

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION

A. Billet Number	0502	B. Billet Title	Chief, Officer Assignment Branch		
C. Grade Requested	O4 - LCDR	D. Type of Submission	ANNUAL RECERTIFICATION		
E. Minimum amount of overlap between incumbent officer/reporting officer for continuity of duties	2 weeks				
F. Duty Type	FIXED SHORE	G. Estimated Length of Assignment	3 years		

SECTION 2 - DUTY STATION ADDRESS AND CONTACT INFORMATION

A. Street Address	Commissioned Personnel Center	B. Street Address	8403 Colesville Road, Suite 500		
C. City	Silver Spring	D. State	Maryland	E. Country	United States
F. Zip Code	20910				
G. Office	+1 (301) 713-7694	x		H. Mobile	
I. Fax					

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor					
1. Name	CDR Jeffrey C. Taylor, NOAA	2. Position	Chief, Officer Career Management Division	3. Grade	O5
4. Email	chief.careermgmt.cpc@noaa.gov	5. Office	+1 (301) 713-7748	x	
6. Mobile					
B. Reporting Officer (2nd Level Supervisor)					
1. Name	Jason Merriweather	2. Position	Deputy Director, Commissioned Personnel	3. Grade	ZA V
4. Email	jason.merriweather@noaa.gov	5. Office	+1 (301) 713-7715	x	
6. Mobile					
C. Reviewer (Normally the Reporting Officer's Supervisor)					
1. Name	CAPT Devin R. Brakob	2. Position	Director, Commissioned Personnel Center	3. Grade	O6
4. Email	Director.cpc@noaa.gov	5. Office	+1 (301) 713-7711	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	CPC		
3. Division	Officer Career Mgmt. Div.	4. Branch	Officer Assignment Br.	5. Section or Team	
B. NOAA Goal/Subgoal		Mission Support		C. Program	
				Marine Operations and Maintenance	
D. NOAA Org Code	AN1200	E. NFC Org Code	540801000200000000	F. Project-Task	T8A2ANM

SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

The Chief, Officer Assignment Branch coordinates all the details associated with the assignment of officers. The incumbent will work closely with OMAO, the Director, CPC, the Commanding Officers of the Marine Centers, the Line Office Liaison Officers, and all NOAA Corps officers. The incumbent will be the principal point of contact for all questions regarding billets and assignments. The officer will serve as Secretary for the Officer Assignment Board (OAB), Command Advisory Board (CAB) and Aviation Advisory Board (AAB). The officer will be responsible for:

providing recommendations to the Director, NOAA Corps for all officers with the grade of Lieutenant and below;
the preparation of all OAB, CAB and AAB agendas;
the minutes of all OAB, CAB and AAB meetings;
the preparation of all assignment related correspondence; and
the initiation of all correspondence notifying officers that they are being considered for an assignment.

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

- Continually reviews all vacancies, assignment requests, and other inputs into the assignment process.
- Initiates/responds to all assignment related correspondence.
- Coordinate with Line Office Liaison Officers for all assignments in the grade of O3 and below.
- Schedules all Officer Assignment Board (OAB), Command Advisory Board (CAB), and Aviation Advisory Board (AAB) meetings.
- Prepares formal minutes of OAB, CAB and AAB meetings.
- Prepares recommendations for assignments to be presented at OAB, CAB, and AAB debriefs for Director, NOAA Corps approval.
- Provides the briefing to the Director, NOAA Corps on OAB, CAB and AAB recommendations.
- Work with CO-NCOTC for BOTC Officer placement based on fleet needs.
- Provides continual updates to CPC database based on approved assignments, resignations, retirements.
- Provides updates for officers' OPF Online for all PCS and TDY submissions.
- Provides monthly updates to the Assignments section of the CPC Website - Billet List and Approved Assignment postings.
- Works with individual officers to ensure billet descriptions' annual re-certifications are completed.
- Routes proposed new billet descriptions to Director, NOAA Corps for approval.
- Provides input/recommendations to improve the assignment process.
- Provide assistance to the other CPC Offices (i.e., Director's Office, Resource Management Division, and Officer Personnel - Management Division), as directed by supervisor.
- In the absence of the Chief, Officer Career Management Division (OCMD), can serve as Acting Chief, OCMD.

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

Technical + Operational + Leading and Managing + Executive Leadership = 100%

SECTION 6 - DUTIES AND RESPONSIBILITIES (continued)**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

2-4

Grades of personnel led

O2-O4

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

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

Leadership Prerequisite Comments (Optional)

Strong interpersonal skills, decision making and organizational skills are desired.

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)

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).

Educational requirements as upon entry into the Corps.
Proficient using Microsoft Word and Excel.
Familiarity with Line Office missions.

SECTION 10 - LEADERSHIP DEVELOPMENT

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

SECTION 11 - OPERATIONAL DEVELOPMENT

A. Marine Development	
<input type="checkbox"/> Officer of the Deck <input type="checkbox"/> Senior Watch Officer <input type="checkbox"/> ECDIS <input type="checkbox"/> Dynamic Positioning <input type="checkbox"/> Boat Deployment <input type="checkbox"/> MedPIC <input type="checkbox"/> Coxswain/OIC <input type="checkbox"/> HAZWOPER <input type="checkbox"/> AUV Deployment <input type="checkbox"/> U/W UAS Deployment <input type="checkbox"/> Buoy/Mooring Qualified <input type="checkbox"/> Trawl Qualified <input type="checkbox"/> Longline Qualified <input type="checkbox"/> Hydro Launch PIC <input type="checkbox"/> Foreign Port Calls	
B. Aviation Development	
<input type="checkbox"/> Co-Pilot <input type="checkbox"/> Pilot <input type="checkbox"/> Aircraft Commander <input type="checkbox"/> Mission Commander <input type="checkbox"/> Instructor Pilot <input type="checkbox"/> Hurricane Qualified <input type="checkbox"/> Alaska/Wilderness Qualified <input type="checkbox"/> Flight Meteorologist <input type="checkbox"/> International Flights <input type="checkbox"/> UAS Pilot	
C. Dive Development	
<input type="checkbox"/> Scientific Diver <input type="checkbox"/> Working Diver <input type="checkbox"/> Advanced Working Diver <input type="checkbox"/> Master Diver <input type="checkbox"/> Dive Master <input type="checkbox"/> Dive Medic <input type="checkbox"/> Unit Diving Supervisor	
D. Additional Operational Development (security clearances, special training) or Operational Development Comments (Optional)	
N/A	

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).

This billet provides the incumbent with the opportunity to work directly with all the Line Office Liaison Officers, officers of all grades, and with civilians supervising NOAA Corps officers. The incumbent is in an environment that continually develops their skills of tact, diplomacy, patience, forthrightness, communications, planning, and organization. This billet also provides the officer with the opportunity to exercise his/her writing and public speaking skills on a daily basis.

Opportunities for advanced training and career development are available and encouraged.

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

- Successfully facilitate bi-monthly OABs
- Successful completion of two CABs per calendar year (~March and September)
- Successfully facilitate annual OPS Officer Working Group (~January)
- Schedule and facilitate AABs as needed per AOC's request
- Maintain an average lead time for assignment approvals of 12-14 months before officer's rotation date
- Successful assignment of BOTC Officer Candidates based on fleet needs
- Maintain Billet Description Database and Annual Re-certifications
- Posting of updated Billet Lists and Approved Assignments within one week of approval by the Director, NOAA Corps
- Process Assignment OPF additions (PCS/TDY orders) within one week of upload

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 KUZIRIAN.STEPHEN.C.1275637170 Digitally signed by KUZIRIAN.STEPHEN.C.1275637170
Date: 2019.09.12 11:50:39 -04'00'

2. Date 2019-09-12

3. Name CDR Stephen C. Kuzirian, NOAA

4. Title/Position Chief, Officer Assignment 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  Digitally signed by TAYLOR.JEFFREY.C.1186767825
Date: 2019.09.24 11:53:00 -04'00'

2. Date 2019-09-24

3. Name CDR Jeffrey C. Taylor, NOAA

4. Title/Position Chief, Officer Career Management Division

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 

2. Date 10/1/2019

3. Name CAPT Devin R. Brakob, NOAA

4. Title/Position Director, Commissioned Personnel Center

D. Commissioned Personnel Center Endorsement

"I am the OMAO/CPC Officer Career Management Division representative. I recommend approval of this billet."

1. Signature 

2. Date 3 Oct 2019

3. Name CDR 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 **By Direction** and approve this billet."

1. Signature 

2. Date 10/1/2019

3. Name CAPT Devin R. Brakob, NOAA

4. Title/Position Director, Commissioned Personnel Center

Print Form

Submit to CPC (Reviewer Use Only)