NOAA Form 56-28A
(8-94)

U.S. DEPARTMENT OF COMMERCE
NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION

# NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

**TO: DIRECTOR, COMMISSIONED PERSONNEL CENTER, CPC**

FROM: Commissioned Personnel Center
ROUTING CODE: CPC3
ADDRESS:
SSMC#3, Room 12100
1315 East West Highway
Silver Spring, MD 20910

PHONE NUMBER: (301) 713-3443

THRU (Liaison Officer):
Commanding Officer, MOC-Atlantic

BILLET TITLE: Junior Officer, THOMAS JEFFERSON
BILLET #: 0735

RANK REQUESTED: (0-2. 0-3, 0-4, etc.) O-1

GS/GM EQUIVALENT:

(This block to be completed by liaison officer)
IS THIS A NEW BILLET: [ ] YES [X] NO
BILLET PRIORITY: [X] A, [ ] B, [ ] C, [ ] R

| IMMEDIATE SUPERVISOR: | TITLE: | PHONE NUMBER: |
|---|---|---|
| | Executive Officer, THOMAS JEFFERSON | (757) 647-0187 |

EDUCATIONAL REQUIREMENTS:

Per NOAA Corps entry standards.

OTHER QUALIFICATIONS (INCLUDE PARTICULAR SECURITY CLEARANCES, SKILLS, ETC...)

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 (Cont. in SECTION 4)

1. GENERAL DESCRIPTION OF BILLET:

The function of THOMAS JEFFERSON is to acquire hydrographic data in support of the National Ocean Service (NOS) Office of Coast Survey (OCS) mission of updating nautical charts. THOMAS JEFFERSON may acquire hydrographic data in support of other NOAA offices or government agencies. The ship may also perform missions outside of hydrographic data acquisition. The Office of Coast Survey produces nautical charts for US waters, including it's possessions and territories.

Junior officers are the primary point at which the ship's mission is accomplished. Aboard THOMAS JEFFERSON, junior officers serve as OOD, hydrographer in-charge of a survey launch, coxswain of a survey launch, and hydrographic data processor, and survey sheet manager.

Administration 10% Management 10% Technical 20% Operational 60%

2. DUTIES AND RESPONSIBILITIES:
a. Is this a supervisory billet? [ ] YES [X] NO
b. If so, state number and grade of personnel supervised. Number: Grade(s):

a. 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.
b. Hydrographer in-charge of a survey launch - responsible to acquire quality data on all systems aboard the survey launch.
c. Hydrographic Data Processor: responsible to process Side Scan Sonar and Multi-beam data using established procedures.
d. 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.
e. Collateral duties as assigned

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3. CAREER DEVELOPMENT OPPORTUNITIES:

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.

4. ADDITIONAL COMMENTS:

QUALIFICATIONS (cont) Complete some training prior to reporting. This will be addressed on a case by case basis. Completion of GMDSS and all other STCW95' requirements as required by a vessel of this particular tonnage is required.

| SIGNATURE OF SUPERVISOR: | DATE: |
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