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: Junior Officer, NOAA Ship FAIRWEATHER
BILLET #: 0923

PHONE NUMBER: (301) 713-3444

RANK REQUESTED: (0-2. 0-3, 0-4, etc.) O-1

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: Executive Officer, FAIRWEATHER

PHONE NUMBER: (808) 659-0054

EDUCATIONAL REQUIREMENTS:

Per NOAA Corps entry standards.

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

Successful completion of Basic Officer Training Class (BOTC) or successful completion of all REFTRA modules within the 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. An officer who holds a valid USCG license may be required to (Cont. 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.

Junior officers serve as Officer of the Deck Inport and Underway, person in-charge of a survey launch, coxswain of a survey launch, hydrographic data processor, and survey sheet manager. They perform collateral duties which assist in the administration of the vessel and the accomplishment of the ship's mission.

Administration 10% Management 10% Technical 40% Operational 40%

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

a. OOD underway: responsible for the safe navigation of the vessel, mission accomplishment, security and integrity of the ship, the proper observance of the Navigation Rules, maintenance of route bridge records and ship's log and bridge team management. OOD In port: responsible to the Commanding Officer for the safety of the ship and equipment, ensures that all standing orders and other special instructions are carried out, and assists the Executive Officer in supervision of the work of the various departments.
b. Person in-charge of a survey launch - safely and efficiently directs a small boat to acquire quality data on all systems aboard the survey launch.
c. Hydrographic Data Processor: responsible to process hydrographic data using established procedures.
d. Survey Sheet Manager: Create plans to acquire data for all systems using accepted methodology, develop plan-of-the-day for the survey sheet, manage and quality-check the acquired data, and write the Descriptive Report for the survey.
e. Collateral duties as assigned

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3. CAREER DEVELOPMENT OPPORTUNITIES:

This billet prepares the incumbent for future operational, technical, and administrative assignments in OCS and other NOS offices. Further, this billet provides experience for future sea tours as an Operations Officer.

4. ADDITIONAL COMMENTS:

QUALIFICATIONS (cont) Complete some additional training prior to reporting. This will be addressed on a case by case basis. Completion of GMDSS and all other STCW95' requirements as required by a vessel of this particular tonnage is required.

SIGNATURE OF SUPERVISOR:	DATE:

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