

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

TO: DIRECTOR, COMMISSIONED PERSONNEL CENTER, CPC		FROM: ROUTING CODE: ADDRESS:	
THRU (Liaison Officer):		PHONE NUMBER:	
BILLET TITLE:	BILLET #:		
RANK REQUESTED: (0-2, 0-3, 0-4, etc.)		(This block to be completed by liaison officer)	
GS/GM EQUIVALENT:		IS THIS A NEW BILLET: YES NO	
IMMEDIATE SUPERVISOR:		TITLE:	PHONE NUMBER:
EDUCATIONAL REQUIREMENTS:			
OTHER QUALIFICATIONS (INCLUDE PARTICULAR SECURITY CLEARANCES, SKILLS, ETC...)			
1. GENERAL DESCRIPTION OF BILLET:			
2. DUTIES AND RESPONSIBILITIES: a. Is this a supervisory billet? YES NO b. If so, state number and grade of personnel supervised. Number: Grade(s):			

3. CAREER DEVELOPMENT OPPORTUNITIES:

4. ADDITIONAL COMMENTS:

SIGNATURE OF SUPERVISOR:

DATE: