

DEPARTMENT OF HOMELAND SECURITY
U.S. COAST GUARD

BILLET DESCRIPTION AND INFORMATION FORM

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

