

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION

A. Billet Number	2523	B. Billet Title	Deputy Chief, Marine Mammal Branch		
C. Grade Requested	O4 - LCDR	D. Type of Submission	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	7278245312	x		H. Mobile		I. Fax	

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.engleby@noaa.gov	5. Office	7275515791	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	8139069371	x		6. Mobile	
C. Reviewer (Normally the Reporting Officer's Supervisor)							
1. Name	Kurt Zegowitz	2. Position	Executive Officer, NMFS	3. Grade	O6		
4. Email	kurt.zegowitz@noaa.gov	5. Office	3014278060	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

This officer serves as the Deputy Chief of the Marine Mammal Branch (MMB) in the NOAA Fisheries Southeast Regional Office. The MMB conserves and manages over 30 species of dolphins and whales (including three endangered whale species- Rice's whales, North Atlantic Right whales, and Sperm whales) throughout the Gulf of Mexico and Atlantic. The MMB implements the Marine Mammal Protection Act (MMPA) and the Endangered Species Act (ESA). The branch's 10 federal and 7 contract employees develop policy; implement recovery and conservation plans; conduct public outreach; engage with communities; partner with federal and state agencies; and provide oversight, direction, and response to over 700 marine mammal stranding events each year, large whale and dolphin entanglements, and other high profile events (e.g., mass strandings, North Atlantic right whale disentanglement, etc.).

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

- Project Lead for 6 Southeast Regional Office Conservation and Recovery MMB contractors: Assess performance and ascertain status of deliverables.; collaborate with the Contracting Officer and their representative to develop Scopes of Work; monitor and update work statements and contract scope to ensure alignment with program requirements.
- Grants: Oversee annual transfer of over \$500k of funding from the Navy, Army Corps of Engineers (ACE), and Coast Guard (USCG); facilitate the granting of above funds in support of activities to protect the endangered North Atlantic Right Whale.
- Acquisitions: Prepare cost estimates, statements of need, sole source justifications, etc. for purchase of products and services to support Marine Mammal stranding and entanglement prevention and response activities, including aerial surveys.
- Budget: Track discretionary funds from the Office of Protected Resources and over \$1.8M of MMB base funding and expenditures. Administer ~\$1.5M of Inflation Reduction Act funds for North Atlantic Right Whales in the Southeast and oversee/ensure smooth transition to on-demand gear for pot fishermen in the Southeast Atlantic.
- Represent NOAA: Plan and lead annual meetings as NOAA's representative at Navy, USACE, and USCG facilities in the southeast to foster communication among partner agencies during the North Atlantic Right Whale calving season; engage with the public at outreach or stranding events; coordinate with state and federal agencies, maritime organizations and private sector on problem solving and strategies.
- Staff and Policy Advising: Trusted advisor to Branch Chief and Assistant Regional Administrator. Analyze decisions and problems for policy, administrative, and other requirements to provide concise recommendations. Serve as the Branch Chief's representative at local, state, and federal meetings. Communicate branch information or concerns to the awareness of leadership, disseminate and advocate division priorities to the branch. Serve as Acting Branch Chief when necessary.
- Coordinate responses to congressional inquiries, formal letters, briefing papers, and Freedom of Information Act requests: Collaborate with subject matter experts to provide and review written content. Ensure MMB's responses are timely and efficient.
- Project Administration: Implement the Species in the Spotlight Initiative for endangered Rice's whales in the Gulf of Mexico by bringing greater attention and leveraging resources. Expand partnerships and motivate others towards species recovery. Develop and implement a priority action plan to prevent extinction.

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 12+

Grades of personnel led

2. Fiscal

Will the Officer have budget responsibility? Yes - Budgeting Dollar Amount (K) ~1,800

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

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 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)

This billet is ideal for officer who is ready to exercise their problem solving skills and who is proficient in or wishes to improve their abilities to develop and advise others. A high level of creativity is preferred. The officer will be exposed to financial and human capital management, prior experience with both are beneficial.

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, procurement, staffing, ESA regulatory, GIS 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 become familiar with the federal rulemaking process and exercise of legal authorities, covering a broad range of agency responsibilities: the Endangered Species Act (ESA), Marine Mammal Protection Act (MMPA), and Large Whale Recovery Plans (e.g., right whale and Rice's whale) and the National Environmental Policy Act.

Officer will also gain experience in the ESA section 7 consultation process, MMPA requirements, 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 and endangered Rice's Whales, through reduction of risks (e.g., vessel 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 nationally. 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. In this role, the officer will hone their interpersonal and team building skills while developing their ability to manage human capital.

Officer will also gain experience with planning and executing contracts and budgeting. Due to their work on contracts, it would be desirable that the officer have a Contracting Officer's Representative certification or receive certifications while serving in this billet.

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

- Regular attendance at 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
- Established atmosphere of collaboration and open discussion among all stakeholders in marine mammal conservation issues
- Timely completion of 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 .
- 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 SOLARI.STEVEN.ROBERT.1270029880
70029880

Digitally signed by
SOLARI.STEVEN.ROBERT.1270029880
Date: 2024.06.12 16:57:27 -04'00'

2. Date 6/12/2024

3. Name LCDR Steven Solari

4. Title/Position Marine Mammal/Maritime Liaison

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 ENGBY.LAURA.K.1365831315
15

Digitally signed by
ENGBY.LAURA.K.1365831315
Date: 2024.06.18 15:40:28 -04'00'

2. Date 6/18/2024

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 ZEGOWITZ.KURT.ANDREW.1041765050
041765050

Digitally signed by
ZEGOWITZ.KURT.ANDREW.1041765050
Date: 2024.07.08 14:03:38 -04'00'

2. Date 7/8/2024

3. Name CAPT Kurt Zegowitz

4. Title/Position Executive Officer, NOAA Fisheries

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.RAYMOND.1292287646
MOND.1292287646

Digitally signed by
COLEGROVE.ANDREW.RAYMOND.1292287646
Date: 2024.08.29 17:19:36 -04'00'

2. Date 2024-08-29

3. Name CDR Andrew Colegrove

4. Title/Position Chief, OCMD

E. Director, NOAA Corps Endorsement

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

1. Signature CARY.CHAD.M.1245514960

Digitally signed by
CARY.CHAD.M.1245514960
Date: 2024.09.10 10:35:19 -04'00'

2. Date 2024-09-10

3. Name RADM Chad M. Cary

4. Title/Position Director, NOAA Corps and OMAO

Print Form

Submit to CPC (Reviewer Use Only)