NOAA Form 56-28A
(revised 9/25/009)

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

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION

A. Billet Number: 0793
B. Billet Title: Junior Officer, NOAA Ship Henry B. Bigelow
C. Grade Requested: O1 - ENS
D. Type of Submission: ANNUAL RECERTIFICATION
E. Minimum amount of overlap between incumbent officer/reporting officer for continuity of duties: No Overlap Required
F. Duty Type: SEA
G. Estimated Length of Assignment: 2 years

SECTION 2 - DUTY STATION ADDRESS AND CONTACT INFORMATION

A. Street Address: NOAA Ship Henry B. Bigelow
B. Street Address: 47 Chandler St
C. City: Newport
D. State: Rhode Island
E. Country: United States
F. Zip Code: 02841
G. Office: +1 (808) 684-1194 x
H. Mobile:
I. Fax:

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor

1. Name: LCDR Patrick L. Murphy, NOAA
2. Position: XO, NOAA Ship Henry B. Bigelow
3. Grade: O4
4. Email: xo.henry.bigelow@noaa.gov
5. Office: +1 (808) 684-1194 x
6. Mobile:

B. Reporting Officer (2nd Level Supervisor)

1. Name: LCDR Jeffrey Taylor, NOAA
2. Position: CO, NOAA Ship Henry B. Bigelow
3. Grade: O4
4. Email: co.henry.bigelow@noaa.gov
5. Office: +1 (808) 684-1194 x
6. Mobile:

C. Reviewer (Normally the Reporting Officer's Supervisor)

1. Name: CDR Stephanie A. Koes, NOAA
2. Position: Executive Officer, MOC-A
3. Grade: O5
4. Email: xo.moc.atlantic@noaa.gov
5. Office: +1 (757) 441-6257 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: MO
3. Division: MOC-A
4. Branch:
5. Section or Team:

B. NOAA Goal/Subgoal: Science and Technology Enterprise
C. Program: Marine Operations and Maintenance
D. NOAA Org Code:
E. NFC Org Code:
F. Project-Task:

SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

DOC Strategic Goal: Promote environmental stewardship

NOAA Mission: Science, Service, and Stewardship

NOAA Science and Technology Enterprise Objective: Accurate and reliable data from sustained and integrated Earth observing systems

OMAO Mission: To safely and efficiently operate NOAA ships and aircraft, incorporate emerging data acquisition technologies, and provide a specialized professional team responsive to NOAA programs

Safely navigate NOAA vessels and accomplish mission objectives.

SECTION 6 - DUTIES AND RESPONSIBILITIES

6A. Description of Duties and Responsibilities

The junior officer must finish their Officer of the Deck (OOD) workbook, and gain the OOD underway qualification to stand a navigation watch without direct supervision. This qualification puts to use the knowledge gained during BOTC to ensure the safe operation of the vessel. Furthermore, the OOD is responsible for mission accomplishment, security and integrity of the ship, while maintaining proper observance of Navigation Rules and Standing Orders. The OOD must also maintain bridge records and ship's log. In addition, the junior officer may perform any of the following collateral duties depending of the needs of the ship.

Collateral Duties:
- Navigation officer: corrects reviews and update navigation charts and publications; ensures planned voyages and bridge navigation equipment are consistent with prudent seamanship.
- Safety officer: Responsible for inspections and maintenance of all shipboard safety equipment. Plans and implements safety training and drills; coordinates preparations for fleet inspection.
- Property assistance: Maintains the ship's property inventory; arranges for the transfer and disposal of accountable property; maintains the on-line property database.
- Small boat manager: Ensures small boats follow OMAO Small Boat Program requirements; coordinate the safe use of small boats; ensures scheduled maintenance occurs and is recorded.
- Vessel security coordinator: Coordinates ship's security and ensures officers and crew follow the security plan.
- Mess treasurer: Manages mess bills following NOAA requirements.
- Imprest officer: Manages ship's Imprest Fund following required protocols; handles reimbursements and payment of commuted subsistence.
- Vehicle officer: Maintains vehicle logs and arranges vehicle maintenance.
- Ship's store officer: Maintains inventory, conducts sales, and manages.

Additional responsibilities:
- Provides the XO with performance comments for JO OERs.
- Is familiar with all aspects of vessel operations. By understanding the operations, the junior officer can identify and rectify unsafe practices.

Gain familiarity with mission profiles, activities, and technologies.

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

Technical	40	+ Operational	50	+ Leading and Managing	10	+ 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

Grades of supervised personnel

Will the Officer lead people, but has no supervisory responsibilities? ◉ Yes ○ No Number of personnel led 1-5

Grades of personnel led WM, Scientists, other Junior Officers

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):

As an OOD, the JO serves as a direct representative of the CO and will be responsible for assisting in managing the ship, small boats, computers, shipboard cash fund, government vehicles, shipboard property, shoreside facilities, and other items related to the ship and its mission.

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)

During prior completion of Basic Officer Training Class (BOTC), demonstrated solid foundation in the competencies for Leading Self and showed potential for assuming greater leadership responsibility.

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)

- Meet physical standards for officers on sea duty as required by OMAO Medical Services Division
- Secret security clearance
- Current Official US Passport
- Successful completion Basic Officer Training Class (BOTC)
- USCG STCW

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 for entry into the NOAA Corps.
- Familiar with the practical aspects of the officer personnel system: OERs, records (OPF Online), payroll (leave), awards, training, promotion process, etc.
- Familiar with travel regulations and the procedures associated with authorizations and vouchers.
- Familiar with NOAA Corps Directives, structure/chain of command for uniformed service.

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)

This officer will have increasing responsibilities that will prepare him/her for future assignments. The officer will be given numerous opportunities to lead self and others. Adaptability and Interpersonal skills learned during the first sea tour will be essential for a successful career in NOAA Corps. Officer should ensure they receive competencies that will prepare them to be competitive for a Operations Officer tour.

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)

Officer will become proficient in all shipboard small boat operations, conning the vessel in and out of port, conning the vessel to/from the pier.

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).

- Learn specifics of NOAA vessel and program's mission.
- NOAA Corps officer personnel system: OERs, records (OPF Online), payroll (leave), awards, training, promotion process, etc.
- Travel regulations and the procedures associated with authorizations and vouchers.
- Procurement authorization and tracking with respect to purchase cards and purchase orders.

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

- Qualification as OOD In-port and Underway.
- Successful performance of JO duties indicates potential for assuming greater leadership responsibilities.
- Recommendation by supervisor for a future sea assignment as Operations Officer.
- Recommendation by Command for promotion.

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 MURPHY.PATRICK.LIAM.1015161848 Digitally signed by MURPHY PATRICK LIAM 1015161848 DN: c=US, o=U.S. Government, ou=DoD, ou=PKI, ou=NOAA, cn=MURPHY PATRICK LIAM 1015161848 Date: 2016.06.09 15:57:10 -04'00'

2. Date 2016-06-09

3. Name LCDR Patrick L. Murphy, NOAA

4.Title/Position XO, NOAA Ship Henry B. Bigelow

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 MURPHY.PATRICK.LIAM.1015161848 Digitally signed by MURPHY PATRICK LIAM 1015161848 DN: c=US, o=U.S. Government, ou=DoD, ou=PKI, ou=NOAA, cn=MURPHY PATRICK LIAM 1015161848 Date: 2016.06.09 15:57:44 -04'00'

2. Date 2016-06-09

3. Name LCDR Patrick L. Murphy, NOAA

4.Title/Position XO, NOAA Ship Henry B. Bigelow

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 KOES.STEPHANIE.A.1249243759 Digitally signed by KOES.STEPHANIE.A.1249243759 Date: 2016.06.09 17:22:44 -04'00'

2. Date 2016-06-09

3. Name CDR Stephanie A. Koes, NOAA

4.Title/Position Executive Officer, MOC-A

D. Commissioned Personnel Center Endorsement

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

1.Signature BRAKOB.DEVIN.ROY.1045507200 Digitally signed by BRAKOB.DEVIN.ROY.1045507200 Date: 2016.06.10 09:43:11 -04'00'

2. Date 2016-06-10

3. Name CDR Devin R. Brakob, NOAA

4.Title/Position Chief, Officer Career Management Division

D. Director, NOAA Corps Endorsement

"I am the Director, NOAA Corps and I approve this billet."

1.Signature M Adams, CAPT/NOAA By Direction

2. Date 04 AUG 2016

3. Name RADM David A. Score, NOAA

4.Title/Position Director, NOAA Corps

Print Form

Submit to CPC (Reviewer Use Only)