NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION
A. Billet Number 7563 B. Billet Title Regional Response Officer (RRO) Southeast
C. Grade Requested O2 - LTJG D. Type of Submission ANNUAL RECERTIFICATION
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 500 Poydras St. B. Street Address Suite 1213
C. City New Orleans D. State Louisiana E. Country United States F. Zip Code 70113
G. Office x H. Mobile +1 (206) 556-1604 I. Fax

SECTION 3 - OFFICER EVALUATION REPORTING
A. Supervisor
1. Name John Tarpley 2. Position Regional Operations Branch Chief 3. Grade ZP IV
4. Email john.tarpley@noaa.gov 5. Office +1 (206) 526-6338 x 6. Mobile
B. Reporting Officer (2nd Level Supervisor)
1. Name Mark Dix 2. Position Deputy Chief, Emergency Response Division 3. Grade ZP V
4. Email mark.dix@noaa.gov 5. Office +1 (206) 526-4603 x 6. Mobile
C. Reviewer (Normally the Reporting Officer's Supervisor)
1. Name CAPT Elizabeth Kretovic 2. Position NOS Liaison Officer 3. Grade O6
4. Email Elizabeth.Kretovic@noaa.gov 5. Office +1 (240) 847-8215 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 NOS 2. Office, Center, or Lab ORR
3. Division ERD 4. Branch ROB 5. Section or Team EAST
B. NOAA Goal/Subgoal Commerce & Transportation; Mission Support
C. Program Emergency Response
D. NOAA Org Code NR1 E. NFC Org Code 101200100000000
F. Project/Task U8KSN04P00
SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

NOAA Emergency Response Division provides scientific support in the areas of oceanography, meteorology, marine biology, geomorphology, and chemistry to Federal On-Scene Coordinators during and in preparation for spill responses involving the release of oil or hazardous materials in coastal waters.

What Capacity: Provides leadership, technical and process expertise to hazardous materials spills and other emergency responses. The area of responsibility of the Gulf of Mexico (GM) region is historically the busiest of all regions due to the high density of oil platforms and refineries. Act as Scientific Support Coordinator (SSC) in his/her absence, and perform all duties/responsibilities of that role. Provides NOAA's input into regional, local and area contingency plans. Manages regional projects in support of preparedness. Coordinates and manages personnel and assets during emergency response operations.

SECTION 6 - DUTIES AND RESPONSIBILITIES

6A. Description of Duties and Responsibilities

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

- Works for southeast SSC’s (Gulf, Florida, Mid-Atlantic) to support emergency response efforts and requests from the USCG.
- Works within and occasionally leads the NOAA Scientific Support Team during oil spills and releases of hazardous materials, providing critical scientific information, making recommendations for effective clean up that protects and restores marine natural resources.
- Assist in coordination of National Weather Service, National Marine Sanctuary Program, Office of Coast Survey, NOAA Fisheries, and other NOAA emergency response assets during an incident response while working within the Incident Command System.
- Contributes to, and participates in, multi-agency/industry contingency planning meetings and exercises in preparation for responses. Will develop elements of regional and area contingency plans related to establishing shoreline protection priorities, determining protection strategies, and developing shoreline clean up plans.
- Conduct and supports technical training to USCG and other regional stakeholders.
- Conducts outreach to regional agencies, industry and public stakeholders regarding Office and Division missions.
- When necessary, 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 that role including supervision of the on-scene Scientific Support Team. These teams can consist of two to ten personnel of varied scientific and information management disciplines (GS9 - GS14).
- Responsible for maintaining a high degree of readiness by attending mission-specific training courses and workshops.
- Provide support to the Branch Chief and Supervisor on special projects associated with nationwide issues.
- Provide technical guidance and strategic policy addressing issues associated with the high level of oil/gas exploration, extraction, transportation, and refining in the Gulf of Mexico Region.
- Works with the regional SSC's to develop elements of the regional and area contingency plans related to establishing shoreline protection priorities, determining protection strategies, and developing shoreline clean up plans.
- Must be ready to respond and travel to an emergency 24-hours/day, 7-days/week nationwide.
- Travel on average of 5 days/month for scheduled meetings and special projects. During a major spill response, a 2 week rotation on-scene may be needed.
- Based on the relative increased frequency of incidents in the GM region along with the autonomy of operations in potentially remote regions, this position requires more supervisory and coordination experience. Due to the increase opportunities of leadership, command, and visibility, this position carries a high level of responsibility and accountability.

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

| Technical | 30 | Operational | 25 | Leading and Managing | 30 | Executive Leadership | 15 | Total | 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 GS-9 to GS-14

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):

No

SECTION 7 - LEADERSHIP PREREQUISITES

<table>
<thead>
<tr>
<th>GRADE</th>
<th>LEADERSHIP MATURITY LEVEL</th>
<th>LEADERSHIP COMPETENCIES NEEDED FOR THIS BILLET</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENS (O1)</td>
<td>Leading Self</td>
<td>☒ Core Values &amp; Conduct  ☒ Health &amp; Well Being  ☒ Responsibility</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☒ Followership  ☒ Adaptability</td>
</tr>
<tr>
<td>LTJG (O2)</td>
<td>Leading Others</td>
<td>☒ Interpersonal Skills  ☒ Continuous Learning  ☒ Technical Proficiency</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☒ Listening  ☒ Speaking</td>
</tr>
<tr>
<td>LT (O3)</td>
<td>Leading Performance and Change</td>
<td>☒ Writing  ☒ Team Building  ☒ Leveraging Diversity</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☒ Influencing Others  ☐ Developing Others  ☒ Execution</td>
</tr>
<tr>
<td>LCDR (O4)</td>
<td>Leading Organizations</td>
<td>☒ Decisiveness  ☒ Problem Solving  ☐ Conflict Management</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☒ Customer Focus  ☐ Entrepreneurship</td>
</tr>
<tr>
<td>CDR (O5)</td>
<td></td>
<td>☐ Creativity &amp; Innovation  ☐ Human Capital Management</td>
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<tr>
<td></td>
<td></td>
<td>☐ Financial Management  ☐ Technology Management</td>
</tr>
<tr>
<td>CAPT (O6) and RADM (O7/O8)</td>
<td>Leading Organizations</td>
<td>☐ External Awareness  ☐ Strategic Thinking  ☐ Political Savvy</td>
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<tr>
<td></td>
<td></td>
<td>☐ Vision  ☐ Partnering</td>
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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).

- Officer must possess excellent officer bearing.
- Must be ready to travel and capable of 24/7 emergency response when needed.
- Biological and/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.
- Chemistry knowledge is recommended.
- GIS and Information Technology familiarity.
### SECTION 10 - LEADERSHIP DEVELOPMENT

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<td></td>
<td>- Vision - Partnering</td>
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Leadership Development Comments (Optional):
- Excellent opportunities for team leadership development
- Intra/inter-agency coordination: significant interaction with federal, state, and local emergency response agencies (e.g. USCG, BSEE, BOEM, FEMA, EPA, offices throughout NOAA).
- Given opportunities to excel in management of personnel during responses, decision-making, consensus building, interpersonal communication skills, public speaking, project development, et. al.

### 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
- High 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 PROVIDED:
1. 40 Hr. HAZWOPER
2. 24 Hr. Science of Oil Spills Course (or equivalent)
3. 40 Hr. 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, BSEE, BOEM, 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. Within OR&R, includes Assessment & Restoration Division, Marine Debris Division, and Disaster Preparedness Program.
- 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, training, workshops and conferences.
- 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 TX, LA, MS, & AL in regards to supporting planning and response efforts/requests from USCG.
- Gain administrative knowledge & experience working with the Supervisor and ROB 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.

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 training guidebook.
- Complete and maintain core training classes and skill proficiency.
- Establish and maintain positive and productive working relationship with the SSCs 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.
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
AJILORE. OLOLADENICOLE, 521890084

2. Date 2019-10-15

3. Name
LTG Ololade N. Ajilore, NOAA

4. Title/Position
Gulf of Mexico Regional Response Officer

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. 136588052

2. Date 2019-11-06

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
KRETOVIC . ELIZABETH I. 1008

2. Date 2019-11-20

3. Name
CAPT Elizabeth I. Kretovic, NOAA

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
CAPT Jeffrey C. Taylor, NOAA

2. Date 25 Nov 2019

3. Name
CAPT Jeffrey C. Taylor, NOAA

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
CAPT Devin R. Brakob, NOAA

2. Date 1/2/2020

3. Name
CAPT Devin R. Brakob, NOAA

4. Title/Position
Director, Commissioned Personnel Center