

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION**SECTION 1 - GENERAL INFORMATION**

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	3 weeks		
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 Highway	B. Street Address	SSMC4 NOS/OR&R/10138				
C. City	Silver Spring	D. State	Maryland	E. Country	United States	F. Zip Code	
G. Office	2405330406	x		H. Mobile	2026043217	I. Fax	

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor							
1. Name	Vacant/ Dave Wesley Acting	2. Position	Chief, Emergency Response Division	3. Grade	ZP V		
4. Email	David.wesley@noaa.gov	5. Office	2065266951	x		6. Mobile	
B. Reporting Officer (2nd Level Supervisor)							
1. Name	Scott Lundgren	2. Position	Director, OR&R	3. Grade	SES-All		
4. Email	scott.lundgren@noaa.gov	5. Office	2405330408	x		6. Mobile	2022957944
C. Reviewer (Normally the Reporting Officer's Supervisor)							
1. Name	CAPT Jason Mansour	2. Position	NOS Liaison Officer	3. Grade	O6		
4. Email	jason.mansour@noaa.gov	5. Office	2029365959	x		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		2. Office, Center, or Lab			
3. Division		4. Branch		5. Section or Team	
B. NOAA Goal/Subgoal			C. Program		
D. NOAA Org Code		E. NFC Org Code		F. Project-Task	

SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

The Office of Response and Restoration (OR&R) is the NOS program office with expertise in disaster preparedness: preparing, evaluating, and responding to threats to coastal environments, including oil and chemical spills, releases from hazardous waste sites, and marine debris. OR&R is comprised of four divisions and one program: Emergency Response, Assessment and Restoration, Marine Debris, the Disaster Preparedness Program, and Business Operations. Collectively, the Office of Response and Restoration provides comprehensive solutions to marine pollution.

Under the National Contingency Plan (NCP), NOAA has responsibility for providing scientific support to Federal On-Scene Coordinators (FOSC) for oil and hazardous material spills. OR&R's Emergency Response Division (ERD) is tasked with providing scientific expertise to support an incident response. ERD also develops tools, guidelines, field-oriented job-aids and training to assist in preparedness of response communities. The team works closely with the US Coast Guard, US Environmental Protection Agency, and other federal, state, tribal and local agencies. ERD is a diverse and dynamic operational group which is on call 24/7/365 to respond and deploy to incidents primarily in the US.

The majority of ERD staff reside at the NOAA Western Regional Center in Seattle, WA. Scientific Support Coordinators (SSC) are regionally located throughout the US. Only one or two ERD staff reside at the OR&R Headquarters at the Silver Spring Metro Center facility. The SSMC staff are the liaisons between our sister divisions, other NOAA offices, and other federal agencies.

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

***Partnerships:** This position is expected to develop partnerships with principal response agencies (USCG, FEMA, EPA and BSEE) to further program objectives and optimize inter-agency opportunities, and includes spending at least 1 day /week at USCG HQ in the CG-MER office. Frequent interactions with high level officials of these agencies will occur. The position provides opportunities to work with other response organizations/programs within NOAA including NWS, NMFS, NGS, OCS, NESDIS, OMAO and OAR as well as other state, academic, and NGO response interests. ***Technology:** This billet is technically challenging and affords opportunities to maintain a current understanding with evolving technologies as well as the application of these technologies to scientific and administrative requirements. A firm understanding of geographic information systems and data management systems will assist in the duties and can be obtained while in this position.

***Incident Response:** The incumbent will become familiar with the NCP and the National Response Framework (NRF), and how to function within the framework for all-hazard responses to major national incidents. Acquire all necessary safety, Incident Command Structure (ICS) and subject matter training to participate in field responses. Deploy when necessary to support ERD responses. When FEMA reaches activation Level 1 - this position is on call, first in rotation for one week intervals to staff the NOAA NOS/FEMA liaison watch desk at the National Response Coordination Center (NRCC) in conjunction with the NOAA NWS liaison to FEMA permanently stationed there. ***Operational Planning:** Assist in the creation of the annual operational plan which provides ERD personnel with a clear picture of their tasks and responsibilities in line with the goals and objectives contained within the ERD Strategic Plan. Track goal milestones and ensure tasks are achieved/executed within their designated time frame. ***NOS Senior Management Team (SMT) Representative:** Assist and provide back-up to the NOS primary SMT representative for all hazard Concept of Operations (CONOPS). Maintain a familiarity with the missions and resources of NOS Programs and Staff offices. Support NOAA Homeland Security Program Office (HSPO) and NOS during drills, responses, and program development tasks. ***Preparedness:** Participate in National Response Team (NRT) and National Operations Center (NOC) Meetings; contribute to the design, execution and review of major exercises - Spills of National Significance (SONS), guidance documents, and national policy documents. ***Outreach:** Work with OR&R & ERD Outreach teams to coordinate communications, ensure ERD messages are captured, and assist with reporting of responses to target audiences. Target audiences typically include congress, federal agencies, NOAA leadership and peers, non-profits, special interest groups and the media. Develop and support major legislative outreach projects and draft congressional testimony as necessary. Information must be timely, accurate and pertinent. Assist/ Lead planning of annual conference for all ERD personnel. ***Familiarity with ERD tools is recommended but not required.** Proficiency with these tools can be acquired on the job.

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

Technical 25 + Operational 25 + Leading and Managing 40 + Executive Leadership 10 = 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 i.e., GS-7 to GS-12, O1 to O3Will the Officer lead people, but has no supervisory responsibilities? ☒ Yes ☐ No Number of personnel led Grades of personnel led All levels of civilians, 0-1 to 0-6 NOAA Corps Officers and both officers and enlisted in USCG

2. Fiscal

Will the Officer have budget responsibility? Yes - Budgeting Dollar Amount (K) less than \$9mill

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 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 type="checkbox"/> Political Savvy <input type="checkbox"/> Vision <input type="checkbox"/> Partnering

Leadership Prerequisite Comments (Optional)

This position represents DOC, NOAA, NOS, OR&R and ERD to external organizations and works across organization structures within NOAA. Strong inter-personal skills including written and verbal communication are required. Due to interactions with all ranks, titles, and backgrounds, a strong officer bearing is required.

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 (Required)

*Excellent written and verbal communication skills (Required)

*Significant operational experience that includes, but is not limited to: ship, small boat, aircraft, diving, remote field operations and hazardous material response activities (Preferred) *Familiarity with USCG operations (Preferred) *Contracting Officer's Technical Representative I (COTR I) (Preferred) **40 Hour OSHA HAZWOPER (Preferred)

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).

*Communication - demonstrated written and verbal communication skills is required

*GIS - a basic understanding of GIS principles and software is preferred

*Safety - experience establishing and maintaining safety programs for both field operations and the office environment.

HAZWOPER certification and experience with HAZMAT response is preferred.

Training to be completed prior to or within 3 months of reporting:

*40 Hr HAZWOPER

*Incident Command System Courses: Intro to ICS (IS-100.b) and (ICS-200.b); NIMS (IS-700), NRF (IS-800), and Intro to NOAA CONOPS

Training to be completed prior to or within 1 year of reporting:

*Science of Oil Spills (SOS)

*Shoreline Cleanup Assessment Team (SCAT)

*NOC Watch Officer, media training or 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 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: partnering, political savvy, external awareness, customer focus, influencing others, writing and speaking. The incumbent will develop skills of Technology Management, Creativity & Innovation, Conflict Management, Problem Solving, and Decisiveness. Excellence in written and verbal communications will be used on a daily basis. OR&R also 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 and hazardous material spill response and environmental damage assessment. This position participates in responses, drills, and exercises and conferences at a high level. Formal training of Incident Command System operations, Continuity of Operations, Science of Oil Spills, Hazardous Materials 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:

- *Partnering: Effectively connect with individuals from every type of agency and at all levels.
- *Political Savvy: An understanding of how decisions are made and what roles people play in organizations.
- *External Awareness: Able to identify and stay current on key policies and trends that affect ERD, as well as being able to perceive the relationship of the Division with respect to external partners (e.g. USCG) in order to maintain aspects of coordination.
- *Entrepreneurship: Ability to start or continue projects, take ownership of said projects and ensure their success.
- *Customer Focus: Able to understand who the customer is, identify their needs and foster a mutually beneficial relationship.
- *Influencing Others: The most dynamic influence this position holds is the ability to influence national policy. This will be accomplished by the ability to effectively communicate the division's goals and the ability to influence decisions of partnering agencies.
- *Technology Management: Ability to understand the technology available then guide its development and use. An individual with interests in GIS would be able to expand this knowledge base with emerging technologies related to NOS initiatives.
- *Conflict Management: This position works in a variety of settings with multiple roles. Through available training the ability to spearhead conflict and the knowledge to resolve it will be strengthened. *Problem Solving: This position works independently or in groups to solve assigned problems and often to lead these groups. The scope of the projects will vary as will the components of the work groups. The variety of problem solving scenarios will expand this officer's abilities. *Decisiveness: This position is expected to develop an understanding of the priorities and foundation principles of the Chief, Division, OR&R, and NOS. With this understanding the officer will be expected to make decisions as necessary for the benefit of the organization. *Spill Response: Science, techniques and management knowledge will be developed. *NIMS/NRF: a complete understanding of the National Incident Management System and NRF, and how NOAA fits into them. *USCG Operations: Understanding of USCG Marine Environmental Response. *Federal processes: The incumbent will gain understanding of how to promote the division's agenda within the structure of our government.

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

- *A successful Emergency Response Program Coordinator will jump into operations, administration and/or communications and perform transparently.
- *Deploys as needed and is able to properly function within the ICS.
- *Obtains and maintains a thorough understanding of ERD activities and is effectively able to communicate these to a variety of target audiences. This includes staying apprised to activities of all ERD staff, obtaining technical proficiency of evolving technologies, and holds subject matter knowledge of the active topics.
- *Obtains and maintains an understanding of NOS activities, primarily those that are used during All-Hazard responses, and is effectively able to communicate for and between the agency contacts and the Incident Command.
- *Works effectively with all NOAA line and staff offices; building connections across NOAA that assist in facilitating outreach, developing congressional support, and enhancing our response capabilities.
- *Builds connections with outside agencies (such as: USCG; USEPA, FEMA, Congress) and professionally represents all levels of the organization (ERD, OR&R, NOS, NOAA and DOC).
- *Coordinates headquarters side of response efforts. Works closely with Seattle ERD staff, Incident Commands, OR&R divisions, and other offices and agencies as appropriate. Has a working knowledge of ERD funding sources.
- *Takes leadership roles in the planning and execution of NOS and NOAA run drills and exercises, working collaboratively with the NOS AA Office, Disaster Preparedness Program, and NOS lead SMT. Assists HSPO and NOS staff with the maintenance of NOS and NOAA COOP plans. Has a strong understanding and assists in implementing CONOPS.
- *Able to present to all levels of audiences on short notice.
- *Able to facilitate all levels of audiences on short notice.

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
WALL, STEVEN.JAMES.1459978298
Date: 2024.02.23 11:46:32 -05'00'

2. Date 2024-02-23

3. Name LCDR Steve Wall

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

WESLEY.DAVID.NATHAN
WILSON.1365891989

Digitally signed by WESLEY.DAVID.NATHAN
WILSON.1365891989
Date: 2024.02.26 10:13:03 -08'00'

2. Date 2/26/2024

3. Name David Wesley

4. Title/Position Acting Chief, 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



Digitally signed by
MANSOUR.JASON.ROBERT.1267666780
Date: 2024.02.26 14:22:30 -05'00'

2. Date 26 FEB 2024

3. Name CAPT Jason Mansour

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

COLEGROVE.ANDREW.RAY
MOND.1292287646

Digitally signed by
COLEGROVE.ANDREW.RAYMOND.1292287646
Date: 2024.08.29 17:04:18 -04'00'

2. Date 29 Aug 2024

3. Name CDR Andrew Colegrove

4. Title/Position Chief, Officer Career Management Division

E. Director, NOAA Corps Endorsement

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

1. Signature



Digitally signed by VAN
WESTENDORP, CHRISTIAAN.HENRY.1012828175
Date: 2024.09.10 08:09:09 -04'00'

2. Date 9/10/2024

3. Name CAPT C. van Westendorp

4. Title/Position Director, Commissioned Personnel Center

Print Form

Submit to CPC (Reviewer Use Only)