

## NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

### SECTION 1 - GENERAL INFORMATION CD Billet Number: 9249

A. Billet Number	7520	B. Billet Title	Operations Manager, Disaster Response Center		
C. Grade Requested	O6 - CAPT	D. Type of Submission	PROPOSED NEW BILLET		
E. Minimum amount of overlap between incumbent officer/reporting officer for continuity of duties	No Overlap Required				
F. Duty Type	FIXED SHORE	G. Estimated Length of Assignment	2 years		

### SECTION 2 - DUTY STATION ADDRESS AND CONTACT INFORMATION

A. Street Address	Under Construction	B. Street Address	7344 Zeigler Blvd				
C. City	Mobile	D. State	Alabama	E. Country	United States	F. Zip Code	36608
G. Office	TBD	x		H. Mobile		I. Fax	

### SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor							
1. Name	TBD <i>Charlie Henry</i>	2. Position	Director, Disaster Response Center	3. Grade	ZP V		
4. Email		5. Office		x		6. Mobile	
B. Reporting Officer (2nd Level Supervisor)							
1. Name	Brian Julius	2. Position	Deputy, Office of Response and Restoration	3. Grade			
4. Email	brian.julius@noaa.gov	5. Office	+1 (301) 713-2989	x		6. Mobile	
C. Reviewer (Normally the Reporting Officer's Supervisor)							
1. Name	Dave Westerholm	2. Position	Director, Office of Response and Restoration	3. Grade	SES-All		
4. Email	dave.westerholm@noaa.gov	5. Office	+1 (301) 713-2989	x	238	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			
3. Division	ORR	4. Branch	Disaster Response Center	5. Section or Team	

B. NOAA Goal/Subgoal	Commerce and Transportation	C. Program	EMR
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D. NOAA Org Code	NR0000	E. NFC Org Code	541012000000000000	F. Project-Task	H8P2ANA - PRR
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## SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

NOAA is building a Gulf of Mexico Disaster Response Center in Mobile, AL that is scheduled to open in early 2011. The Center will 1) aid NOAA in better organizing and developing internal communication systems and response procedures; 2) integrate NOAA products and services into all hazards planning, response and recovery at the regional level; and 3) ensure that the regional emergency management community gains access to and support from the NOAA products and services that directly impact and enhance their respective preparedness and response operations. The Center will serve as 1) a central node for NOAA to improve coordination and familiarity between the emergency management community & NOAA programs/partners and 2) as a premier coastal crisis support center devoted to applying relevant coastal and maritime products and services to support real time incident decision makers' actions in assessing coastal ecological and economic distress. NOAA scientific assets and capabilities will be efficiently coordinated and applied to ensure Gulf Coast communities are better prepared to prevent, protect against, respond to and recover from natural and man-made disasters.

The Operations Manager will be involved or directly responsible for all aspects of opening the new Center upon contract acceptance, including but not limited to establishing administrative, safety and operational practices and procedures; establishing the core workforce; planning and executing the Center budget; and working to establish partnerships with the Gulf of Mexico disaster response community.

## SECTION 6 - DUTIES AND RESPONSIBILITIES

### 6A. Description of Duties and Responsibilities

Initially, the Operations Manager will be one of only two full time NOAA personnel working at the Center to bring the facility online, establish Center policies and directives and initiate activities related to the four core functions of the Center. The Operations Manager will work directly for the Damage Response Center Director. The goal of the NOAA Corps Operations Manager is to establish a fully functional facility with the four primary leadership positions hired and on staff and to ensure that all core functions are executed at optimal levels.

Primary duties include:

- 1) Responsible for the continuous functioning of the DRC facility and staff; including monitoring warranty issues and interacting with contracting leads on resolution with the builder.
- 2) Act as the DRC safety officer; establishing Center policies, monitoring regulatory/technological changes, incorporating lessons learned into DRC operations. Responsible for establishing procedures related to and conducting facility, equipment and operations inspections to determine operational and functional status in normal and emergency situations.
- 3) Act as the primary HR, COTR, property management and budget and procurement authority, to include initial establishment, strategic planning and execution.
- 4) Act as the primary link with NOAA facilities to address any issues and ensure smooth transition from construction to full continuous operation.
- 5) Establish an effective, complex security program that allows for normal operations, 24x7 emergency operations to include access by non-NOAA personnel and segregation capability to allow for sheltering of non-NOAA capabilities during emergencies.

Until the Deputy Director of the Center is hired, the Operations Manager will:

- 1) Be responsible for daily operations of the DRC and serve as on-site supervisor for staff.
- 2) Work closely with NOAA programs engaged in DRC activities and will focus on infusing DRC capabilities into local/regional operating procedures to be used in response to disaster events.
- 3) Maintain a knowledge or and familiarity with NOAA programs, projects, products and services that could be applied to preparedness, response, mitigation or recovery operations in the Gulf region.
- 4) Act as the acting Director in the absence of the Director of the Center.

The four core capabilities that will be established during the first two years of the Center existence are:

- 1) Gulf Coast Hub for NOAA Emergency Preparedness, Response and Recovery Operations
- 2) Enhance Regional Decision Support Tools and Improve Stakeholder Communications
- 3) Improve Regional Readiness and Training Curricula for NOAA Personnel and Key Partners
- 4) Foster Scientific Research on Effective Disaster Preparedness and Response

The incumbent will be required to maintain flexibility and be prepared to serve in any role related to the four core capabilities.

### 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):

Officer will be directly responsible for managing all aspects of the newly constructed government facility in Mobile, AL.

## 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 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 checked="" type="checkbox"/> Vision <input checked="" type="checkbox"/> Partnering

### Leadership Prerequisite Comments (Optional)

Management/leadership experience is required - at least 10 years of experience with managing government personnel and assets. Must have broad knowledge of government/NOAA personnel, procurement, safety, and facilities regulations; in addition to NOAA internal and external communications practices and protocols. Must have broad knowledge of all NOAA programs.

## 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 preferred. 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 required.

## 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. Officer will establish the personnel management processes at the new facility.

Facilities - familiar with all government safety regulations to include OSHA.

Contracting - 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.

## 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 checked="" type="checkbox"/> Vision <input checked="" type="checkbox"/> Partnering
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, Vision, Partnering and Interpersonal Skills.		

## 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)**

Officer will have the opportunity to use knowledge and skills related to managing all types of operational platforms in training & emergency response and restoration activities. Management includes coordinating the use of assets belonging to all NOAA Line Offices, as well as external partners and public sector providers.

## 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).

Budget - Experience developing, maintaining and executing a large unit budget. Knowledge and experience coordinating PPBES initiatives for outyears.

Procurement - Experience and qualification - Simplified Acquisitions and COTR Level II

Scientific - Broad understanding of NOAA and how NOAA science can be utilized to assist/improve disaster management and response

Safety - Experience and training as a safety manager is highly desired, particularly related to facilities and field operations

## SECTION 13 - CRITICAL SUCCESS CRITERIA

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

The primary measure of success will be a fully functional facility that is staffed at an optimal level and that is capable of successfully executing all four core competencies at the end of the two year period of this billet. This will be a challenging opportunity for the officer. Funding and partnerships are not fully established. The facility is currently under construction. The incumbent officer will be directly responsible for all start up aspects of the facility, staff and operations.

**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

Digitally signed by Michele Finn  
DN: cn=Michele Finn, o=NOS, ou=National Ocean Service, email=michele.a.finn@noaa.gov, c=US  
Date: 2009.12.14 11:59:22 -05'00'

2. Date 2009-12-14

3. Name Captain Michele Finn, NOAA

4. Title/Position Chief of Staff, NOS

**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 **Dave Westerholm**

Digitally signed by Dave Westerholm  
DN: cn=Dave Westerholm, o=NOS, ou=CR&R,  
email=dave.westerholm@noaa.gov, c=US  
Date: 2010.01.11 12:16:20 -05'00'

2. Date 2010-01-11

3. Name Dave Westerholm

4. Title/Position Director, Office of Response and Restoration

**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 **David M. Kennedy**

Digitally signed by David M. Kennedy  
DN: cn=David M. Kennedy, o=NOAA, ou=NOS,  
email=david.kennedy@noaa.gov, c=US  
Date: 2010.01.12 06:51:06 -05'00'

2. Date 2010-01-12

3. Name David M. Kennedy

4. Title/Position Acting Assistant Administrator, NOS

**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: 2010.08.09 12:58:47 -04'00'

2. Date 2010-08-05

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 2010-08-06

3. Name RADM Jonathan W. Bailey

4. Title/Position Director, NOAA Corps

Print Form

Submit to CPC (Reviewer Use Only)

**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 Digitally signed by Michele Finn  
DN: cn=Michele Finn, o=NOS, ou=National Ocean Service, email=michele.a.finn@noaa.gov, c=US  
Date: 2009.12.14 11:59:22 -05'00' 2. Date

3. Name  4. Title/Position

**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 \_\_\_\_\_ 2. Date

3. Name  4. Title/Position

**C. Reviewing Officer's Statement**

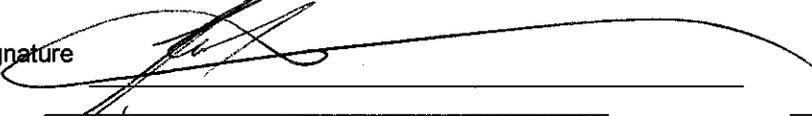
"I have reviewed this billet description and certify that this billet is a priority for my Line, Staff, or Headquarters Office."

1. Signature \_\_\_\_\_ 2. Date

3. Name  4. Title/Position

**D. Commissioned Personnel Center Endorsement**

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

1. Signature  2. Date

3. Name  4. Title/Position

**D. Director, NOAA Corps Endorsement**

"I am the  and I  this billet."

1. Signature  2. Date

3. Name  4. Title/Position