

## NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

### SECTION 1 - GENERAL INFORMATION

A. Billet Number	0735	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

<p><b>A. Marine Development</b></p> <input checked="" type="checkbox"/> Officer of the Deck <input type="checkbox"/> Senior Watch Officer <input checked="" type="checkbox"/> ECDIS <input checked="" type="checkbox"/> Dynamic Positioning <input checked="" type="checkbox"/> Boat Deployment <input checked="" type="checkbox"/> MedPIC <input checked="" type="checkbox"/> Coxswain/OIC <input checked="" type="checkbox"/> HAZWOPER <input type="checkbox"/> AUV Deployment <input type="checkbox"/> U/W UAS Deployment <input checked="" type="checkbox"/> Buoy/Mooring Qualified <input type="checkbox"/> Trawl Qualified <input type="checkbox"/> Longline Qualified <input checked="" type="checkbox"/> Hydro Launch PIC <input type="checkbox"/> Foreign Port Calls
<p><b>B. Aviation Development</b></p> <input type="checkbox"/> Co-Pilot <input type="checkbox"/> Pilot <input type="checkbox"/> Aircraft Commander <input type="checkbox"/> Mission Commander <input type="checkbox"/> Instructor Pilot <input type="checkbox"/> Hurricane Qualified <input type="checkbox"/> Alaska/Wilderness Qualified <input type="checkbox"/> Flight Meteorologist <input type="checkbox"/> International Flights <input type="checkbox"/> UAS Pilot
<p><b>C. Dive Development</b></p> <input type="checkbox"/> Scientific Diver <input type="checkbox"/> Working Diver <input type="checkbox"/> Advanced Working Diver <input type="checkbox"/> Master Diver <input type="checkbox"/> Dive Master <input type="checkbox"/> Dive Medic <input type="checkbox"/> Unit Diving Supervisor
<p><b>D. Additional Operational Development (security clearances, special training) or Operational Development Comments (Optional)</b></p> <div style="height: 80px;"></div>

## 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: cn=US, o=U.S. Government, ou=DoD, ou=PKI, ou=NOAA,  
email=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, NOAAS 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, NOAAS 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."

**By Direction**

1. Signature Devin R. Brakob CAPT, NOAA 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)