NOAA Form 56-28A	
(revised 9/25/2009)	

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION

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

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 - DUTIES AND RESPONSIBILITIES (continued)
6C. Resources Managed
1. Human
Does the Officer supervise personnel? O Yes O No Number of personnel supervised
Grades of supervised personnel
Will the Officer lead people, but has no supervisory responsibilities? O Yes O No Number of personnel led
Grades of personnel led
2. Fiscal
Will the Officer have budget responsibility? 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)		Core Values & Conduct Health & Well Being Responsibility
ENS (OT)	Leading Self	Followership Adaptability
LTJG (O2)		Interpersonal Skills Continuous Learning Technical Proficiency
L13G (02)		Listening Speaking
LT (O3)	Leading Others	Writing Team Building Leveraging Diversity
		Influencing Others Developing Others Execution
LCDR (O4) Lea	Leading Performance and Change	Decisiveness Problem Solving Conflict Management
		Customer Focus Entrepreneurship
CDR (05)		Creativity & Innovation Human Capital Management
	Financial Management Technology Management	
CAPT (O6) and	Leading Organizations	External Awareness Strategic Thinking Political Savvy
RADM (07/08)		Vision Partnering
Leadership Prerequisite Comments (Optional)		

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 COMPETENCIES DEVELOPED IN THIS BILLET
	MATURITY LEVEL	
ENS (O1)	Leading Calf	Core Values & Conduct Health & Well Being Responsibility
	Leading Self	Followership Adaptability
		Interpersonal Skills Continuous Learning Technical Proficiency
LTJG (O2)		Listening Speaking
	Leading Others	Writing Team Building Leveraging Diversity
LT (O3)		☐ Influencing Others ☐ Developing Others ☐ Execution
LCDR (O4)	Leading Performance	Decisiveness Problem Solving Conflict Management
	and Change	Customer Focus Entrepreneurship
CDR (05)		Creativity & Innovation Human Capital Management
CDR (05)		Financial Management Technology Management
CAPT (06)		External Awareness Strategic Thinking Political Savvy
and RADM (07/08)	Leading Organizations	Vision Partnering
Leadership Deve	lopment Comments (Opti	onal)
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 Deve	lopment	
🗌 Co Pilot 🔲 Pilot 🔲 Aircraft Commander 🗌 Mission Commander 🗍 Instructor Pilot 🗌 Hurricane Qualified		

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)			

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).

SECTION 13 - CRITICAL SUCCESS CRITERIA

Provide brief measurable 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 certify that it is a true and correct representation of the billet."		
1.Signature	2. Date	
3. Name	4.Title/Position	
B. Supervisor's Statement		
"I have reviewed this billet description and c	ertify that it is a true and correct representation of this billet "	
1.Signature	2. Date	
3. Name	4.Title/Position	
C. Reviewing Officer's Statement		
"I have reviewed this billet description and c	ertify that this billet is a priority for my Line, Staff, or Headquarters Office."	
1.Signature	2. Date	
3. Name	4.Title/Position	
D. Commissioned Personnel Center Endorsem	nent	
"I am the OMAO/CPC Officer Career Manage	ement Division representative. I recommend of this billet."	
1.Signature	2. Date	
3. Name	4.Title/Position	
E. Director, NOAA Corps Endorsement		
"I am the	and I this billet."	
1.Signature	2. Date	
3. Name	4.Title/Position	