D. NOAA Org Code

F. Project-Task

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION A. Billet Number B. Billet Title C. Grade Requested D. Type of Submission E. Minimum amount of overlap between incumbent officer/reporting officer for continuity of duties F. Duty Type G. Estimated Length of Assignment SECTION 2 - DUTY STATION ADDRESS AND CONTACT INFORMATION B. Street Address A. Street Address C. City D. State E. Country F. Zip Code G. Office H. Mobile Χ I. Fax SECTION 3 - OFFICER EVALUATION REPORTING A. Supervisor 2. Position 3. Grade 1. Name 4. Email 5. Office 6. Mobile Х B. Reporting Officer (2nd Level Supervisor) 2. Position 1. Name 3. Grade 4. Email 5. Office Х 6. Mobile C. Reviewer (Normally the Reporting Officer's Supervisor) 1. Name 2. Position 3. Grade 4. Email 5. Office 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 2. Office, Center, or Lab 3. Division 4. Branch 5. Section or Team B. NOAA Goal/Subgoal C. Program

E. NFC Org Code

SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW					
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					
6B. Division of Duties and Responsibilities, Total Must = 100%					
Technical + Operational + Leading and Managing + Executive Leadership = 100%					

SECTION 6 - I	DUTIES AND RESPO	ONSIBILITIES (continued)
6C. Resources M	lanaged	
1. Human		
Does the Officer	supervise personnel?	○ Yes ○ No Number of personnel supervised
Grades of super	rvised personnel	
Will the Officer le	ead people, but has no su	pervisory responsibilities? Yes No Number of personnel led
Grades of perso	onnel led	
2. Fiscal		
Will the Officer h	nave budget responsibility	Pollar Amount (K)
		onsible for managing Government assets such as ships, aircraft, boats, etc? If so, list scription and when known, replacement value (indicate if estimated):
SECTION 7 - I	LEADERSHIP PRER	FOUISITES
GRADE	LEADERSHIP MATURITY LEVEL	LEADERSHIP COMPETENCIES NEEDED FOR THIS BILLET
ENS (O1)	Leading Self	☐ Core Values & Conduct ☐ Health & Well Being ☐ Responsibility
		☐ Followership ☐ Adaptability
LTIC (O2)		☐ Interpersonal Skills ☐ Continuous Learning ☐ Technical Proficiency
LTJG (O2)	Leading Others	☐ Listening ☐ Speaking
1.7 (00)		☐ Writing ☐ Team Building ☐ Leveraging Diversity
LT (O3)		☐ Influencing Others ☐ Developing Others ☐ Execution
1.000.000	Leading Performance and Change	☐ Decisiveness ☐ Problem Solving ☐ Conflict Management
LCDR (O4)		☐ Customer Focus ☐ Entrepreneurship
CDR (O5)		☐ Creativity & Innovation ☐ Human Capital Management
ODIT (03)		☐ Financial Management ☐ Technology Management
CAPT (O6)	Loading Organizations	☐ External Awareness ☐ Strategic Thinking ☐ Political Savvy
and RADM (07/08)	Leading Organizations	☐ Vision ☐ Partnering
_eadership Prere	quisite Comments (Option	nal)

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).

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)		☐ Interpersonal Skills ☐ Continuous Learning ☐ Technical Proficiency ☐ Listening ☐ Speaking				
LT (O3)	Leading Others	☐ 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					
SECTION 11	- OPERATIONAL DE	VELOPMENT				
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 Hydro Launch PIC Foreign Port Calls						
B. Aviation Devel	lopment					
□ 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 Diver Dive Master						
☐ Unit Diving Supervisor						
D. Additional Operational Development (security clearances, special training) or Operational Development Comments (Optional)						

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personnel; contracting survey, ABYC, ABS, F	tions, knowledge, skills or abilities to be developed in this billet. For example: budget (MARS, CBS); ng (COTR, Warrants); Scientific (IHO Cateogry A, scientific papers/publications, GIS); engineering (ma FAA); regulatory (US Code, CFR); information technology (databases, networks, programming).	irine
	RITICAL SUCCESS CRITERIA rable performance goals which would represent successful performance in this billet.	

SECTION 14 - ROUTING, REVIEW, RECOMMENDATION AND APPROVAL

A. Developer's Statement				
"I certify that I have written this billet description and cer	tify that it is a true	and correct rep	resentation of the bill	et."
1.Signature		2. Date		
3. Name	4.Title/Position			
B. Supervisor's Statement				
"I have reviewed this billet description and certify that it i	s a true and corre	ect representation	n of this billet "	
1.Signature		2. Date		
3. Name	4.Title/Position			
C. Reviewing Officer's Statement				
"I have reviewed this billet description and certify that thi	s billet is a priority	y for my Line, St	aff, or Headquarters	Office."
1.Signature		2. Date		
3. Name	4.Title/Position			
D. Commissioned Personnel Center Endorsement				
"I am the OMAO/CPC Officer Career Management Division	n representative.	I recommend	of the	nis billet."
1.Signature		2. Date		
3. Name	4.Title/Position			
E. Director, NOAA Corps Endorsement				
"I am the	a	and I	this billet."	
1.Signature		2. Date		
3. Name	4.Title/Position			