

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION CD Billet #: 17411

A. Billet Number	7546	B. Billet Title	Regional Response Officer, West Coast		
C. Grade Requested	O3 - LT	D. Type of Submission	ANNUAL RECERTIFICATION		
E. Minimum amount of overlap between incumbent officer/reporting officer for continuity of duties	1 week				
F. Duty Type	FIXED SHORE	G. Estimated Length of Assignment	3 years		

SECTION 2 - DUTY STATION ADDRESS AND CONTACT INFORMATION

A. Street Address	7600 Sand Point Way NE	B. Street Address	ORR/1				
C. City	Seattle	D. State	Washington	E. Country	United States	F. Zip Code	98115
G. Office	+1 (206) 526-4883	x		H. Mobile	+1 (206) 462-0710	I. Fax	+1 (206) 526-6329

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor							
1. Name	John A. Tarpley	2. Position	Chief, Response Operations Branch	3. Grade	ZP IV		
4. Email	john.tarpley@noaa.gov	5. Office	+1 (206) 526-6338	x		6. Mobile	+1 (206) 459-8638
B. Reporting Officer (2nd Level Supervisor)							
1. Name	Mark Dix	2. Position	Deputy Chief, Emergency Response Div.	3. Grade	ZP IV		
4. Email	mark.dix@noaa.gov	5. Office	+1 (206) 526-4603	x		6. Mobile	+1 (206) 390-9488
C. Reviewer (Normally the Reporting Officer's Supervisor)							
1. Name	Dr. William G. 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	+1 (240) 460-6475

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	OR&R (Office of Response and Restoration)		
3. Division	Emergency Response Div.	4. Branch	Response Operations	5. Section or Team	
B. NOAA Goal/Subgoal					
Commerce & Transportation, Mission Support	C. Program		Emergency Response, Environ. Modeling		
D. NOAA Org Code	NR1000	E. NFC Org Code	541012000100000000	F. Project-Task	J8P2ANA - PRR

SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

Organization's Function/Mission:

The Emergency Response Division (ERD) of NOAA's Office of Response and Restoration (OR&R) provides technical scientific expertise & support in the areas of oceanography, biology, chemistry, geomorphology, natural resources, human health and safety, and technical information management to US Coast Guard (USCG) and Environmental Protection Agency (EPA) Federal On-Scene Coordinators (FOSC) during, and in preparation for, spill responses involving the release of oil or hazardous materials (hazmat) in coastal waters. Under the National Contingency Plan, NOAA has responsibility for providing scientific support to the Federal On-Scene Coordinator for oil and hazardous material spills. To support this mandate, ERD provides 24-hour, 7 day a week response to spill events. ERD provides standard techniques for observing oil, assessing shoreline impact, and evaluating and selecting cleanup technologies that have been widely accepted by response agencies. This integrated approach provides for an efficient and effective response, minimizing harm to people, reducing the negative impacts to the economy and enhancing environmental recovery. ERD responds to more than 120 incidents annually. ERD develops tools, software, guidelines and field-oriented job aids to assist in the preparedness of the response community. ERD provides training to individuals in industry and government on the scientific aspects of oil and chemical spill response. The goal of ERD training is to transfer scientific expertise and experience to the broadest possible audience, promoting more efficient planning and spill response.

SECTION 6 - DUTIES AND RESPONSIBILITIES

6A. Description of Duties and Responsibilities

The Regional Response Officer (West Coast) has the following duties and responsibilities:

- Provides scientific support to USCG and/or EPA Federal On-Scene Coordinators (FOSC) during, and in preparation for, spill responses involving the release of oil and/or hazardous materials into coastal waters.
- Provides leadership, technical and process expertise on hazmat spills and other emergency responses.
- Supports national network of Scientific Support Coordinators (SSC), providing FOSCs with mission-critical scientific information in planning for, and responding to, oil and hazmat releases.
- Provides NOAA's input into regional, local and area contingency plans.
- Manages regional exercises and projects in support of preparedness.
- Works for 3 West Coast SSCs in WA, CA & AK to support emergency response efforts and requests from USCG.
- Provides special project support to Regional Operations Branch Chief related to improving response capabilities and proficiency.
- Leads and/or works within NOAA Scientific Support Team (SST) during oil/hazmat releases providing critical scientific information, making recommendations for effective clean-up that protects and/or restores marine natural resources.
- The officer may be required to act as the SSC in his/her absence and will be required to perform all of the necessary duties and responsibilities of the role, including supervision of the on-scene SST. These teams consist of 2 to 10 personnel of varied scientific and information management disciplines (GS-9 to GS-14).
- Significant interaction with Federal, state and local emergency response agencies (i.e. USCG, EPA, FEMA, DHS). Significant interaction with offices throughout NOAA. Assists in the coordination of NOAA's Homeland Security Program Office, National Weather Service, National Marine Sanctuary Program, Office of Coast Survey, NOAA Fisheries and other NOAA emergency response assets on-scene during an incident response working within the National Incident Management System's (NIMS) Incident Command System (ICS).
- Provide support/fill-in for Incident Operations Coordinator in Seattle during spill responses and/or exercises, as needed; including coordinating and managing personnel and assets during emergency response operations.
- Responsible for maintaining a high level of readiness by attending mission-specific training courses and workshops.
- Maintains readiness to deploy on-scene to emergencies 24 x 7, nationwide.

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):

No.

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 type="checkbox"/> Technical Proficiency <input checked="" type="checkbox"/> Listening <input checked="" type="checkbox"/> Speaking
LT (O3)	Leading Others	<input type="checkbox"/> Writing <input checked="" type="checkbox"/> Team Building <input type="checkbox"/> Leveraging Diversity <input checked="" type="checkbox"/> Influencing Others <input type="checkbox"/> Developing Others <input type="checkbox"/> Execution
LCDR (O4)		<input type="checkbox"/> Decisiveness <input type="checkbox"/> Problem Solving <input type="checkbox"/> Conflict Management <input 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)

- Strong interpersonal communication skills.
- Officer must possess excellent officer bearing.

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)

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).

- Strong interpersonal communication skills are essential to an officer's success in this billet.
- Officer must possess excellent officer bearing.
- Must be ready to travel and capable of a 24/7 emergency response, if needed.
- Biological or physical science background is strongly recommended.
- Must possess self-initiative and the ability to work alone and in group settings.
- Knowledge of and experience with marine, aviation or remote field operations is beneficial.

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 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 Development Comments (Optional)

- Excellent opportunities for team leadership development.
 - Intra/inter-agency coordination: Significant interaction with Federal, state, & local emergency response agencies (i.e. USCG, EPA, FEMA, DHS). Significant interaction with other offices throughout NOAA.
 - Given opportunities to excel in: Management of personnel during emergency responses, decision-making, consensus building, interpersonal communication skills, public speaking, briefing senior officers, project development, and various other areas.

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)

Training Opportunities Provided:

1) 40hr. HAZWOPER, 2) 40hr. Science of Oil Spills (SOS) course, 3) 40hr. Oil Spill Response course (or equivalent), 4) Training in, or experience with, the National Incident Management System (NIMS) and Incident Command System (ICS), 5) Small boat, Helicopter Emergency Egress Device (HEED), and other safety training.

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).

- Gain leadership, technical and process experience by working closely with other federal, state & local agencies (i.e. USCG, EPA, FEMA, DHS) in an emergency response setting.
- Gain organizational management experience working within the National Incident Management System's (NIMS) Incident Command System (ICS).
- Gain a more thorough knowledge & understanding of NOAA's capabilities through significant interaction opportunities with other NOAA offices & NOAA HQ. Assist in the coordination of NOAA Homeland Security Program Office, National Weather Service, National Marine Sanctuary Program, Office of Coast Survey, NOAA Fisheries and other NOAA emergency response assets on-scene during an incident response.
- Gain experience planning for, and responding to, emergencies and crises, such as oil and hazmat releases.
- Gain experience in written and verbal communications skills by representing NOAA to the public, and other agencies, by providing input for regional, local and area contingency plans.
- Gain experience coordinating and managing personnel & assets during emergency response operations and during regional exercises & other projects in support of preparedness.
- Gain knowledge of issues specific to WA, CA & AK in regards to supporting planning and response efforts/requests from USCG.
- Gain administrative knowledge & experience working with the Regional Operations Branch Chief on various support functions.
- Gain leadership experience working with the NOAA Scientific Support Team (SST) during oil/hazmat releases, providing critical scientific information, making recommendations for effective clean-up that protects and/or restores natural marine resources.
- Gain technical knowledge and supervisory experience serving as the Scientific Support Coordinator in his/her absence. May be required to perform all of the necessary duties and responsibilities of the role, including supervision of the on-scene SST. These teams consist of 2 to 10 personnel of varied scientific and information management disciplines (GS-9 to GS-14).
- Gain knowledge & leadership experience supporting/filling-in for Incident Operations Coordinator during spill responses and/or exercises.
- Gain experience maintaining a high level of readiness by attending mission-specific training courses and workshops.
- Gain experience maintaining safety and response equipment for the Division.

SECTION 13 - CRITICAL SUCCESS CRITERIA


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

- Successful progress and eventual completion of Scientific Support Coordinator-Representative (SSC-r) training matrix.
- Complete and maintain core training classes and skill proficiency.
- Establish and maintain positive and productive working relationship with the SSC and Scientific Support Team (SST) for timely and effective emergency response.
- Ability to maintain response readiness posture.
- Maintain all response equipment.
- Team Leader - develop ability to guide and lead teams to designated objectives.

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  Joshua J. Slater, LTJG/NOAA
2010.04.09 15:08:05 -07'00'

2. Date 2010-04-09

3. Name Joshua J. Slater, LTJG/NOAA

4. Title/Position Regional Response Officer, West Coast

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 16:00:21 -04'00'

2. Date 2010-04-27

3. Name for John A. Tarpley

4. Title/Position Chief, Regional Operations Branch

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 16:00:39 -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: 2010.10.26 08:10:14 -04'00'

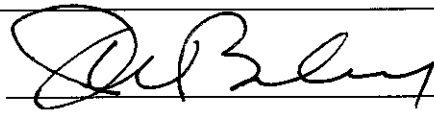
2. Date 2010-06-17

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

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