

U.S. DEPARTMENT OF HOMELAND SECURITY U.S. COAST GUARD CGHQ-5621 (Rev. 6-04)	BILLET DESCRIPTION AND INFORMATION FORM		
--	--	--	--

POSITION NUMBER:	GRADE:	ACADEMIC CODE:	ACCOMPLISHMENT CODE:
-------------------------	---------------	-----------------------	-----------------------------

DESCRIPTION OF DUTIES:

DESCRIPTION OF REQUIRED ASSOCIATION WITH PROFESSIONAL ORGANIZATIONS AND INDUSTRY REPRESENTATIVES, AND EXPECTED LEVEL OF PUBLIC SPEAKING:

REQUIRED TRAINING AND EDUCATION:

REQUIRED EXPERIENCE:

ADDITIONAL TRAINING, EDUCATION AND EXPERIENCE HELPFUL TO THE POSITION:

SIGNATURE AND TITLE OF PREPARING OFFICIAL	SIGNATURE AND TITLE OF ADVANCED EDUCATION PROGRAM MANAGER
DATE:	DATE: