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

U.S. Department of Commerce
National Oceanic and Atmospheric Administration

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION

A. Billet Number | B. Billet Title

C. Grade Requested | D. Type of Submission

E. Minimum amount of overlap between incumbent officer/reporting officer for continuity of duties

F. Duty Type | G. Estimated Length of Assignment

SECTION 2 - DUTY STATION ADDRESS AND CONTACT INFORMATION

A. Street Address | B. Street Address

C. City | D. State | E. Country (United States) | F. Zip Code

G. Office | x | 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. Program

D. NOAA Org Code | E. NFC Org Code | F. Project-Task

SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

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? ◯ Yes ◯ No Number of personnel supervised

Grades of supervised personnel i.e., GS-7 to GS-12, O1 to O3

Will the Officer lead people, but has no supervisory responsibilities? ◯ Yes ◯ No Number of personnel led

Grades of personnel led i.e., GS-7 to GS-12, O1 to O3

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	☐ Core Values & Conduct ☐ Health & Well Being ☐ Responsibility ☐ Followership ☐ Adaptability
LTJG (O2)	Leading Others	☐ Interpersonal Skills ☐ Continuous Learning ☐ Technical Proficiency ☐ Listening ☐ Speaking
LT (O3)		☐ Writing ☐ Team Building ☐ Leveraging Diversity ☐ Influencing Others ☐ Developing Others ☐ Execution
LCDR (O4)	Leading Performance and Change	☐ Decisiveness ☐ Problem Solving ☐ Conflict Management ☐ Customer Focus ☐ Entrepreneurship
CDR (O5)		☐ Creativity & Innovation ☐ Human Capital Management ☐ Financial Management ☐ Technology Management
CAPT (O6) and RADM (O7/O8)	Leading Organizations	☐ External Awareness ☐ Strategic Thinking ☐ Political Savvy ☐ 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 MATURITY LEVEL	LEADERSHIP COMPETENCIES DEVELOPED IN THIS BILLET
ENS (O1)	Leading Self	☐ Core Values & Conduct ☐ Health & Well Being ☐ Responsibility ☐ Followership ☐ Adaptability
LTJG (O2)	Leading Others	☐ Interpersonal Skills ☐ Continuous Learning ☐ Technical Proficiency ☐ Listening ☐ Speaking
LT (O3)		☐ Writing ☐ Team Building ☐ Leveraging Diversity ☐ Influencing Others ☐ Developing Others ☐ Execution
LCDR (O4)	Leading Performance and Change	☐ Decisiveness ☐ Problem Solving ☐ Conflict Management ☐ Customer Focus ☐ Entrepreneurship
CDR (O5)		☐ Creativity & Innovation ☐ Human Capital Management ☐ Financial Management ☐ Technology Management
CAPT (O6) and RADM (O7/O8)	Leading Organizations	☐ External Awareness ☐ Strategic Thinking ☐ Political Savvy ☐ Vision ☐ 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 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 certify 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 certify 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 Endorsement

"I am the OMAO/CPC Officer Career Management 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

Print Form

Submit to CPC (Reviewer Use Only)

NOAA FORM 56-28A NOAA CORPS BILLET DESCRIPTION INSTRUCTIONS

ANNUAL RECERTIFICATION SUBMISSION SCHEDULE

NOAA Corps Billet Descriptions are to be recertified on an annual basis for currently filled (authorized) billets. Recertification is designed to coincide with Officer Evaluation System reporting requirements. The following submission schedule is derived from the date when completed OERs are due to CPC (45 days following the end of a standard reporting period):

- Rear Admiral – Recertified/Updated NF56-28A due to CPC not later than February 15.
- Captain - Recertified/Updated NF56-28A due to CPC not later than December 15.
- Commander - Recertified/Updated NF56-28A due to CPC not later than December 15.
- Lieutenant Commander - Recertified/Updated NF56-28A due to CPC not later than January 15.
- Lieutenant - Recertified/Updated NF56-28A due to CPC not later than January 15.
- Lieutenant (Junior Grade) - Recertified/Updated NF56-28A due to CPC not later than March 15.
- Ensign - Recertified/Updated NF56-28A due to CPC by not later than March 15.

New billet descriptions may be submitted to CPC at any time.

SECTION 1 – GENERAL INFORMATION

1.A. Billet Number – Provide the four digit billet number. If the submission is a new billet or a significant change to an existing billet, and a new billet number is needed or desired, leave this field blank. A new billet number will be assigned by CPC.

1.B. Billet Title – Provide a title for the billet. Although this field will accept text up to the size of the visible area, billet titles are limited to 42 characters. Billet Title is a required form field.

1.C. Grade Requested – Select the rank being requested to fill the billet. If there is doubt as to the proper rank to assign to the billet, select “not sure”. The actual rank assigned to the billet will be determined by CPC based upon an evaluation of the billet description against the responsibility and leadership competencies detailed in the NOAA Corps Leadership Framework.

1.D. Type of Submission – Select the reason why the billet description is being submitted. There are several common types of submissions. If the reason for submission is not listed, the field accepts custom text entry. If unsure of the reason for submission, enter/type “not sure” in this field. Type of Submission is a required field.

1.E. Minimum amount of overlap between incumbent officer/reporting officer for continuity of duties – Select the minimum amount of time required for successful transfer of duties between an incumbent officer and a reporting officer.

1.F. Duty Type – Select the type of duty from the drop-down list. If you are unsure of the type of duty, select “not sure”. Duty Type is a required form field.

1.G. Estimated Length of Assignment – Select the desired length of assignment from the drop-down list. 60 months assignments are reserved for operational flight billets. Fixed shore billets are normally 36 months.

Sea billets vary in length in the range of 20 months to 36 months. For more information regarding the appropriate length of assignment for the billet please contact the Chief, Officer Career Management Division.

SECTION 2 – DUTY STATION ADDRESS AND CONTACT INFORMATION

2.A. through 2.I. – Provide billet address and contact information. The duty station zip code and office phone number are required fields. The zip code is necessary to ensure accurate payment of entitlements. For new billets, provide the supervisor's contact information. If a new billet will NOT be co-located at the supervisor's duty station, provide as much information as possible regarding the planned duty station for the billet.

SECTION 3 – OFFICER EVALUATION REPORTING

Provide the name, title/position, grade, and contact information for the people who will comprise the officer evaluation report (OER) rating chain. The names and office phone number for each individual in the OER rating chain are required fields. Billet descriptions will not be approved unless there are, at a minimum, the names of the people and contact phone numbers who will fulfill specific OER duties.

3.A. Supervisor – Self explanatory.

3.B. Reporting Officer – Normally the supervisor of the individual named in 3.A.

3.C. Reviewer – OER Reviewers are typically senior NOAA Corps Officers assigned to a Line Office (i.e., Line Office Liaison Officers), or senior NOAA civilian employees (GS-15 or equivalent and higher) associated with a NOAA Program, or the Commanding Officer of a ship, Marine Operations Center, or Aircraft Operations Center.

For more information on the proper designation of members for the OER Rating Chain, consult the NOAA Corps Officer Evaluation System Manual or contact the CPC OER Administrator.

SECTION 4 – ACCOUNTING AND ORGANIZATION

4.A. Organizational Hierarchy – Provide the hierarchal organization for the billet. Start with the highest organizational unit and use common organizational abbreviations. For example, NOAA Ship OREGON II would be represented by OMAO/MAOC/MOC-A/R2. The Coast Survey Development Laboratory would be represented by NOS/OCS/CSDL

4.B. NOAA Goal/Sub-goal – Provide the PPBES goal and sub-goal that this billet will support. Information relating to the NOAA Goal Teams and respective sub-goals can be found on the NOAA Office of Program Planning and Integration's website: www.ppi.noaa.gov. The five NOAA Goals are: Ecosystems, Climate, Weather & Water, Commerce & Transportation, and Mission Support. If more than one goal or sub-goal is served, provide the names of each goal served. NOAA ships and aircraft fall under the Mission Support goal and Fleet Services sub-goal.

4.C. Program – Provide the title of the NOAA program code (Accounting Code Classification Structure) for this billet. If the billet contributes to more than one program, provide the title of the primary program served. Billets aboard NOAA Ships fall under the Marine Operations and Maintenance program. Billets aboard NOAA aircraft fall under the Aircraft Services program, billets aboard NOAA ships fall under the Marine Operations and Maintenance program.

4.D. NOAA Org Code – Provide the NOAA organization code. NOAA organization codes are alpha-numeric strings of 6 characters starting with 2 alphabetical characters followed by 4 numeric characters. OMAO HQ's NOAA organization code is AN8000.

4.E. NFC Org Code – Provide the National Finance Center (NFC) organization code. NFC organization codes are numeric strings of 16 numbers separated in to 7 groups by hyphens. For example, the NFC organization code for the retired NOAA Ship *John N. Cobb* was 08-02-0001-09-19-00-00.

4.F. Project-Task – Leave blank. The project and task codes are assigned by Commissioned Personnel Center for the purpose of NOAA Corps Officer cost accounting and reimbursement.

SECTION 5 – PROGRAM, PROJECT, OR ACTIVITY OVERVIEW

Provide a brief overview of the mission for the program, project, or activity that this billet will serve

SECTION 6 – DUTIES AND RESPONSIBILITIES

6.A. Description of Duties – Provide a list of duties in bulleted or numerical format starting with the most important/highest priority duty to desirable collateral duties. Use only the space provided. Do not add continuation sheets.

6.B. Division of Responsibilities – Provide the percentage of time that the officer will devote to the following: technical duties, operational duties, leading and managing duties, executive leadership duties. Ensure the total equals 100%.

6.C. Resources Managed – Self explanatory. Provide information on the types of resources that the officer will have, or has, responsibility for managing.

SECTION 7 – LEADERSHIP PREREQUISITES

Select the leadership competencies that an officer **must have successfully demonstrated** in order to be considered for this billet. Leadership competencies that will be exercised or developed in the billet are the subject of Section 10 – LEADERSHIP DEVELOPMENT. . Additional space for comments is provided below the table. Definitions for each competency are listed below. Click here for more information on the NOAA Corps Leadership Development Framework.

Leadership Competencies

Core Values & Conduct - NOAA Corps leaders understand the relevance of their Core Values of Honor, Respect and Commitment. They can communicate their meaning; hold peers and subordinates accountable to these organizational merits; and use them to guide performance, conduct and decisions—every day. Leaders show consistency in their words and actions.

Health & Well Being - Leaders consider the environment in which they and their people work, attending to safety and well-being. They effectively identify and manage stress. They set a personal health example with emphasis on a program of physical fitness and emotional well being.

Responsibility - NOAA Corps officers are accountable to effectively organize and prioritize tasks, and efficiently use resources. They work within the chain of command and comply with established regulations and guidelines.

Followership - NOAA Corps officers are followers. Followers look to leaders for guidance and feedback, expecting challenging tasks to both learn and exercise competencies. They have the responsibility to work with leaders towards mission accomplishment.

Adaptability - Leaders are open to change. They adapt their behavior and work methods in response to new information or unexpected obstacles. They remain optimistic and persistent, even under adversity, and recover quickly from setbacks.

Interpersonal Skills - Leaders treat others with courtesy, sensitivity, and respect. They consider and respond appropriately to the needs and feelings of different people in different situations.

Continuous Learning - Leaders understand professional development is a life-long journey and constantly work to improve knowledge, skills and expertise. They seek opportunities for self-learning and development, including asking for candid feedback on their strengths and weaknesses. Leaders seek out mentors for themselves.

Technical Proficiency - Leaders understand and appropriately apply principles, procedures, requirements, regulations, and policies related to their expertise. They keep current on technological advances in their professional areas.

Listening - Leaders are active listeners, asking questions to clarify information. They are receptive to the messages conveyed through body language and tone of voice. Leaders respect speakers by being patient and nonjudgmental.

Speaking - Leaders express facts and ideas succinctly and logically and facilitate an open exchange of ideas. They welcome robust dialogue, field questions, confidently communicate with the media and other external entities, and distinguish between personal communication situations and those as a NOAA representative.

Writing - Leaders write in a clear, concise, organized, and convincing manner for the intended audience. They realize their writing represents themselves and the organization.

Team Building - Leaders inspire, guide and create an environment that motivates others toward accomplishment of group goals. They recognize and contribute to group processes; encourage and facilitate cooperation, pride, trust, and group identity; and build commitment, team spirit, and strong relationships.

Leveraging Diversity - Leaders create an environment that supports diverse perspectives, approaches and thinking, fairness, dignity, compassion and creativity. They demonstrate sensitivity to cultural diversity, race, gender, background, experience, and other individual differences in the workplace. Leaders guide and persuade others to see the value of diversity, building and maintaining a healthy working environment.

Influencing Others - Leaders possess the ability to persuade and motivate others to achieve a desired outcome. They persuade by communicating, directing, coaching, and delegating, as the situation requires. Successful leaders understand the importance and relevance of professional relationships; develop networks; gain cooperation and commitment from others; build consensus; empower others by sharing power and responsibility; and establish and maintain rapport with key players.

Developing Others - Leaders advise and develop others in the competencies needed to accomplish current and future goals. They provide objective feedback about leadership and career development, and help identify professional potential, strengths and areas for improvement. They ensure fair, equitable treatment; project high expectations for subordinates and/or their teams; express confidence in abilities; and recognize efforts.

Execution - Leaders get things done. They demonstrate the ability to plan, organize, and prioritize realistic tasks and responsibilities for themselves and their people. They use goals, milestones, and control mechanisms for projects. Leaders monitor and evaluate progress and outcomes produced by current processes; ensure continuous improvement through periodic assessment; and are committed to improving products, services, and overall customer satisfaction.

Decisiveness - Leaders make well-informed, effective, and timely decisions, even when data are limited or solutions produce unpleasant consequences. They involve others in decisions that affect them, generate promising solutions, and consistently render judgments with lasting, positive impact.

Problem Solving - Leaders identify and analyze problems; use facts, input from others, and sound reasoning to reach conclusions; explore various alternative solutions; distinguish between relevant and irrelevant information; and make recommendations or commit to actions.

Conflict Management - Leaders encourage creative tension and differences of opinions. They anticipate and take steps to prevent counter-productive confrontations. Leaders manage and resolve conflicts and disagreements in a constructive manner.

Customer Focus - Leaders know who their customers are, and make every possible effort to find out their customers' needs. Leaders understand the importance of measuring and monitoring the degree to which their customers' needs are met or exceeded, and continually strive to improve. Leaders understand the distinction between "customer" and "boss" and act accordingly to balance competing demands.

Entrepreneurship - Leaders seek and identify opportunities to develop and market new products and services within or outside of NOAA. Leaders take reasonable risks, and learn from the inevitable mistakes that accompany prudent risk-taking—and they apply this same thinking to those who work for them.

Vision - Leaders see a preferred future for their units and functions, setting this picture in the context of NOAA's overall vision, missions, strategy and driving forces. They establish and communicate organizational objectives; promote wide ownership; initiate action; and provide structure and systems to achieve long-term goals.

Creativity & Innovation - Leaders develop new insights into situations and apply innovative solutions to make unit and functional improvements. They question conventional approaches and encourage new ideas.

Human Capital Management - Leaders understand and support the civilian and uniformed service staffing systems, and assess current and future staffing needs based on organizational goals and budget realities. They ensure employees are appropriately recruited, selected, developed, assigned, evaluated, and rewarded. They take corrective action when needed. Leaders serve as mentors.

Financial Management - Leaders must demonstrate broad understanding of the principles of financial management and marketing expertise necessary to ensure appropriate funding levels for their areas of responsibility. They prepare, justify, and/or administer the budget for the unit or program; use cost-benefit thinking to set priorities; and monitor expenditures in support of programs and policies. Leaders seek and identify cost-effective approaches, and manage procurement and contracting appropriately.

Technology Management - Leaders fully appreciate the impact of technological changes on the organization. They use efficient and cost-effective approaches to integrate technology into the workplace and improve program effectiveness. Leaders develop strategies using new technology to enhance decision-making.

External Awareness - Leaders identify and keep up to date on key national and international policies and economic, political, and social trends that affect the organization. Leaders understand near-term and long-range plans and can determine how best to position the organization for scarce federal resources.

Political Savvy - Leaders identify the internal and external politics that influence the work of NOAA and the Department of Commerce. Leaders approach issues with a clear perception of organizational and political reality, and recognize the impact of alternative courses of action.

Strategic Thinking - Leaders must formulate objectives and priorities, and implement plans consistent with the long-term interests of the organization. They must consider multiple time horizons and very complex interactions- a systems view of the global environment. They capitalize on opportunities and manage long-term risk to the organization.

Partnering - Leaders must develop networks and build alliances, engaging in cross-functional activities where it makes sense. Leaders collaborate across boundaries, find common ground with a widening range of stakeholders at the local and national level, and use their contacts to build and strengthen internal bases of support.

SECTION 8 – OPERATIONAL PREREQUISITES

Select the operational qualifications required for assignment to this billet. Additional space for comments is provided in Section 8.D. Operational requirements not specifically listed but required for the billet shall be listed in this space. General comments are optional.

SECTION 9 – PROGRAM, PROJECT, OR ACTIVITY PREREQUISITES

Include knowledge, skills, abilities, training, or experience required prior to filling this billet. List items such as Hydrographic Sheet Manager, Tides Officer, GIS certification, IHO Category A Certification, authoring/reviewing/publishing of original research and scientific papers, information technology certifications (network, database, programming), marine engineering certificates/accreditation (ABS, ABYC), regulatory experience (OSHA, FAA, USCG).

SECTION 10 – LEADERSHIP DEVELOPMENT

Select the leadership competencies that an officer **will have the opportunity to exercise and develop** while assigned to this billet. See Section 7 for a description of each leadership competency. Click here for more information on the NOAA Corps Leadership Development Framework.

SECTION 11 – OPERATIONAL DEVELOPMENT

Select the operational qualifications developed while serving in this billet. Additional space for comments is provided in Section 11.D. Operational requirements not listed yet likely to be developed while assigned to the billet shall be listed in this space. General comments are optional.

SECTION 12 – PROGRAM, PROJECT, OR ACTIVITY DEVELOPMENT

List the knowledge, skills, abilities, experience or qualifications unique to the program, project or activity which will be developed while serving in this billet. Include items such as Hydrographic Sheet Manager, Tides Officer, GIS certification, IHO Category A Certification, authoring/reviewing/publishing of original

research and scientific papers, information technology certifications (network, database, programming), marine engineering certificates/accreditation (ABS, ABYC), regulatory experience (OSHA, FAA, USCG).

SECTION 13 – CRITICAL SUCCESS CRITERIA

List measurable accomplishments that are indicative of successful performance in the billet. For example:

- No less than 99.0% of ~$42M program budget will be obligated in the first year of availability.
- All nautical charts for current and contingency OPAREA will be corrected through the current notice to mariners
- No more than 25% of all Officer Evaluation Reports returned for corrections.
- Mentoring opportunities or career guidance will be given to all subordinates at least once every six months
- Establish and maintain positive and productive working relationships with all branch chiefs with the goal of shortening delivery time and streamlining processes.
- Participate in peer review of at least 3 scientific papers per year.
- Maintain small boat fleet to provide 300 boat-days/year for all divisions.
- Conduct all dive operations with zero mishaps and no accidents.

SECTION 14 – ROUTING, REVIEW, RECOMMENDATION, AND APPROVAL

The routing, review, recommendation, and approval process ensures NOAA Corps Billets are current and represent the best use of officers to meet critical agency needs, as well as provide critical information to officer's to guide their choices with respect to career development. Each signature field in this section is designed to accept a digital signature. The form and the routing, review, recommendation, and approval process is designed and intended to leverage the efficiencies of digital signatures and email. Pen and ink signatures and routing of billet descriptions is discouraged, but will be accepted for action (approval, rejection, reprogramming) when received.

14.A. Developer's Statement – Self explanatory. For existing billets, the developer is the incumbent officer currently assigned to the billet. For new billets, the developer can be the future supervisor, a program manager, NOAA Corps Line Office Liaison Officer, or a person associated with any other NOAA program, project, or activity charged with accomplishing a NOAA goal which has identified a need for a NOAA Corps Officer. After developing the billet description, the form shall be saved and forwarded to the Supervisor.

14.B. Supervisor's Statement – Self explanatory. The supervisor may make changes to the form prior to signing. Upon signing, the supervisor forwards the form to the Reviewing Officer.

14.C. Reviewing Officer's Statement – Self explanatory. The Reviewing Officer's statement for all billets shall be certified by a person in a senior leadership position who has the authority to act on behalf of a Deputy Assistant Administrator (or equivalent) with regard to the allocation of billets within a Staff or Line Office. This stage of routing and review is intended to ensure officer billets are allocated according to a broad Staff or Line Office perspective and priority ranking. Therefore, the Reviewing Officer for a billet description may or may not be the same person identified as the Officer Evaluation Report Reviewer in Section 3 of this form. The Reviewing Officer may make changes to the form prior to signing. After the Reviewing Officer signs the form, no changes shall be made to the form. The Reviewer forwards the form to CPC by clicking the "Submit to CPC (Reviewer Use Only)" button at the bottom of the form, or by digitally signing the form, saving a copy, and forwarding a copy of the signed form to CPC. Consult Chapter 5, Part 2 – Billets, in the NOAA Corps Directives for more information on designation and responsibilities of Reviewing Officers.

14.D. Commissioned Personnel Center Endorsement – Self explanatory. A representative from the Commissioned Personnel Center will review all billet descriptions for the purpose of quality control. Specifically, each billet will be reviewed for rank appropriateness, career development, and accomplishment of agency mission – i.e., "service need". The representative from CPC will then make a recommendation to the Director, NOAA Corps to approve, reject, or reprogram the billet.

14.E. Director, NOAA Corps – Self explanatory. The Director, NOAA Corps has the responsibility to ensure NOAA Corps Officers are being utilized to fulfill the most important NOAA, DOC, and National priorities. As such, the Director NOAA Corps, or his authorized representative, will make a determination of whether a billet will exist on the Billet List as an assignment opportunity. The approved billet list will be updated regularly and posted to the CPC website.

PRINT FORM

Click the "Print Form" button to print a copy of the form.

SUBMIT BY EMAIL

Reserved for use by the Reviewer after signing in section 10.C. The Reviewer clicks the "Submit to CPC (Reviewer Use Only)" button to send a copy of the form to Commissioned Personnel Center, initiating the CPC review and decision from the Director, NOAA Corps.