date: 2020.04.02 14:53:37-04'00'

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 Director, NOAA Corps and I approve this billet."

1. Signature: [Signature]

2. Date: 5/29/2020

3. Name: RADM Michael J. Silah

4. Title/Position: Director, NOAA Corps