

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION CD Billet #: 13402

A. Billet Number	7500	B. Billet Title	Executive Officer, Emergency Response Division		
C. Grade Requested	O5 - CDR	D. Type of Submission	ANNUAL RECERTIFICATION		
E. Minimum amount of overlap between incumbent officer/reporting officer for continuity of duties	1 Month				
F. Duty Type	FIXED SHORE	G. Estimated Length of Assignment	3 years		

SECTION 2 - DUTY STATION ADDRESS AND CONTACT INFORMATION

A. Street Address	1305 East-West Highway	B. Street Address	SSMC4, 10th floor				
C. City	Silver Spring	D. State	Maryland	E. Country	United States	F. Zip Code	20910
G. Office	+1 (301) 713-4248	x		H. Mobile		I. Fax	

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor							
1. Name	Dr. William Conner	2. Position	Chief, Emergency Response Division	3. Grade	ZP V		
4. Email	william.conner@noaa.gov	5. Office	+1 (301) 713-4248	x	190	6. Mobile	
B. Reporting Officer (2nd Level Supervisor)							
1. Name	Brian Julius	2. Position	Deputy Director, ORR	3. Grade	ZP V		
4. Email	brian.julius@noaa.gov	5. Office	+1 (301) 713-4248	x	199	6. Mobile	
C. Reviewer (Normally the Reporting Officer's Supervisor)							
1. Name	CAPT Michele Finn	2. Position	NOS Liaison Officer	3. Grade	O6		
4. Email	michele.a.finn@noaa.gov	5. Office	+1 (301) 713-4248	x	106	6. Mobile	

SECTION 4 - ACCOUNTING AND ORGANIZATION

Complete as many of the following fields as possible. If in doubt, leave the field blank

A. Organizational Hierarchy - Use common acronyms when possible.									
1. Staff or Line Office	NOS	2. Office, Center, or Lab	Office of Response and Restoration						
3. Division	Emergency Response Div	4. Branch		5. Section or Team					
B. NOAA Goal/Subgoal									
Commerce and Transportation Goal			C. Program					EMR	
D. NOAA Org Code									
NR1000		E. NFC Org Code			10-12-0001-00-00-00-00			F. Project-Task	J8P2ANA - PRR

SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

The Office of Response and Restoration (OR&R) is the NOS program office chartered to protect, mitigate threats, reduce harm, and restore ecological functions of coastal and marine trust resources by providing comprehensive solutions to environmental hazards caused by oil spills, hazardous releases and marine debris. OR&R provides "Scientific Solutions to Pollution."

One of three OR&R divisions, the Emergency Response Division (ERD) provides integrated scientific data, observation, prediction, and response for emergency pollution incidents. Functionally designated in the National Contingency Plan, ERD Scientific Support Coordinators (SSC) provide Federal On-Scene Commanders with science-related expertise for incident planning, response and management. Additionally ERD develops tools, guidelines, field-oriented job-aids and training to assist in the preparedness of response communities. This group works closely with the USCG, EPA, and other federal, state, and local agencies. ERD is a high-functioning, diverse and dynamic operational group on call 24/7 which receives more than 100 requests for assistance each year. ERD staff frequently deploy to the scene of oil spills, hazardous releases, or coastal disasters to work within the command structure of a coordinated national response.

Only the ERD Chief, Executive Officer and Emergency Program Coordinator reside at OR&R Headquarters in Silver Spring, MD. The majority of ERD personnel are stationed in Seattle, WA. The SSCs are regionally located throughout the US to expedite response and build partnerships within their assigned emergency management communities.

SECTION 6 - DUTIES AND RESPONSIBILITIES

6A. Description of Duties and Responsibilities

1. National Response Team (NRT) Representation. Participate in meetings of NRT committees and contribute to key projects (major exercises, guidance and national policy documents).
2. Interagency Coordination. Develop partnerships with principle response agencies (USCG, FEMA, EPA) to further program objectives and optimize interagency opportunities (e.g., ensure productive relationship with USCG HQ that provides continued project-specific funding, implement IAGs with USCG, develop improved relationships with FEMA and EPA).
3. Legislative Outreach. Ensure that timely, accurate, and pertinent information is provided to Congressional delegations, committee staff, and NOAA leadership during major ORR responses. Develop and support major legislative outreach projects such as Congressional events and staff briefings. Draft Congressional testimony as required.
4. Continuity of Operations (COOP). Lead COOP planning for ORR in accordance with guidance from NOS.
5. Respond to Incidents. Acquire all necessary safety, Incident Command Structure and subject matter training needed to participate in field responses as needed, deploy when necessary on scene to support ERD responses.

This billet is the senior NOAA Corps assignment in the NOS/ORR career ladder.

The incumbent works with all major federal response agencies, officers of all grades, and civilians who are supervising NOAA Corps officers. There is frequent interaction with high level officials from more than a dozen federal agencies. The position also provides opportunities to work with NOS leadership and policy staff, NOAA legislative affairs and public affairs, and non-governmental organizations in the context of outreach activities. The incumbent will become familiar with the National Response Framework and will work within this framework to accomplish an integrated all-hazards response for major national incidents. The incumbent will develop skills of external awareness, strategic thinking, conflict management, developing others, team building, accountability, problem solving, technical credibility, partnership building, and influencing. Excellence in written and verbal communications will be used on a daily basis.

This billet is technically and politically challenging and affords the incumbent opportunities to keep current with evolving technologies, such as geographic information systems, management information systems, etc., and their application to scientific and administrative requirements. ORR strongly supports continuing education, including graduate-level university training and specific training to develop improved outreach skills and an understanding of the Congressional environment.

6B. Division of Duties and Responsibilities, Total Must = 100%

Technical + Operational + Leading and Managing + Executive Leadership = 100%

SECTION 6 - DUTIES AND RESPONSIBILITIES (continued)

6C. Resources Managed

1. Human

Does the Officer supervise personnel? Yes No Number of personnel supervised

Grades of supervised personnel

Will the Officer lead people, but has no supervisory responsibilities? Yes No Number of personnel led

Grades of personnel led

2. Fiscal

Will the Officer have budget responsibility? Dollar Amount (K)

3. Assets - Will the Officer be directly responsible for managing Government assets such as ships, aircraft, boats, etc? If so, list the asset(s) below in terms of physical description and when known, replacement value (indicate if estimated):

N/A

SECTION 7 - LEADERSHIP PREREQUISITES

GRADE	LEADERSHIP MATURITY LEVEL	LEADERSHIP COMPETENCIES NEEDED FOR THIS BILLET
ENS (O1)	Leading Self	<input checked="" type="checkbox"/> Core Values & Conduct <input checked="" type="checkbox"/> Health & Well Being <input checked="" type="checkbox"/> Responsibility <input checked="" type="checkbox"/> Followership <input checked="" type="checkbox"/> Adaptability
LTJG (O2)		<input checked="" type="checkbox"/> Interpersonal Skills <input checked="" type="checkbox"/> Continuous Learning <input checked="" type="checkbox"/> Technical Proficiency <input checked="" type="checkbox"/> Listening <input checked="" type="checkbox"/> Speaking
LT (O3)	Leading Others	<input checked="" type="checkbox"/> Writing <input checked="" type="checkbox"/> Team Building <input checked="" type="checkbox"/> Leveraging Diversity <input checked="" type="checkbox"/> Influencing Others <input checked="" type="checkbox"/> Developing Others <input checked="" type="checkbox"/> Execution
LCDR (O4)		<input checked="" type="checkbox"/> Decisiveness <input checked="" type="checkbox"/> Problem Solving <input checked="" type="checkbox"/> Conflict Management <input checked="" type="checkbox"/> Customer Focus <input checked="" type="checkbox"/> Entrepreneurship
CDR (O5)	Leading Performance and Change	<input type="checkbox"/> Creativity & Innovation <input checked="" type="checkbox"/> Human Capital Management <input checked="" type="checkbox"/> Financial Management <input type="checkbox"/> Technology Management
CAPT (O6) and RADM (O7/O8)		<input type="checkbox"/> External Awareness <input type="checkbox"/> Strategic Thinking <input type="checkbox"/> Political Savvy <input type="checkbox"/> Vision <input type="checkbox"/> Partnering

Leadership Prerequisite Comments (Optional)

Excellent officer bearing and strong inter-personal skills including both written and verbal communication are required. Ability to manage and lead up as well as down is important as incumbent will represent the program, line office, NOAA and Dept. of Commerce to external organizations and will work across organizational structures within NOAA with people of widely varying ranks, titles and backgrounds.

SECTION 8 - OPERATIONAL PREREQUISITES

A. Marine Prerequisites

- Officer of the Deck Senior Watch Officer ECDIS Dynamic Positioning Boat Deployment MedPIC
 Coxswain/OIC HAZWOPER AUV Deployment U/W UAS Deployment Buoy/Mooring Qualified
 Trawl Qualified Longline Qualified Hydro Launch PIC Foreign Port Calls

B. Aviation Prerequisites

- Co-Pilot Pilot Aircraft Commander Mission Commander Instructor Pilot Hurricane Qualified
 Alaska/Wilderness Qualified Flight Meteorologist International Flights UAS Pilot

C. Dive Prerequisites

- Scientific Diver Working Diver Advanced Working Diver Master Diver Dive Master Dive Medic
 Unit Diving Supervisor

D. Additional Operational Prerequisites (security clearances, special training) and Operational Prerequisite Comments (Optional)

Security clearance - Top Secret highly desired. Officer should be familiar with field operations - preference is an officer that has a wide range of operational experience that includes but is not limited to ship, small boat, aircraft, diving, remote field operations and hazardous material response activities. Officer with experience in safety management preferred.

SECTION 9 - PROGRAM, PROJECT, OR ACTIVITY PREREQUISITES

List specific qualifications, knowledge, skills or abilities required prior to reporting to this billet. For example: budget (MARS, CBS); personnel; contracting (COTR, Warrants); Scientific (IHO Category A, scientific papers/publications, GIS); engineering (marine survey, ABYC, ABS, FAA); regulatory (US Code, CFR); information technology (databases, networks, programming).

Budget - familiar with MARS, CBS and PPBES. Needs to be an expert in budget execution and familiar with budget preparation.

Personnel - experience with hiring of personnel preferred.

Procurement - COTR Level II qualified, prefer officer with a wide range of practical contracting experience.

Safety - experience establishing and maintaining safety programs for both field operations and the office environment. Prefer officer with HAZWOPER certification and experience with hazmat response.

Demonstrated written and verbal communication skill

Complete Incident Command System training within 3 months of reporting

Media training or familiarity with NOAA guidelines for handling media inquiries

SECTION 10 - LEADERSHIP DEVELOPMENT

GRADE	LEADERSHIP MATURITY LEVEL	LEADERSHIP COMPETENCIES DEVELOPED IN THIS BILLET
ENS (O1)	Leading Self	<input checked="" type="checkbox"/> Core Values & Conduct <input checked="" type="checkbox"/> Health & Well Being <input checked="" type="checkbox"/> Responsibility <input checked="" type="checkbox"/> Followership <input checked="" type="checkbox"/> Adaptability
LTJG (O2)		<input checked="" type="checkbox"/> Interpersonal Skills <input checked="" type="checkbox"/> Continuous Learning <input checked="" type="checkbox"/> Technical Proficiency <input checked="" type="checkbox"/> Listening <input checked="" type="checkbox"/> Speaking
LT (O3)	Leading Others	<input checked="" type="checkbox"/> Writing <input checked="" type="checkbox"/> Team Building <input checked="" type="checkbox"/> Leveraging Diversity <input checked="" type="checkbox"/> Influencing Others <input checked="" type="checkbox"/> Developing Others <input checked="" type="checkbox"/> Execution
LCDR (O4)		<input checked="" type="checkbox"/> Decisiveness <input checked="" type="checkbox"/> Problem Solving <input checked="" type="checkbox"/> Conflict Management <input checked="" type="checkbox"/> Customer Focus <input checked="" type="checkbox"/> Entrepreneurship
CDR (O5)	Leading Performance and Change	<input checked="" type="checkbox"/> Creativity & Innovation <input checked="" type="checkbox"/> Human Capital Management <input checked="" type="checkbox"/> Financial Management <input checked="" type="checkbox"/> Technology Management
CAPT (O6) and RADM (O7/O8)		<input checked="" type="checkbox"/> External Awareness <input checked="" type="checkbox"/> Strategic Thinking <input checked="" type="checkbox"/> Political Savvy <input type="checkbox"/> Vision <input checked="" type="checkbox"/> Partnering
Leading Organizations		

Leadership Development Comments (Optional)

All core competencies will be exercised in this billet. The following will be used on a daily basis: Problem Solving, Entrepreneurship/Leveraging Assets & Relationships, External Awareness, Strategic Thinking, Political Savvy, Partnering and Interpersonal Skills. The incumbent will develop skills of external awareness, conflict management, team building, accountability, problem solving, technical credibility, financial management, technology management, partnering, and influencing. Excellence in written and verbal communications will be utilized on a daily basis. OR&R strongly supports continuing education.

SECTION 11 - OPERATIONAL DEVELOPMENT

A. Marine Development

- Officer of the Deck Senior Watch Officer ECDIS Dynamic Positioning Boat Deployment MedPIC
 Coxswain/OIC HAZWOPER AUV Deployment U/W UAS Deployment Buoy/Mooring Qualified
 Trawl Qualified Longline Qualified Hydro Launch PIC Foreign Port Calls

B. Aviation Development

- Co-Pilot Pilot Aircraft Commander Mission Commander Instructor Pilot Hurricane Qualified
 Alaska/Wilderness Qualified Flight Meteorologist International Flights UAS Pilot

C. Dive Development

- Scientific Diver Working Diver Advanced Working Diver Master Diver Dive Master Dive Medic
 Unit Diving Supervisor

D. Additional Operational Development (security clearances, special training) or Operational Development Comments (Optional)

This billet provides the incumbent with an opportunity to develop a thorough knowledge of the requirements and techniques of oil spill/hazardous materials response and environmental damage assessment. The incumbent will participate in responses, drills, exercises and conferences at a high level. Formal training in Incident Command System operations, Continuity of Operations, Science of Oil Spills, Hazardous Materials, Financial Management and national watch-desk commands will be provided.

SECTION 12 - PROGRAM, PROJECT, OR ACTIVITY DEVELOPMENT

List specific qualifications, knowledge, skills or abilities to be developed in this billet. For example: budget (MARS, CBS); personnel; contracting (COTR, Warrants); Scientific (IHO Category A, scientific papers/publications, GIS); engineering (marine survey, ABYC, ABS, FAA); regulatory (US Code, CFR); information technology (databases, networks, programming).

Over the course of this billet, the incumbent will develop substantially in the following areas:

- Program administration
- Budget process
- GIS
- Technical
- Science of oil spills, fate, trajectory, response to oil spills, hazardous materials, environmental impact and assessment
- Federal processes
- Inter-agency coordination
- Project management
- Written and verbal communication

SECTION 13 - CRITICAL SUCCESS CRITERIA

Provide brief measurable performance goals which would represent successful performance in this billet.

- Represents ERD/OR&R/NOS/NOAA/DOC and builds connections with outside agencies, such as the USCG, EPA, Congress and the media
- Works effectively with all major NOAA line and staff offices, officers of all grades, and civilians of all levels
- Budget process: inputs, milestones, represent ERD throughout budget process
- Produce high-quality written and digital materials for Chief, Emergency Response Division suitable for use in upper-level management presentations or circulation to the media or congressional offices
- Provide timely, accurate and personable answers to media inquiries
- Coordinate headquarters side of response efforts in major incidents
- Subject matter knowledge: science of oil spills, legislative authorizations and restraints, parameters and techniques spill response/restoration, function within Incident Command System, funding sources
- Technically proficient with evolving technologies, such as geographic information systems, information management, etc., and able to apply to scientific and administrative requirements
- Maintains Continuity of Operations (COOP) readiness for OR&R and NOS including drills, exercises and hot wash
- As part of a small program mandated to cover a wide variety of situations, a successful Emergency Response Program Coordinator can jump in to operations, administration, or communications and perform transparently.

SECTION 14 - ROUTING, REVIEW, RECOMMENDATION AND APPROVAL

A. Developer's Statement

"I certify that I have written this billet description and certify that it is a true and correct representation of the billet."

1. Signature **Captain Michele Finn**

Digitally signed by Captain Michele Finn
DN: cn=Captain Michele Finn, o=Disaster Response Center,
ou=NOS/ORR, email=michele.a.finn@noaa.gov, c=US
Date: 2010.06.04 20:11:26 -04'00'

2. Date **2010-06-04**

3. Name **Captain Michele Finn**

4. Title/Position **NOS Liaison Officer**

B. Supervisor's Statement

"I have reviewed this billet description and certify that it is a true and correct representation of this billet "

1. Signature **Captain Michele Finn**

Digitally signed by Captain Michele Finn
DN: cn=Captain Michele Finn, o=Disaster Response Center,
ou=NOS/ORR, email=michele.a.finn@noaa.gov, c=US
Date: 2010.06.04 20:12:02 -04'00'

2. Date **2010-06-04**

3. Name **for Dr. William Conner**

4. Title/Position **Chief, Emergency Response Division**

C. Reviewing Officer's Statement

"I have reviewed this billet description and certify that this billet is a priority for my Line, Staff, or Headquarters Office."

1. Signature **Captain Michele Finn**

Digitally signed by Captain Michele Finn
DN: cn=Captain Michele Finn, o=Disaster Response Center,
ou=NOS/ORR, email=michele.a.finn@noaa.gov, c=US
Date: 2010.06.04 20:12:50 -04'00'

2. Date **2010-06-04**

3. Name **Captain Michele Finn**

4. Title/Position **NOS Liaison Officer**

D. Commissioned Personnel Center Endorsement

"I am the OMAO/CPC Officer Career Management Division representative. I recommend **approval** of this billet."

1. Signature **Nathan H. Hancock**

Digitally signed by Nathan H. Hancock
DN: cn=Nathan H. Hancock, o=CPC, ou=Assignments
Branch, email=nathan.hancock@noaa.gov, c=US
Date: 2010.10.28 08:19:21 -04'00'

2. Date **2010-06-18**

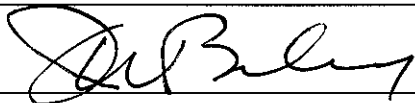
3. Name **LCDR Nathan H. Hancock**

4. Title/Position **Chief, Officer Assignment Branch**

D. Director, NOAA Corps Endorsement

"I am the **Director, NOAA Corps** and I **approve** this billet."

1. Signature



2. Date **6/7/2011**

3. Name **RADM Jonathan W. Bailey**

4. Title/Position **Director, NOAA Corps**

Print Form

Submit to CPC (Reviewer Use Only)