## NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

### SECTION 1 - GENERAL INFORMATION

<table>
<thead>
<tr>
<th>A. Billet Number</th>
<th>B. Billet Title</th>
<th>C. Grade Requested</th>
<th>D. Type of Submission</th>
<th>E. Minimum amount of overlap between incumbent officer/reporting officer for continuity of duties</th>
<th>F. Duty Type</th>
<th>G. Estimated Length of Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>2523</td>
<td>Marine Mammal/Maritime Liaison</td>
<td>O4 - LCDR</td>
<td>CHANGE OF DUTY STATION/REALIGNMENT OF DUTIES</td>
<td>2 weeks</td>
<td>FIXED SHORE</td>
<td>3 years</td>
</tr>
</tbody>
</table>

### SECTION 2 - DUTY STATION ADDRESS AND CONTACT INFORMATION

<table>
<thead>
<tr>
<th>A. Street Address</th>
<th>B. Street Address</th>
<th>C. City</th>
<th>D. State</th>
<th>E. Country</th>
<th>F. Zip Code</th>
<th>G. Office</th>
<th>H. Mobile</th>
<th>I. Fax</th>
</tr>
</thead>
<tbody>
<tr>
<td>SERO St. Petersburg</td>
<td>263 13th Ave S</td>
<td>St. Petersburg</td>
<td>Florida</td>
<td>United States</td>
<td>33701</td>
<td>+1 (727) 824-5312</td>
<td></td>
<td>+1 (727) 824-5309</td>
</tr>
</tbody>
</table>

### 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: +1 (727) 551-5791  
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  
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  
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

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%

<table>
<thead>
<tr>
<th>Technical</th>
<th>Operational</th>
<th>Leading and Managing</th>
<th>Executive Leadership</th>
</tr>
</thead>
<tbody>
<tr>
<td>35</td>
<td>35</td>
<td>30</td>
<td>0</td>
</tr>
</tbody>
</table>
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: civilians in partner agencies and maritime community, Navy and USCG cooperative team members

2. Fiscal

Will the Officer have budget responsibility?  Yes - Budgeting  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

<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 (01)</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 (02)</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 (03)</td>
<td>Leading Performance and Change</td>
<td>☒ Decisiveness  ☒ Problem Solving  ☒ Conflict Management</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☒ Customer Focus  ☒ Entrepreneurship</td>
</tr>
<tr>
<td>LCDR (04)</td>
<td></td>
<td>☐ Creativity &amp; Innovation  ☐ Human Capital Management</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☐ Financial Management  ☐ Technology Management</td>
</tr>
<tr>
<td>CDR (05)</td>
<td></td>
<td>☐ External Awareness  ☐ Strategic Thinking  ☐ Political Savvy</td>
</tr>
<tr>
<td>CAPT (06)</td>
<td>Leading Organizations</td>
<td>☐ Vision  ☐ Partnering</td>
</tr>
<tr>
<td>and RADM (07/08)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>GRADE</th>
<th>LEADERSHIP MATURITY LEVEL</th>
<th>LEADERSHIP COMPETENCIES DEVELOPED IN THIS BILLET</th>
</tr>
</thead>
</table>
| ENS (01) | Leading Self | ☑ Core Values & Conduct  ☑ Health & Well Being  ☑ Responsibility  
| | | ☑ Followership  ☑ Adaptability |
| LTJG (02) | Leading Others | ☑ Interpersonal Skills  ☑ Continuous Learning  ☑ Technical Proficiency  
| | | ☑ Listening  ☑ Speaking |
| LT (03) | Leading Performance and Change | ☑ Writing  ☑ Team Building  ☑ Leveraging Diversity  
| | | ☑ Influencing Others  ☑ Developing Others  ☑ Execution |
| LCDR (04) | Leading Organizations | ☑ Decisiveness  ☑ Problem Solving  ☑ Conflict Management  
| | | ☑ Customer Focus  ☑ Entrepreneurship  
| CDR (05) | | ☑ Creativity & Innovation  ☑ Human Capital Management |
| | | ☑ Financial Management  ☑ Technology Management |
| CAPT (06) and RADM (07/08) | | ☑ 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 Category A, scientific papers/publications, GIS); engineering (marine survey, ABYC, ARS, 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."

<table>
<thead>
<tr>
<th>Signature</th>
<th>ENGLEBY.LAURA.K.13658313</th>
<th>2. Date</th>
<th>2018-05-16</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Laura Engleby</td>
<td>3. Date</td>
<td>2018-05-16</td>
</tr>
<tr>
<td>Title</td>
<td>Chief, Marine Mammal Branch</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### B. Supervisor's Statement

"I have reviewed this billet description and certify that it is a true and correct representation of this billet."

<table>
<thead>
<tr>
<th>Signature</th>
<th>ENGLEBY.LAURA.K.13658313</th>
<th>2. Date</th>
<th>2018-05-16</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Laura Engleby</td>
<td>3. Date</td>
<td>2018-05-16</td>
</tr>
<tr>
<td>Title</td>
<td>Chief, Marine Mammal Branch</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 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."

<table>
<thead>
<tr>
<th>Signature</th>
<th>ELLIS.MICHAEL.FREDERICK</th>
<th>2. Date</th>
<th>2018-05-16</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>CAPT Michael F. Ellis, NOAA</td>
<td>3. Date</td>
<td>2018-05-16</td>
</tr>
<tr>
<td>Title</td>
<td>NMFS - XO</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### D. Commissioned Personnel Center Endorsement

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

<table>
<thead>
<tr>
<th>Signature</th>
<th>KUZIRIAN.STEPHEN.C.12756</th>
<th>2. Date</th>
<th>2018-05-16</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>LCDR Stephen C. Kuzirian, NOAA</td>
<td>3. Date</td>
<td>2018-05-16</td>
</tr>
<tr>
<td>Title</td>
<td>Chief, Officer Assignment Branch</td>
<td></td>
<td></td>
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### E. Director, NOAA Corps Endorsement

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

<table>
<thead>
<tr>
<th>Signature</th>
<th>RADM Michael J. Silah, NOAA</th>
<th>2. Date</th>
<th>5/21/2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>RADM Michael J. Silah, NOAA</td>
<td>3. Date</td>
<td>2018-05-16</td>
</tr>
<tr>
<td>Title</td>
<td>Director, NOAA Corps</td>
<td></td>
<td></td>
</tr>
</tbody>
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[Print Form] [Submit to CPC (Reviewer Use Only)]