

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION

| | | | | | |
|---|---------------------|-----------------------------------|---|--|--|
| A. Billet Number | 0734 | B. Billet Title | Junior Officer, NOAA Ship Thomas Jefferson (TJ) | | |
| 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 Thomas Jefferson | B. Street Address | 439 West York Street | | | | |
| C. City | Norfolk | D. State | Virginia | E. Country | United States | F. Zip Code | 23510 |
| G. Office | +1 (757) 441-6322 | x | | H. Mobile | +1 (757) 647-0187 | I. Fax | |

SECTION 3 - OFFICER EVALUATION REPORTING

| | | | | | | | |
|---|------------------------------|-------------|--------------------------------|----------|----|-----------|-------------------|
| A. Supervisor | | | | | | | |
| 1. Name | LCDR Meghan McGovern | 2. Position | XO, NOAA Ship Thomas Jefferson | 3. Grade | O4 | | |
| 4. Email | xo.thomas.jefferson@noaa.gov | 5. Office | +1 (757) 441-6322 | x | | 6. Mobile | +1 (757) 647-0187 |
| B. Reporting Officer (2nd Level Supervisor) | | | | | | | |
| 1. Name | CDR Briana Hillstrom | 2. Position | CO, NOAA Ship Thomas Jefferson | 3. Grade | O5 | | |
| 4. Email | co.thomas.jefferson@noaa.gov | 5. Office | +1 (757) 441-6322 | x | | 6. Mobile | +1 (757) 647-0187 |
| C. Reviewer (Normally the Reporting Officer's Supervisor) | | | | | | | |
| 1. Name | CDR Matthew Jaskoski | 2. Position | XO, 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

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

OOD underway: responsible for the safe navigation of the vessel, mission accomplishment, security and integrity of the ship, the proper observance of the Navigation Rules, maintenance of route bridge records and ship's log and bridge team management.
OOD In port: responsible to the Commanding Officer for the safety of the ship and equipment, ensures that all standing orders and other special instructions are carried out, assist the Executive Officer in supervision of the work of the various departments.
Hydrographer in-charge of a survey launch: responsible to acquire quality data on all systems aboard the survey launch.
Hydrographic Data Processor: responsible to process Side Scan Sonar and Multi-beam data using established procedures.
Survey Sheet Manager: Responsible to create line plans for all systems using accepted methodology, develop plan-of-the-day for the survey sheet and write the Descriptive Report for the survey. Collateral duties as assigned.

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

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) | 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 type="checkbox"/> Writing <input type="checkbox"/> Team Building <input type="checkbox"/> Leveraging Diversity <input type="checkbox"/> Influencing Others <input type="checkbox"/> Developing Others <input type="checkbox"/> Execution |
| LCDR (O4) | | <input type="checkbox"/> Decisiveness <input type="checkbox"/> Problem Solving <input type="checkbox"/> Conflict Management <input type="checkbox"/> Customer Focus <input type="checkbox"/> Entrepreneurship |
| CDR (O5) | Leading Performance and Change | <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) | | <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)

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)

Successful completion of Basic Officer Training Class (BOTC) or successful completion of all REFTRA modules within the previous 12 months of reporting date or having met recency requirements as set forth in "Refresher Training" found in Chapter 4 of NOAA Corps regulations. An officer who holds a valid USCG license may be required to complete some training prior to reporting. This will be addressed on a case by case basis.

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).

Per NOAA Corps entry standards.

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 type="checkbox"/> Conflict Management <input checked="" type="checkbox"/> Customer Focus <input type="checkbox"/> Entrepreneurship |
| CDR (O5) | Leading Performance and Change | <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) | | <input type="checkbox"/> External Awareness <input type="checkbox"/> Strategic Thinking <input type="checkbox"/> Political Savvy <input type="checkbox"/> Vision <input type="checkbox"/> Partnering |
| 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)

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 prepares the incumbent for future assignments in OCS and other NOS offices. Further, this billet provides experience for future sea tours as an Operations Officer.

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

- Qualification as OOD In-port, At Anchor, and Underway.
- Successful performance of JO duties indicates potential for assuming greater leadership responsibilities.
- Qualification at Hydrographer in-charge of survey launch.
- 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 MCGOVERN.MEGHAN.ELIZA BETH.1284020495 Digitally signed by MCGOVERN.MEGHAN.ELIZABETH.1284020495
DN: c=US, o=U.S. Government, ou=DoD, ou=PKI, ou=NOAA,
sn=MCGOVERN.MEGHAN.ELIZABETH.1284020495
Date: 2019.07.29 11:49:11 -0400 2. Date 7/29/2019

3. Name LCDR Meghan McGovern 4. Title/Position Executive Officer, NOAA TJ

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 Briana Hillstrom Digitally signed by HILLSTROM.BRIANA.WELTON.1267667531
Date: 2019.08.05 10:47:16 -04'00' 2. Date 05AUG2019

3. Name CDR Briana Hillstrom 4. Title/Position Commanding Officer, NOAA TJ

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 Matthew Jaskoski Digitally signed by JASKOSKI.MATTHEW.J.1275636262
Date: 2019.08.13 12:53:42 -04'00' 2. Date 2019-08-13

3. Name CDR Matthew Jaskoski 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 Jeffrey C. Taylor CDR/NOAA 2. Date 28 Aug 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 and I approve this billet."

1. Signature Devin R. Brakob CAPT, NOAA **By Direction** 2. Date 8/29/2019

3. Name CAPT Devin R. Brakob, NOAA 4. Title/Position Director, Commissioned Personnel Center

Print Form

Submit to CPC (Reviewer Use Only)