NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION

<table>
<thead>
<tr>
<th>A. Billet Number</th>
<th>0737</th>
<th>B. Billet Title</th>
<th>Junior Officer, NOAA Ship Thomas Jefferson (TJ)</th>
</tr>
</thead>
<tbody>
<tr>
<td>C. Grade Requested</td>
<td>O1 - ENS</td>
<td>D. Type of Submission</td>
<td>ANNUAL RECERTIFICATION</td>
</tr>
<tr>
<td>E. Minimum amount of overlap between incumbent officer/reporting officer for continuity of duties</td>
<td>No Overlap Required</td>
<td></td>
<td></td>
</tr>
<tr>
<td>F. Duty Type</td>
<td>SEA</td>
<td>G. Estimated Length of Assignment</td>
<td>2 years</td>
</tr>
</tbody>
</table>

SECTION 2 - DUTY STATION ADDRESS AND CONTACT INFORMATION

<table>
<thead>
<tr>
<th>A. Street Address</th>
<th>NOAA Ship Thomas Jefferson</th>
<th>B. Street Address</th>
<th>439 West York Street</th>
</tr>
</thead>
<tbody>
<tr>
<td>C. City</td>
<td>Norfolk</td>
<td>D. State</td>
<td>Virginia</td>
</tr>
<tr>
<td>F. Zip Code</td>
<td>23510</td>
<td></td>
<td></td>
</tr>
<tr>
<td>G. Office</td>
<td>+1 (757) 441-6322</td>
<td>H. Mobile</td>
<td>+1 (757) 647-0187</td>
</tr>
</tbody>
</table>

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 |
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 |
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 |
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

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 40 + Operational 40 + Leading and Managing 20 + 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 1-5

Grades of personnel led [WLM, Scientists, other Junior Officers]

2. Fiscal

Will the Officer have budget responsibility?  ☐ 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>☐ Decisiveness ☐ Problem Solving ☐ Conflicts Management</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☐ Customer Focus ☐ Entrepreneurship</td>
</tr>
<tr>
<td>LCDR (04)</td>
<td>Leading Organizations</td>
<td>☐ Creativity &amp; Innovation ☐ Human Capital Management</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☐ Financial Management ☐ Technology Management</td>
</tr>
<tr>
<td>CDR (05)</td>
<td></td>
<td>☐ External Awareness ☐ Strategic Thinking ☐ Political Savvy</td>
</tr>
<tr>
<td>CAPT (06)</td>
<td></td>
<td>☐ Vision ☐ Partnering</td>
</tr>
<tr>
<td>and RADM (07/08)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>GRADE</th>
<th>LEADERSHIP MATURITY LEVEL</th>
<th>LEADERSHIP COMPETENCIES DEVELOPED IN 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>
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<tr>
<td></td>
<td></td>
<td>☑ Followership ☑ Adaptability</td>
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<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 Performance and Change</td>
<td>☑ Decisiveness ☑ Problem Solving ☑ Conflict Management</td>
</tr>
<tr>
<td></td>
<td></td>
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<td>☐ External Awareness ☐ Strategic Thinking ☐ Political Savvy</td>
</tr>
<tr>
<td>and RADM (07/08)</td>
<td></td>
<td>☐ Vision ☐ Partnering</td>
</tr>
</tbody>
</table>

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.
### 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>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meghan McGovern</td>
<td>7/29/2019</td>
</tr>
</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>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Briana Hillstrom</td>
<td>05/AUG/2019</td>
</tr>
</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>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Matthew Jaskoski</td>
<td>2019-08-13</td>
</tr>
</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>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jeffrey C. Taylor, NOAA</td>
<td>08/AUG/2019</td>
</tr>
</tbody>
</table>

#### E. Director, NOAA Corps Endorsement

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

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Devin R. Brakob, NOAA</td>
<td>08/29/2019</td>
</tr>
</tbody>
</table>

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**Print Form**

**Submit to CPC (Reviewer Use Only)**