NOAA Form 56-28A
(8-94)

U.S. DEPARTMENT OF COMMERCE
NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

TO: DIRECTOR, COMMISSIONED PERSONNEL CENTER, CPC

FROM: Commissioned Personnel Center
ROUTING CODE: CPC3
ADDRESS: 8403 Colesville Road, Suite 500
Silver Spring, MD 20910-3282

THRU (Liaison Officer): Commanding Officer, MOC-Pacific

BILLET TITLE: Executive Officer, FAIRWEATHER
BILLET #: 0918

PHONE NUMBER: (301) 713-3444

RANK REQUESTED: (0-2. 0-3, 0-4, etc.) O-4

GS/GM EQUIVALENT:

(This block to be completed by liaison officer)
IS THIS A NEW BILLET: [ ] YES [X] NO
BILLET PRIORITY: [X] A, [ ] B, [ ] C, [ ] R

IMMEDIATE SUPERVISOR:	TITLE:	PHONE NUMBER:
	Commanding Officer, FAIRWEATHER	(808) 659-0054

EDUCATIONAL REQUIREMENTS:

Per NOAA Corps entry standards.

OTHER QUALIFICATIONS (INCLUDE PARTICULAR SECURITY CLEARANCES, SKILLS, ETC...)

Successful completion of previous Operations Officer tour aboard any NOAA vessel, 36 months of sea duty and qualification as a SWO. Successful completion of all REFTRA modules within previous 12 months of reporting date, or having met recency requirements as set forth in "Refresher Training" found in Chapter 4 of NOAA Corps Regulations. (Continued in SECTION 4)

1. GENERAL DESCRIPTION OF BILLET:

As a multi-mission vessel, the main function of FAIRWEATHER is to acquire hydrographic data in support of the National Ocean Service/Office of Coast Survey mission of updating nautical charts and to conduct other fisheries and oceanographic projects as assigned.

The Executive Officer shall be primarily responsible, under the Commanding Officer, for the organization, performance of duty, and good order and discipline of the entire vessel and her complement. As such, the Executive Officer is responsible for the day-to-day administration of the vessel and is the supervisor of all Junior Officers and all department heads except the Chief Engineer. The XO assumes command of the vessel with all attendant responsibilities in the absence of the Commanding Officer.

The incumbent should have extensive experience with ship handling and small boat operations as the ship often maneuvers in confined and congested waters, routinely deploying multiple small boats both inshore and offshore in unprotected waters. The Executive Officer may have watchstanding and small boat coxswain duties as necessary.

Administration 35% Management 35% Technical 10% Operational 20%

2. DUTIES AND RESPONSIBILITIES:
a. Is this a supervisory billet? [X] YES [ ] NO
b. If so, state number and grade of personnel supervised. Number: 28 Grade(s):

a. Responsible for budget formulation and execution. Authorize the expenditure of ship's funds and serve as purchase card approving official. Requisition supplies and services.
b. Manage the ship's personnel and act as selecting official. Submit requests for personnel actions, and take all action to esnure that the ship is properly staffed to meet safety and mission requirements.
c. Prepare watch bills and station bills.
d. Conduct required drills, tests, inspections, and meetings.
e. Oversee of the training and career development of ship's personnel.
f. Oversee the sanitation and habitability of the vessel and assign berthing to crewmembers.
h. Stand bridge watch as necessary and train Junior Officers to become Officers of the Deck.
(CONTINUE IN SECTION 4)

CONTINUE IN ITEM 4

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3. CAREER DEVELOPMENT OPPORTUNITIES:

The billet provides the incumbent with daily supervisory and oversight responsibilities which prepare the incumbent for a wide variety of management positions throughout NOAA programs. In addition, the position prepares the officer for a subsequent sea tour as Commanding Officer.

4. ADDITIONAL COMMENTS:

QUALIFICATIONS (Cont.) An officer who holds a valid USCG license may be required to complete some training prior to reporting. This will be addressed on a case by case basis. Completion of GMDSS and all other STCW 95' requirements as required by a vessel of this particular tonnage is required. The office should have been recommendation for command on their OER.

Successful completion of 40-hour Simplified Acquisition Procedures training and a Contracting Officer Warrant is required for this position. This requirement should be completed prior to reporting aboard.

Completion of a previous tour(s) aboard a hydrographic survey vessel is advantageous but not mandatory.

DUTIES AND RESPONSIBILITIES (Cont.)
g. Make frequent inspections of the vessel and take such remedial action to correct defects as appears necessary.
h. Insure that all prescribed or necessary security measures and safety precautions are understood and strictly observed.
i. Coordinate vessel logistics to meet mission requirements and sailing schedules.
i. Perform such other duties as may be assigned.

SIGNATURE OF SUPERVISOR:	DATE:

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