

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION CD Billet #: 17414

A. Billet Number	7565	B. Billet Title	Scientific Support 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	1240 East Ninth Street	B. Street Address	RM 307				
C. City	Cleveland	D. State	Ohio	E. Country	United States	F. Zip Code	44199
G. Office	+1 (216) 522-7760	x		H. Mobile	+1 (206) 849-9918	I. Fax	+1 (216) 522-7759

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor							
1. Name	John 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		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. NEC 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 and 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 Scientific Support Coordinator (SSC) in the Great Lakes region provides support to the Federal On Scene Coordinator (FOSC) during oil and hazardous material releases into the Great Lakes and Upper Western Rivers. The Area of Responsibility is all of Coast Guard District 9, which includes 4 USCG Sectors on the Great Lakes ranging from the St. Lawrence Seaway to Duluth, MN, (totaling more than 295,000 sq miles of Watershed) and Coast Guard District 8 - Sector Upper Mississippi (Comprising of 2,000+ miles of navigable waterways and approximately 1,800 miles of tributary waterways including the Missouri, Mississippi, and Illinois Rivers) and Sector Ohio Valley (8,000+ miles of navigable waterways, 3,000 miles used commercially in 10 states on 11 Rivers). 24/7 availability and travel are required of this billet.

The SSC is a technical expert who provides sound information to help the FOSC make decisions that will answer the following questions during an incident: (1) What are the hazards associated with the product? (2) Where is it going? (3) What resources will it impact when it gets there? (4) What are the best response methods? (5) What can be done to mitigate the impacts?

The SSC leads the NOAA Scientific Support Team during responses and drills. The SSC fills several roles in the Incident Command Structure during incidents and exercises, including Environmental Unit Leader (EUL) and Shoreline Cleanup Assessment Coordinator. The EUL will lead a multi-agency team comprised of other federal agency representatives, state, local, and responders from private industry. The EU works to solve the environmental issues and make recommendations to the Unified Command. Additionally, the SSC may be required to work in another region during a large incident and act as Deputy SSC, provide overflight information or shoreline cleanup assessment. The incumbent will coordinate with other NOAA offices, such as National Marine Fisheries, National Weather Service, Office of Coast Survey, The Great Lakes Environmental Research Lab, and the Marine Sanctuary Program, as well as other NOAA emergency response assets on scene during an incident.

The SSC is the primary liaison for scientific matters between federal, state, local, private, tribal and Canadian agencies in planning for, preparing for and responding to oil and hazardous materials incidents. The SSC is the primary or alternate representative for the Department of Commerce at Regional Response Team meetings, national and local drills.

The SSC provides scientific training on spill response for stakeholders, participates in Area Committee Meetings and provides input to Area Contingency Response Plans.

Is 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 up to 15+

Grades of personnel led All levels in gov't, and will lead interagency partners, including enlisted and officers in the USCG

2. Fiscal

Will the Officer have budget responsibility? No 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 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 type="checkbox"/> Financial Management <input checked="" type="checkbox"/> Technology Management
CAPT (O6) and RADM (O7/O8)		<input type="checkbox"/> External Awareness <input type="checkbox"/> Strategic Thinking <input checked="" type="checkbox"/> Political Savvy <input type="checkbox"/> Vision <input type="checkbox"/> Partnering

Leadership Prerequisite Comments (Optional)

The officer selected for this billet must have strong initiative, excellent officer bearing, and be able to communicate effectively. The position is located in Cleveland, OH and the officer will be working in office alone. Officer must be a self starter!

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 skills are required as the incumbent of this billet often works with both high level officials in other agencies, i.e. Coast Guard Captains, Commanders, GS-15 and above civilian employees, as well as young Coast Guard Petty Officers, and civilian equivalents. Strong interpersonal communication skills are essential to an officer's success in this billet.

- Officer must possess excellent officer bearing.

- Biological or physical science background is strongly recommended (e.g. chemistry, oceanography, ecology, biology)

- Experience with marine, aviation and/or remote field operations is beneficial

- Comfort and skill in public speaking is preferred

- Must be ready to travel and capable of a 24/7 emergency response, if needed.

- Must possess self-initiative and the ability to work alone and in group settings.

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 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

Leadership Development Comments (Optional)

- This billet provides an opportunity for a NOAA Corps Officer to develop both technical/scientific expertise and interpersonal skills by working with multiple agencies during emergency incidents and on projects work groups.
- Excellent opportunities for team leadership development.
- 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) Crisis Management, 6) 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).
- Public Speaking/Training/Briefings to high level officials and media
- Conflict Management
- Consensus Building/Team Building
- GIS, Modelling, Natural Resource Damage Assessment, Endangered Species Act, Oil Spill Pollution Act 1990, National Response Framework
- Extensive technical training: Helicopter Emergency Egress Device; HAZWOPER Annual Refresher; Other Operational Safety training & experience

- Data Management/Digital Photography
- Interagency partnership development
- Political Savvy

- Technical writing for scientific paper publications and high level situation reports

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

Establish and maintain positive and productive working relationships with USCG, USEPA, Environment Canada, State Responders, Local Responders, and NOAA Scientific Support Team.

Plan for and conduct external training to local and regional customers. Coordinate training as needed.

SSC Support, including: Meet target expectations & complete components of ERD Performance Measures for Capacity & Response; Facilitate ARD notification and participation on each response as appropriate; Utilize ERD contractors efficiently and effectively as necessary;

Participate in local oil spill Area Contingency Planning process. Attend meetings; participate in and/or chair sub-committees; advise the USCG; review plans and documents.

Maintain response equipment, conduct at least annual checks.

Serve as Primary representative for Regional Response Team (RRT) 8 and alternate rep for RRT 5&7; attend meetings and committees. Ensure that primary or secondary representation is available for making decisions during response.

Act as mentor to junior officers serving in Regional Response Officer billets in other parts of the country.

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 **Elizabeth Jones**
Digitally signed by Elizabeth Jones
DN: cn=Elizabeth Jones, o=ERD, ou=NOAA,
email=elizabeth.jones@noaa.gov, c=US
Date: 2010.04.16 11:31:06 -04'00'

2. Date **April 16, 2010**

3. Name **Elizabeth Jones**

4. Title/Position **LCDR/NOAA**

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 16:03:24 -04'00'

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

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 16:04:16 -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 08:15:19 -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)