NOAA Form 56-28A
(revised 9/25/2009)

U.S. Department of Commerce
National Oceanic and Atmospheric Administration

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION

A. Billet Number: 7500
B. Billet Title: Scientific Support Coordinator
C. Grade Requested: O5 - CDR
D. Type of Submission: RESTRUCTURING OF BILLET
E. Minimum amount of overlap between incumbent officer/reporting officer for continuity of duties: 2 weeks
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
B. Street Address:
C. City: Seattle
D. State: Washington
E. Country: United States
F. Zip Code: 98115
G. Office: x
H. Mobile:
I. Fax:

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 Divisior
3. Grade: ZP V
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: Debbie Payton
2. Position: Chief, Emergency Response Division
3. Grade: ZP V
4. Email: Debbie.Payton@noaa.gov
5. Office: +1 (301) 713-2989 x 190
6. Mobile: +1 (206) 321-5868

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
3. Division: Emergency Response
4. Branch: Regional Operations
5. Section or Team:

B. NOAA Goal/Subgoal:
C. Program:
D. NOAA Org Code:
E. NFC Org Code: 10-12-0001-00-00-00-00
F. Project-Task: N8KS04P00

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 or Environmental Protection Agency Federal On-Scene Coordinators (FOSC) during spill incidents. Under the National Contingency Plan, NOAA has responsibility for providing scientific support to the FOSC for oil and hazardous material spills. To support this mandate, NOAA provides 24- hour, 7 day a week response coordinated through 9 geographically distributed Scientific Support Coordinators (SSC). Through the SSC, NOAA 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 and engages in drills, exercises and planning activities 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 SSC is the primary point of contact for all preparedness and response activities in their assigned region and will coordinate with reachback expertise in Seattle for additional support.

SECTION 6 - DUTIES AND RESPONSIBILITIES

☐ Property Accountability Officer - Administer and maintain a system of control and accountability for personal property as prescribed in OMAO's Personal Property Policy #1502

☐ Property Custodians - Maintain all accountable personal property within your designated area of responsibility as prescribed in OMAO's Personal Property Policy #1502

6A. Description of Duties and Responsibilities

The SSC for the Northwest directly supports USCG Sectors within District 13 covering the states of Washington, Oregon and Idaho. The NW SSC also provides assistance and backup to other SSCs in adjacent regions (CA, AK, HI). The SSC is a technical expert and trusted advisor 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? Although the SSC directly supports the FOSC and is a part of the Command Staff, the SSC also may fill additional roles in the Incident Command Structure, including Environmental Unit Leader (EUL) and Deputy SSC. The EUL leads 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. During a large incident, the incumbent may be required to work in another region with or under other SSCs. Typical NW SSC duties include:
- leading the NOAA Scientific Support Team during responses and drills. Support may include, but is not limited to, coordinating the supply of tides, currents, weather forecasts, pollutant trajectories, chemical analysis, resources at risk, clean-up recommendations, best management practices, on-scene support, and other spill specific information to the response. This critical scientific information makes for effective responses that protect and restore natural marine resources. The Scientific Support Team can consist of two to ten personnel of varied scientific and information management disciplines (contractors and GS9-14)
- As senior ranking officer in ERD, will provide oversight and guidance to junior officers (4) and assist Supervisor and Branch Chief with OERs, training, and other Corps responsibilities.
- serving as the primary or alternate representative for the Department of Commerce on Regional Response Team 10 and Joint Response Team (CANUSPAC) with Canada
- serving as a leader in Area Committee Meetings and providing input to Area Contingency Response Plans. The NW SSC is a 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
- coordinating with other NOAA offices such as National Marine Fisheries, National Weather Service, Office of Coast Survey, and the Marine Sanctuary Program
- providing external training regarding spill science topics to local, regional and occasionally national audiences
- serving as the NOAA national Incident Operations Coordinator (IOC) in Seattle when the duty IOC is unavailable
- maintaining a high level of readiness by attending mission-specific training courses and workshops
- maintaining readiness to deploy on-scene to emergencies 24 x 7, nationwide
- engaging in preparedness activities or research and development projects in OR&R at regional or national levels.

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

Technical [40] + Operational [20] + Leading and Managing [40] + 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 i.e., GS-9 to GS-14, O1 to O4

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	☒ Core Values & Conduct ☒ Health & Well Being ☒ Responsibility ☒ Followership ☒ Adaptability
LTJG (O2)	Leading Others	☒ Interpersonal Skills ☒ Continuous Learning ☒ Technical Proficiency ☒ Listening ☒ Speaking
LT (O3)		☒ Writing ☒ Team Building ☒ Leveraging Diversity ☒ Influencing Others ☒ Developing Others ☒ Execution
LCDR (O4)	Leading Performance and Change	☒ Decisiveness ☒ Problem Solving ☒ Conflict Management ☒ Customer Focus ☒ Entrepreneurship
CDR (O5)		☒ Creativity & Innovation ☐ Human Capital Management ☐ Financial Management ☒ Technology Management
CAPT (O6) and RADM (O7/O8)	Leading Organizations	☐ External Awareness ☐ Strategic Thinking ☐ Political Savvy ☐ Vision ☐ Partnering

Leadership Prerequisite Comments (Optional)

The officer selected for this billet must:
- have strong initiative,
- excellent officer bearing, and
- have strong interpersonal communication skills.

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 Cateogry 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	☒ Core Values & Conduct ☒ Health & Well Being ☒ Responsibility ☒ Followership ☒ Adaptability
LTJG (O2)	Leading Others	☒ Interpersonal Skills ☒ Continuous Learning ☒ Technical Proficiency ☒ Listening ☒ Speaking
LT (O3)		☒ Writing ☒ Team Building ☒ Leveraging Diversity ☒ Influencing Others ☒ Developing Others ☒ Execution
LCDR (O4)	Leading Performance and Change	☒ Decisiveness ☒ Problem Solving ☒ Conflict Management ☒ Customer Focus ☒ Entrepreneurship
CDR (O5)		☒ Creativity & Innovation ☒ Human Capital Management ☒ Financial Management ☒ Technology Management
CAPT (O6) and RADM (O7/O8)	Leading Organizations	☒ External Awareness ☒ Strategic Thinking ☒ Political Savvy ☐ Vision ☒ 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 project 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 Cateogry 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 the NOAA Scientific Support Team (SST) and other federal, state & local agencies (i.e. USCG, EPA, FEMA, DHS) during oil/hazmat releases, providing critical scientific information to spill response command, and recommendations for effective clean-up that protects and/or restores natural resources
- Technical knowledge and leadership experience acting as the Scientific Support Coordinator under 40 Code of Federal Regulations (CFR) Part 300.145(c)(1). May include supervision of the SST; 2-10 persons with varied scientific and information management disciplines (GS-9 to GS-14)
- Thorough knowledge & understanding of NOAA capabilities through interaction with NOAA line offices and NOAA HQ. Coordination with NOAA Homeland Security Program Office, National Weather Service, National Marine Sanctuary Program, Office of Coast Survey, NOAA Fisheries & other NOAA emergency assets responding to an incident.
- Experience planning for, and responding to, emergency incidents, such as oil and hazmat releases
- Public Speaking/Training/Briefings to high level officials and media
- Conflict Management
- Consensus Building/Team Building
- Endangered Species Act, Oil Spill Pollution Act 1990, National Response Framework, GIS, Modeling, Natural Resource Damage Assessment
- Extensive technical training: Helicopter Emergency Egress Device; HAZWOPER Annual Refresher; other Operational Safety training & experience, Data Management/Digital Photography
- Inter-agency partnership development
- Political awareness/exposure for issues of National significance
- Technical writing for scientific paper publications, high level situation reports, and public outreach materials.
- Training curriculum development

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

Successfully advises the USCG (or FOSC) during incidents or response planning in a timely way with scientific and accurate data and products.

Is able to establish and maintain positive and productive working relationships with USCG, USEPA, Environment Canada, State Responders, and Local Responders,.

Is able to establish and maintain positive and productive working relationship with all SSC's and SST for timely and effective emergency response.

Successfully plans and conducts external training to local and regional customers (20 days /year).

Effectively contributes to Regional Response Team (RRT) 10 and CANUSPAC Joint Response Team. Ensures that primary or secondary representation is always available for making decisions during response.

Actively participates in local oil spill Area Contingency Planning to produce products that serve the best interest of the stakeholders in the region and preserves NOAA trust resources. Attend meetings; participate in and/or chair sub-committees; advise the USCG; review plans and documents.

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

Maintains full response readiness, response equipment, and ability to travel for emergency response. (Maintains core training certifications and conducts at least annual equipment checks)

Able to guide and lead teams through facilitated discussion to complete end goals.

Act as mentor to junior officers serving elsewhere in the Emergency Response Division.

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 KRETOVIC.ELIZABETH.I.1008453450 Digitally signed by KRETOVIC.ELIZABETH.I.1008453450 DN: c=US, o=U.S. Government, ou=DoD, ou=PKI, ou=NOAA, cn=KRETOVIC.ELIZABETH.I.1008453450 Date: 2014.10.20 14:37:43 -04'00'

2. Date 2014-10-20

3. Name Elizabeth I. Kretovic

4.Title/Position XO, Emergency Response Division

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 TARPLEY.JOHN.A.1365880529 Digitally signed by TARPLEY.JOHN.A.1365880529 DN: c=US, o=U.S. Government, ou=DoD, ou=PKI, ou=OTHER, cn=TARPLEY.JOHN.A.1365880529 Date: 2014.11.19 15:38:40 -08'00'

2. Date 2014-11-19

3. Name 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 DIX.MARK.R.1090907308 Digitally signed by DIX.MARK.R.1090907308 DN: c=US, o=U.S. Government, ou=DoD, ou=PKI, ou=OTHER, cn=DIX.MARK.R.1090907308 Date: 2014.11.21 09:33:24 -08'00'

2. Date 2014-11-21

3. Name Mark Dix

4.Title/Position Deputy, Emergency Response Division

D. Commissioned Personnel Center Endorsement

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

1.Signature

2. Date 2014-11-25

3. Name CDR Kurt Zegowtiz, NOAA

4.Title/Position Chief, Officer Career Management Division

E. Director, NOAA Corps Endorsement

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

1.Signature

2. Date 2014-12-4

3. Name RADM David A. Score, NOAA

4.Title/Position Director, NOAA Corps

Print Form

Submit to CPC (Reviewer Use Only)