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

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

BILLET TITLE: BILLET #: 0793
HENRY B. BIGELOW, Junior Officer

FROM:
ROUTING CODE:
ADDRESS:
NOAA Commissioned Personnel Center
8403 Colesville Road, Suite 500
Silver Spring, Maryland 20910-3282

PHONE NUMBER:

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: [X] YES [ ] NO
BILLET PRIORITY: [x] A, [ ] B, [ ] C, [ ] R

IMMEDIATE SUPERVISOR:

TITLE:
Executive Officer, HENRY B. BIGELOW

PHONE NUMBER:

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 REFTRA within 12 months of the reporting date or having met recency requirements as set forth in "Refresher Training" found in Chapter 4 of NOAA Corps Directives.

1. GENERAL DESCRIPTION OF BILLET:

HENRY B. BIGELOW Junior Officer will perform a variety of minor administrative duties, mostly concerning the regularly scheduled safety checks of the ship. They must familiarize themselves with the standing orders, and standard operating procedures of the vessel.

Their main duty is putting to use the knowledge gained during BOTC in the operation of the vessel. Being a fisheries vessel, this translates into the setting and recovery of fishing gear (both mid-water and bottom gear), and insuring the safe operation of the vessel.

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):

The junior officer must finish their Officer of the Deck (OOD) workbook, and gain the OOD underway qualification to stand a navigation watch without supervision. It cannot be stressed enough that collision avoidance and safe navigation is the main priority.
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.
-Become familiar with all aspects of vessel operations and fishing operations. By understanding the operations, the junior officer can identify and rectify unsafe practices. Continued in section 4

CONTINUE IN ITEM 4

Reset - 1

3. CAREER DEVELOPMENT OPPORTUNITIES:

This billet prepares the incumbent for future assignments on NOAA vessels as Operations Officer. Also, the billet will prepare the officer for future billets within NMFS offices.

4. ADDITIONAL COMMENTS:

Qualifications cont.: Completion of GMDSS and all other STCW95' requirements as required by a vessel of this particular tonnage is required.

Duties Cont:

- Collateral duties as assigned.

SIGNATURE OF SUPERVISOR:	DATE:

Reset - 2