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  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  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  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  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

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 30  +  Operational 10  +  Leading and Managing 50  +  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 2-4

Grades of personnel led 02-04

2. Fiscal

Will the Officer have budget responsibility? ☐ Yes ☐ 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

<table>
<thead>
<tr>
<th>GRADE</th>
<th>LEADERSHIP MATURITY LEVEL</th>
<th>LEADERSHIP COMPETENCIES NEEDED FOR THIS BILLET</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENS (01)</td>
<td>Leading Self</td>
<td>☒ Core Values &amp; Conduct ☒ Health &amp; Well Being ☒ Responsibility</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☒ Followership ☒ Adaptability</td>
</tr>
<tr>
<td>LTJG (02)</td>
<td>Leading Others</td>
<td>☒ Interpersonal Skills ☒ Continuous Learning ☒ Technical Proficiency</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☒ Listening ☒ Speaking</td>
</tr>
<tr>
<td>LT (03)</td>
<td>Leading Performance and Change</td>
<td>☒ Writing ☒ Team Building ☒ Leveraging Diversity</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☒ Influencing Others ☒ Developing Others ☒ Execution</td>
</tr>
<tr>
<td>LCDR (04)</td>
<td>Leading Organizations</td>
<td>☒ Decisiveness ☒ Problem Solving ☒ Conflict Management</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☒ Customer Focus ☒ Entrepreneurship</td>
</tr>
<tr>
<td>CDR (05)</td>
<td></td>
<td>☐ Creativity &amp; Innovation ☐ Human Capital Management</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☐ Financial Management ☐ Technology Management</td>
</tr>
<tr>
<td>CAPT (06) and RADM (07/08)</td>
<td>Leading Organizations</td>
<td>☐ External Awareness ☐ Strategic Thinking ☐ Political Savvy</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☐ Vision ☐ Partnering</td>
</tr>
</tbody>
</table>

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 Category 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

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<tr>
<th>GRADE</th>
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<th>LEADERSHIP COMPETENCIES DEVELOPED IN THIS BILLET</th>
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<td>Leading Self</td>
<td>Core Values &amp; Conduct  ☑️  Health &amp; Well Being ☑️  Responsibility ☑️</td>
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<td></td>
<td></td>
<td>Vision  ☑️  Partnering  ☑️</td>
</tr>
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Leadership Development Comments (Optional)

### 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)

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."

<table>
<thead>
<tr>
<th>Signature</th>
<th>KUZIRIAN.STEPHEN.C.1275637170</th>
<th>Date: 2019-09-12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>CDR Stephen C. Kuzirian, NOAA</td>
<td>Title/Position</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Chief, Officer</td>
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<td></td>
<td></td>
<td>Assignment Branch</td>
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</tbody>
</table>

### B. Supervisor's Statement

"I have reviewed this billet description and certify that it is a true and correct representation of this billet."

<table>
<thead>
<tr>
<th>Signature</th>
<th>TAYLOR.JEFFREY.C.14078767825</th>
<th>Date: 2019-09-24</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>CDR Jeffrey C. Taylor, NOAA</td>
<td>Title/Position</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Chief, Officer</td>
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<tr>
<td></td>
<td></td>
<td>Career Management Division</td>
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</tbody>
</table>

### 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."

<table>
<thead>
<tr>
<th>Signature</th>
<th>CAPT Devin R. Brakob, NOAA</th>
<th>Date: 10/11/2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>CAPT Devin R. Brakob, NOAA</td>
<td>Title/Position</td>
</tr>
<tr>
<td></td>
<td>Director, Commissioned Personnel Center</td>
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</tbody>
</table>

### D. Commissioned Personnel Center Endorsement

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

<table>
<thead>
<tr>
<th>Signature</th>
<th>CDR Jeffrey C. Taylor, NOAA</th>
<th>Date: 3 Oct 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>CDR Jeffrey C. Taylor, NOAA</td>
<td>Title/Position</td>
</tr>
<tr>
<td></td>
<td>Chief, Officer Career Management Division</td>
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</tr>
</tbody>
</table>

### E. Director, NOAA Corps Endorsement

"I am the authorized representative of the Director, NOAA Corps. I approve this billet."

<table>
<thead>
<tr>
<th>Signature</th>
<th>CAPT Devin R. Brakob, NOAA</th>
<th>Date: 10/11/2019</th>
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