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: 2280
B. Billet Title: Staff scientist - Marine mammals
C. Grade Requested: O3 - LT
D. Type of Submission: Revision of duties
E. Minimum amount of overlap between incumbent officer/reporting officer for continuity of duties: 2 Months
F. Duty Type: FIXED SHORE
G. Estimated Length of Assignment: 3 years

SECTION 2 - DUTY STATION ADDRESS AND CONTACT INFORMATION

A. Street Address: National Marine Mammal Laboratory
B. Street Address: 7600 Sand Point Way NE
C. City: Seattle
D. State: Washington
E. Country: United States
F. Zip Code: 98115
G. Office: +1 (206) 526-4045 x
H. Mobile:
I. Fax: +1 (206) 526-6615

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor

1. Name: Robyn Angliss
2. Position: Deputy Director
3. Grade: ZP IV
4. Email: robyn.angliss@noaa.gov
5. Office: +1 (206) 526-4032 x
6. Mobile: +1 (206) 697-1279

B. Reporting Officer (2nd Level Supervisor)

1. Name: Robyn Angliss
2. Position: Deputy Director
3. Grade: ZP IV
4. Email: jrobyn.angliss@noaa.gov
5. Office: +1 (206) 526-4032 x
6. Mobile: +1 (206) 697-1279

C. Reviewer (Normally the Reporting Officer's Supervisor)

1. Name: Todd Stiles
2. Position: Executive Officer, NOAA Fisheries
3. Grade: O6
4. Email: todd.c.stiles@noaa.gov
5. Office: +1 (301) 427-8060 x
6. Mobile: +1 (301) 873-5663

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: Alaska Fisheries Science Center
3. Division: Nat'l Marine Mammal Lab
4. Branch:
5. Section or Team:

B. NOAA Goal/Subgoal: Healthy oceans/Recovered-healthy marine spp
C. Program:
D. NOAA Org Code:
E. NFC Org Code:
F. Project-Task:

SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

The National Marine Mammal Laboratory (NMML) conducts research on marine mammals important to the mission of the National Marine Fisheries Service (NMFS) and the National Oceanic & Atmospheric Administration (NOAA), with particular attention to issues related to marine mammals off the coasts of Alaska, Washington, Oregon, and California. Research projects focus on ecology and behavior, population dynamics, life history, and status and trends. Information is provided to various domestic and international organizations to assist in developing rational and appropriate management regimes for marine resources under NOAA's jurisdiction.

Research conducted by NMML utilizes a variety of methods and tools to obtain needed information. Determination of status and trends of marine mammal populations requires information on abundance, stock structure, mortality and net productivity. To obtain these data, censuses are carried out from ships, aircraft and on land. Radio and satellite-linked telemetry is utilized to determine movements and migrations, critical feeding areas and depths, and other behavioral data.

Depending on research priorities that occur while the officer of record is at NMML, the officer may be involved in collecting data on marine mammals of Alaska, Washington, Oregon, and California, compiling information into required annual Stock Assessment Reports on marine mammals, and supporting laboratory operations by arranging training, providing unmanned aircraft systems support, or other duties as required.

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

1) NMML Vessel Operations Coordinator. Serve as NMML's primary liaison for reporting on use of NOAA and charter platforms, ensure that small boat safety inspections are completed and assist with inspections.
2) Ensure that NMML's vessel/aircraft safety needs are met by organizing annual safety training, ensuring that appropriate safety equipment for vessels and aircraft is available, and tracking the training of staff.
3) Participate in assessing marine mammals using the APH-22 unmannned aircraft system and develop requests for certificates of authorization required by the FAA to conduct flights directed at marine mammal assessment.
4) Assist with the annual development of marine mammal stock assessment reports.
5) Manage the Platforms of Opportunity Program including database management, entry & quality control of new data, archival of old data, and responding to requests for data from government, organizations, and private citizens.
6) Participate in mission-related field work to assess marine mammals in Alaska, Washington, or California.
7) Assist with ArcGIS mapping projects.

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

Technical [34] + Operational [33] + Leading and Managing [33] + 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 n/a

Will the Officer lead people, but has no supervisory responsibilities? ◉ Yes ○ No Number of personnel led various

Grades of personnel led Will contribute as a team with staff at the ZP II-IV levels

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):

The officer will be responsible for conducting annual small boat examinations necessary for NMML boats and staff to operate on the water. The officer will direct the operations of a APH-22 hexacopter unmanned aerial system.

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)

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)

If the incoming officer is reporting from AOC the officer should be a qualified pilot.

If the incoming officer is a mariner, the officer should have an OOD qualification. UAS operations experience and/or a private pilot license is preferred, but not required.

Training and experience with the APH-22 unmanned system is strongly preferred, 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 Cateogry A, scientific papers/publications, GIS); engineering (marine survey, ABYC, ABS, FAA); regulatory (US Code, CFR); information technology (databases, networks, programming).

1. Familiarity with Access database design and management.
2. At least some training needed to fly APH-22 UAS in US airspace (currently HAM technician license, ground school, an unexpired airmen knowledge test report with a passing grade, and Class 2 FAA physical) strongly preferred.
3. Ability to produce effective written reports and oral presentations.
4. Ability to use ArcInfo or a related product to map information preferred, but not required.

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)

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 Cateogry A, scientific papers/publications, GIS); engineering (marine survey, ABYC, ABS, FAA); regulatory (US Code, CFR); information technology (databases, networks, programming).

Gain a thorough knowledge of NOAA Small Boat Program and AFSC's small boat regulations. Develop small boat inspection skills in conducting 8+ annual NMML small boats inspections. Gain skills in coordination and planning while arranging multiple annual trainings for NMML staff.

Gain an in-depth understanding of NMML UAS and FAA regulations and COA requirements. The ability to complete documentation requested by NOAA AOC during FAA COA applications and pre-mission Flight Readiness Reviews is required.

Learn the NMFS guidelines for determining severity of marine mammal injuries. Develop ability to make injury determinations on marine mammal injuries in Alaska using NMFS guidelines and primary documents.

Gain an understanding of how NMFS assesses pinniped and cetacean populations.

Learn the technical details of NMML UAS required for basic maintenance and troubleshooting of systems.

Develop an understanding of scientific needs of NMML UAS missions and develop the piloting and photographic skills necessary to collect that information with UAS.

Basic Access database skills are required prior to reporting to the billet. The person assigned to this billet should continue to develop these skills and should develop the skills to create and manage information in Oracle Database.

Develop ArcMap skills to produce products for NMML reports and permitting.

Strong interpersonal skills are necessary for success in this billet and will continue to be developed. Teamwork is required to accomplish all billet duties.

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

1) NMML Vessel Operations Coordinator. Serve as NMML's primary liaison for reporting on use of NOAA and charter platforms, ensure that small boat safety inspections are completed and assist with inspections.
***Routinely responses to requests for reports in a timely manner.
***Completes high quality inspections on time and provides the results to the "owner" of the small boat.

2) Ensure that NMML's vessel/aircraft safety needs are met by organizing annual safety training, ensuring that appropriate safety equipment for vessels and aircraft is available, and tracking the training of staff.
***Routinely organize training sessions to ensure that all NMML staff who require routine training receive the training prior to the field season.

3) Participate in assessing marine mammals using the APH-22 unmannned aircraft system and develop requests for certificates of authorization required by the FAA to conduct flights directed at marine mammal assessment.
***Collect imagery of Steller sea lions and other pinnipeds using the APH-22.
***Take the lead for NMML in developing COA applications at least 120 days before the anticipated start date of the field season.

4) Assist with the annual development of marine mammal stock assessment reports.
***Summarize information on marine mammal mortalities and serious injuries; apply written criteria to assess whether injured marine mammals are likely to die as a result of the injuries.
***Summarize the annual meeting of the Scientific Review Group; draft summary due 15 days after the meeting.

5) Manage the Platforms of Opportunity Program including database management, entry & quality control of new data, archival of old data, and responding to requests for data from government, organizations, and private citizens.
***Oversee data entry into the POP system and extract information as requested, typically within 10 days of receiving the request.

6) Participate in mission-related field work to assess marine mammals in Alaska, Washington, or California.

7) Assist with ArcGIS mapping projects.

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 ANGLISS.ROBYN.P.1365879210 Digitally signed by ANGLISS.ROBYN.P.1365879210 DN: c=US, o=U.S. Government, ou=DoD, ou=PKI, ou=OTHER, cn=ANGLISS.ROBYN.P.1365879210 Date: 2013.11.20 11:18:58 -08'00'

2. Date 2013-11-20

3. Name Robyn P. Angliss

4.Title/Position Dep. Director, Nat'l Marine Mammal Lab, NMFS

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 ANGLISS.ROBYN.P.1365879210 Digitally signed by ANGLISS.ROBYN.P.1365879210 DN: c=US, o=U.S. Government, ou=DoD, ou=PKI, ou=OTHER, cn=ANGLISS.ROBYN.P.1365879210 Date: 2013.11.20 11:19:21 -08'00'

2. Date 2013-11-20

3. Name Robyn P. Angliss

4.Title/Position Dep. Director, Nat'l Marine Mammal Lab, NMFS

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 STILES.TODD.C.1012099858 Digitally signed by STILES.TODD.C.1012099858 DN: c=US, o=U.S. Government, ou=DoD, ou=PKI, ou=NOAA, cn=STILES.TODD.C.1012099858 Date: 2013.11.22 15:08:33 -05'00'

2. Date 2013-11-22

3. Name Todd Stiles

4.Title/Position Executive Officer, NMFS

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 2/3/14

3. Name CDR Kurt Zegowitz, NOAA

4.Title/Position Chief, Officer Career Mgmt Division

E. Director, NOAA Corps Endorsement

"I am the Director, CPC and I approve this billet."

1.Signature

2. Date 2/4/14

3. Name CAPT Lawrence Krepp, NOAA

4.Title/Position Director, CPC

Print Form

Submit to CPC (Reviewer Use Only)