

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION CD billet #: 17410

| | | | | | |
|---|-------------|-----------------------------------|--|--|--|
| A. Billet Number | 7530 | B. Billet Title | Emergency Response Program Coordinator | | |
| C. Grade Requested | O4 - LCDR | 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 hwy | B. Street Address | SSMC4 N/ORR | | | | |
| C. City | Silver Spring | D. State | Maryland | E. Country | United States | F. Zip Code | 20910 |
| G. Office | +1 (301) 713-3038 | x | 126 | H. Mobile | | I. Fax | +1 (301) 713-4389 |

SECTION 3 - OFFICER EVALUATION REPORTING

| | | | | | | | |
|---|----------------------------|-------------|------------------------------------|----------|------|-----------|--|
| A. Supervisor | | | | | | | |
| 1. Name | LCDR Timothy Gallagher | 2. Position | XO, Emergency Response Division | 3. Grade | O4 | | |
| 4. Email | timothy.gallagher@noaa.gov | 5. Office | +1 (301) 713-2829 | x | 109 | 6. Mobile | |
| B. Reporting Officer (2nd Level 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) 713-3038 | x | 190 | 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 | 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

- Coordinate OR&R resources that are spread across the US and ready to deploy state-side and internationally
- Develop policies and coordinate activities of the Emergency Response Division
- Coordinate communications and assist with reporting of responses with target audiences of: Congress, other federal agencies, NOAA leadership and the media
- Represent EMR (Emergency Response Program) throughout budget process
- Represent ERD, OR&R, NOS, NOAA and Department of Commerce on:
 - National Response Team
 - National Operations Center
 - National Response Coordination Center
 - Homeland Security Senior Management Team
 - NOAA Incident Coordination Center
 - PPBES/SEE Goal Team
- Participate in and coordinate ERD's contributions to National Level Exercises, Regional and NOAA-wide drills, conferences and meetings
- Serve as alternate COOP (Continuity of Operations) representative for NOS
- Communicate organizational goals and policies of ERD
- Ensure ERD operations are comprehensively represented in OR&R reports
- Active participation in development and execution of OR&R web site and outreach materials

Complete training including:

- Incident Command System
- HAZWOPER
- NRCC Watch Officer
- NOC Watch Officer
- Science of Spills
- SCAT (Shoreline Cleanup Assessment Team)
- COOP (Continuity of Operations)

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 type="checkbox"/> Conflict Management <input checked="" type="checkbox"/> Customer Focus <input type="checkbox"/> Entrepreneurship |
| CDR (O5) | Leading Performance and Change | <input type="checkbox"/> Creativity & Innovation <input type="checkbox"/> Human Capital Management <input 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)

- Valid Secret or higher security clearance
- While there is no hard requirement for operational prerequisite, significant operational experience (either marine or aviation in marine environment) is highly desired as is familiarity with US Coast Guard operations

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).

- Computer, word-processing, spreadsheet, and presentation software proficiency
- 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 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 type="checkbox"/> Strategic Thinking <input checked="" type="checkbox"/> Political Savvy <input type="checkbox"/> Vision <input type="checkbox"/> Partnering |

Leadership Development Comments (Optional)

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. This billet is technically challenging and affords the incumbent opportunities to keep current with evolving technologies, such as geographic information systems, information management, etc., and their application to scientific and administrative requirements. 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 **Nickie Lambert**
Digitally signed by Nickie Lambert
DN: cn=Nickie Lambert, o=NOAA, ou=OR&R,
email=nickie.lambert@noaa.gov, c=US
Date: 2010.04.29 18:14:30 -0400

2. Date **2010-04-23**

3. Name **LCDR Nickie Lambert**

4. Title/Position **Emergency Response Program Coordinator**

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 **Timothy J Gallagher**
Digitally signed by Timothy J Gallagher
DN: cn=Timothy J Gallagher, o=NOAA, ou=NOS/OR&R/
ERD, email=timothy.gallagher@noaa.gov, c=US
Date: 2010.05.24 10:32:35 -0400

2. Date **2010-05-24**

3. Name **LCDR Timothy J Gallagher**

4. Title/Position **XO, 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 15:58:09 -0400

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

3. Name **Captain Michele A 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: 2010.10.26 08:08:21 -0400

2. Date **2010-06-17**

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)