

**Roles and Responsibilities of Science Implementation, Planning and Policy (SIPP) Program  
(rev. 8/2017)**

Krista	Tina	Robin	Jenny	Lynn
<ul style="list-style-type: none"> <li>• Marine Mammal Scientific Permit Standard Research Methods (50% S&amp;T)</li> <li>• SWC Incidental Take Permit – 50% DO</li> </ul>	<ul style="list-style-type: none"> <li>• Marine Mammal ESA/MMPA research permit (application, mods, reports)</li> <li>• IACUC – marine mammal applications, clearance, reporting</li> <li>• Lead on day-to-day MMTD budget monitoring and tracking</li> <li>• IACUC coordinator for SWFSC/PIFSC Committee</li> <li>• National Marine Sanctuary permits (applications, reports)</li> <li>• Marine Mammal research reporting (e.g. IWC/AIDCP)</li> <li>• Reporting / data calls, as needed</li> <li>• Develop and track Inter-agency agreements</li> <li>• Lead on procurements (non-OAI related)</li> </ul>	<ul style="list-style-type: none"> <li>• MMTD Strategic planning, management and guidance</li> <li>• Budget planning, analysis and implementation</li> <li>• Procurement oversight/guidance</li> <li>• Personnel matters, performance plans</li> <li>• Purchase cardholder / approving official</li> <li>• Vacancy packages / Hiring Official</li> <li>• Marine turtle coordination</li> <li>• Marine turtle permits (applications, mods, reports)</li> <li>• IACUC – turtle applications, clearance, reporting</li> <li>• Co-PI on S. CA green turtle monitoring efforts</li> <li>• Serve on Marine Mammal Scientific Permit &amp; SWFSC Safety Committees</li> </ul>	<ul style="list-style-type: none"> <li>• CITES permit application/renewal &amp; reporting to USFWS, main liaison with USFWS</li> <li>• Lead task order preparation and tracking (IDIQ)</li> <li>• Back up on procurements (non-IDIQ related)</li> <li>• Lead on development and tracking of Inter-agency Agreements</li> <li>• Milestones and other Division data call reporting</li> <li>• Coordinate and disseminate research reports (e.g. tech memo's)</li> <li>• Purchase cardholder – backup for MMTD purchases</li> <li>• CITES sample clearance support</li> <li>• Research/Stranding/Fieldwork support</li> </ul>	<ul style="list-style-type: none"> <li>• Travel authorizations and vouchers, invitational travel, G&amp;B/Local travel</li> <li>• Scientific Manuscript/Tech memo reviews/editing, clearance submission, publication waivers</li> <li>• Resolve travel deobligations / finance issues</li> <li>• Visitor / Volunteer POC</li> <li>• Program Planning support</li> <li>• Coordination of data calls and reporting requirements</li> <li>• OAI Agent for SWC</li> <li>• Working group participation</li> </ul>