

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION

A. Billet Number	2523	B. Billet Title	Marine Mammal/Maritime Liaison
C. Grade Requested	O4 - LCDR	D. Type of Submission	CHANGE OF DUTY STATION/REALIGNMENT OF DUTIES
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	SERO St. Petersburg	B. Street Address	263 13th Ave S				
C. City	St. Petersburg	D. State	Florida	E. Country	United States	F. Zip Code	33701
G. Office	+1 (727) 824-5312	x		H. Mobile		I. Fax	+1 (727) 824-5309

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor							
1. Name	Laura Engleby	2. Position	Marine Mammal Branch Chief, PRD	3. Grade	ZP IV		
4. Email	laura.ingleby@noaa.gov	5. Office	+1 (727) 551-5791	x		6. Mobile	
B. Reporting Officer (2nd Level Supervisor)							
1. Name	David Bernhart	2. Position	Assistant Regional Administrator	3. Grade	ZP V		
4. Email	david.bernhart@noaa.gov	5. Office	+1 (727) 824-5312	x		6. Mobile	
C. Reviewer (Normally the Reporting Officer's Supervisor)							
1. Name	Ellis, Michael	2. Position	Executive Officer, NMFS	3. Grade	O6		
4. Email	mike.ellis@noaa.gov	5. Office	+1 (301) 427-8060	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	NMFS	2. Office, Center, or Lab	Southeast Regional Office		
3. Division	Protected Resources	4. Branch	Marine Mammal 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

Officer serves as Marine Mammal Maritime Liaison to further NOAA's efforts to reduce impacts of human activities on marine mammals with an emphasis on addressing ship strikes of large whales in the Southeast, and along the Atlantic as appropriate, coordinating closely with the Region's Right Whale/Large Whale Recovery Coordinator. General areas of responsibility include:

- Serving as liaison between NMFS and the maritime community to increase awareness about marine mammals and their vulnerability to human impacts such as ship collisions, disasters, fishery bycatch, noise, and other threats.
- Developing and disseminating information about the Agency's strategies, procedures and regulations designed to decrease risk of ship collisions and other human impacts to marine mammals throughout the southeast.
- Applying knowledge of seamanship to interact with the maritime community at all levels, and particularly shipping agents, port operator groups, pilot's associations, the U.S. Army Corps of Engineers, the U.S. Coast Guard, the U.S. Navy and others as appropriate.
- Providing large vessel operating expertise for strategy development and implementation.
- Support role to PRD for providing technical support to ESA Section 7 consultations, assisting with listing, critical habitat designation, recovery and monitoring of endangered marine mammals, assisting with agency efforts to address energy impacts to marine mammals, Natural Resource Damage Assessment and Restoration, and writing reports and technical memorandums.
- Serving as the Division's small boat VOC (Vessel Operations Coordinator).

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

Officer would be responsible for representing NMFS in dealings with stakeholders throughout the southeast, with an emphasis on maritime communities. Specific duties may include:

- Develop and enhance information provided to mariners regarding ship strike strategy through NOAA Coast Pilot, National Weather Radio, National Data Buoy Center, Mandatory Ship Reporting System, USCG Broadcast to Mariners, and other means.
- Coordinate Region's participation in regularly scheduled maritime community meetings as appropriate to facilitate awareness of ship strike reduction procedures.
- Coordinate aircraft use and reporting requirements for Early Warning System surveys and other regional surveys such as on water small boat efforts and UAS activities. Obtains appropriate aircraft clearances from Navy and Coast Guard and ensures NOAA Aviation Safety standards are met.
- Coordinate research on better technology and measures to reduce risk of vessel strikes to large whales, and communicate with mariners.
- Review and participate in Federal actions and meetings that may provide opportunities related to ship strike reduction or other efforts that reduce threats to marine mammals.
- Marine Mammal Branch Small Boat Vessel Operations Coordinator; conduct risk assessments and inspections, and ensure operators and Southeast Regional Office disentanglement small boats are in compliance with NOAA policies.
- Assist with other large whale related issues such as river incursion response, necropsy preparations, compliance with Section 7 consultation mitigation requirements, attending public meetings as a representative of NOAA Fisheries and gathering and providing various marine related data.
- Coordinate and facilitate the Marine Mammal Branch's review of projects (e.g., energy, military) that may impact marine mammals
- Conduct literature reviews to obtain background information necessary to conduct and write up biologically defensible documents.
- Assist with developing and implementing restoration activities for marine mammals in the southeast.

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):

Two 21' RHIB vessels to be maintained for right whale and other marine mammal field work. Total asset value approximately \$75K

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 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 type="checkbox"/> Creativity & Innovation <input type="checkbox"/> Human Capital Management <input type="checkbox"/> Financial Management <input type="checkbox"/> Technology Management
CAPT (O6) and RADM (O7/O8)		<input 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)

O-5 competencies - Creativity & Innovation and Human Capital Management and O-6 competencies - Strategic Thinking and Partnering would be helpful but are not a requirement.

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)

Senior Watch Officer and Coxswain/OIC desired but not 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).

Proficiency with Microsoft Office Suite and Google Drive. Budgetary and ESA regulatory experience desired but not required.

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 type="checkbox"/> Vision <input checked="" type="checkbox"/> Partnering
Leadership Development Comments (Optional)		

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)

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).

This officer will support and become familiar with a broad range of agency responsibilities and legal authorities implementing the Endangered Species Act (ESA), Marine Mammal Protection Act (MMPA), and Large Whale Recovery Plans (e.g., right whale and sperm whale).

Officer will also gain experience in the ESA section 7 consultation process and MMPA laws and regulations, and the development of NOAA policies, procedures, and regulations.

Position provides opportunity for Officer to work extensively and independently with Federal, state, local, and private partners in increasing awareness and building commitment amongst various stakeholders to conserve and protect marine mammals, particularly endangered Right Whales, through reduction of risks (e.g., ship collisions and other human impacts) in the Southeast.

Officer will gain valuable exposure to the maritime community and to marine mammal conservation efforts in the Southeast and elsewhere. The officer will gain knowledge and experience in leading a broad range of stakeholders, including civilian personnel as well as partner state and federal agencies teams in collaborative conservation efforts.

Officer will also gain experience with planning and executing contracts, budgeting, and small boat maintenance and operation.

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

- Regular attendance to maritime stakeholder meetings and timely response to all industry interactions.
- Coordination with partners reflects leadership, cooperation, and consistency with regional and national priorities.
- Timely submission of products, notice to mariners, etc..
- Successful organization and execution of seasonal preparatory meetings with partner state and federal agencies
- Small boat assets maintained in state of operational readiness and safety at all times
- Established atmosphere of collaboration and open discussion among all stakeholders in marine mammal conservation issues
- Timely completion of any additional budgetary, research, presentations, or additional operational projects as directed.
- Opportunities for intra-and inter-agency cooperation as well as cooperation among stakeholder groups (e.g., maritime community) are initiated and fostered.
- Regular participation in NRDA related meetings, document preparation, and support for any NRDA related plans.
- Participation in activities reflect leadership and foster communication among staff, leadership and across line offices.
- Work products are concise, organized in a logical fashion, and demonstrate sound analytical thinking.

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 ENGLEBY.LAURA.K.1365831315
15

Digitally signed by ENGLEBY.LAURA.K.1365831315
DN: c=US, o=U.S. Government, ou=DoD, ou=PKI,
ou=OTHER, cn=ENGLEBY.LAURA.K.1365831315
Date: 2018.05.16 11:13:21 -04'00'

2. Date 2018-05-16

3. Name Laura Engleby

4. Title/Position Chief, Marine Mammal Branch

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 ENGLEBY.LAURA.K.1365831315
15

Digitally signed by ENGLEBY.LAURA.K.1365831315
DN: c=US, o=U.S. Government, ou=DoD, ou=PKI,
ou=OTHER, cn=ENGLEBY.LAURA.K.1365831315
Date: 2018.05.16 11:13:43 -04'00'

2. Date 2018-05-16

3. Name Laura Engleby

4. Title/Position Chief, Marine Mammal 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 ELLIS.MICHAEL.FREDERICK.1118145549

Digitally signed by
ELLIS.MICHAEL.FREDERICK.1118145549
Date: 2018.05.16 12:13:14 -04'00'

2. Date 2018-05-16

3. Name CAPT Michael F. Ellis, NOAA

4. Title/Position NMFS - XO

D. Commissioned Personnel Center Endorsement

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

1. Signature KUZIRIAN.STEPHEN.C.1275637170

Digitally signed by
KUZIRIAN.STEPHEN.C.1275637170
Date: 2018.05.16 13:02:17 -04'00'

2. Date 2018-05-16

3. Name LCDR Stephen C. Kuzirian, NOAA

4. Title/Position Chief, Officer Assignment Branch

E. Director, NOAA Corps Endorsement

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

1. Signature 

2. Date 5/21/2018

3. Name RADM Michael J. Silah, NOAA

4. Title/Position Director, NOAA Corps

Print Form

Submit to CPC (Reviewer Use Only)