

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION

A. Billet Number	0816	B. Billet Title	Executive Officer, NOAA Diving Center		
C. Grade Requested	O3 - LT	D. Type of Submission	REALIGNMENT OF DUTIES		
E. Minimum amount of overlap between incumbent officer/reporting officer for continuity of duties	1 Month				
F. Duty Type	FIXED SHORE	G. Estimated Length of Assignment	3 years		

SECTION 2 - DUTY STATION ADDRESS AND CONTACT INFORMATION

A. Street Address	7600 Sand Point Way NE	B. Street Address	NOAA Diving Center, Building 8				
C. City	Seattle	D. State	Washington	E. Country	United States	F. Zip Code	98115
G. Office	+1 (206) 526-6460	x		H. Mobile		I. Fax	

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor							
1. Name	David Kowalick	2. Position	Manager, NOAA Diving Center	3. Grade	ZP IV		
4. Email	David.Kowalick@noaa.gov	5. Office	+1 (206) 526-6476	x		6. Mobile	
B. Reporting Officer (2nd Level Supervisor)							
1. Name	Joseph Hoyt	2. Position	Manager, NOAA Diving Program	3. Grade	ZP V		
4. Email	joseph.hoyt@noaa.gov	5. Office		x		6. Mobile	
C. Reviewer (Normally the Reporting Officer's Supervisor)							
1. Name	RADM Nancy Hann	2. Position	Director, OMAO and the NOAA Corps	3. Grade	O8		
4. Email	nancy.hann@noaa.gov	5. Office	+1 (301) 713-7658	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	OMAO	2. Office, Center, or Lab	NOAA Diving Program		
3. Division	NOAA Diving Center	4. Branch		5. Section or Team	
B. NOAA Goal/Subgoal	Mission Support	C. Program	NOAA Diving Program		
D. NOAA Org Code	AN8700	E. NFC Org Code	08-00-0007-00-00-00-00	F. Project-Task	X8A2AND-PND

SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

The mission of OMAO is to safely deliver effective Earth observation capabilities, integrate emerging technologies, and provide a specialized, flexible, and reliable team responsive to NOAA and the nation. The NOAA Diving Program (NDP) mission is to train, certify, and equip scientists, engineers, and technicians while promoting innovation of effective diving technologies and to safely perform underwater operations. As the operational side of the NDP, the NOAA Diving Center (NOC) implements standards, policies, and procedures in new diving technologies, techniques and training methods to support NOAA's missions. NDC trains divers, divemasters, dive medical technicians for NOAA, other governmental and public safety agencies; provides educational outreach; and supports field operations with the expertise of personnel and equipment. The Executive Officer oversees the administration of the NDC, assists the NDC Manager (NDCM) in conducting training courses and supporting field operations, and acts as the liaison between the NDP Manager and the field to administer the program on a national level.

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

Primary duties include:

Supervises three CAPS employees and one NOAA Corps Operations Officer Billet. Supports NDCM in supervision, coordinating training and Individual Development Plan implementation for all NOC staff (approx. 12 CAPS, NOAA Corps and U.S. Public Health Service [USPHS] employee); Assists NDCM in personnel actions - awards, hiring, performance reviews, position descriptions, and discipline; Provides NDCM support in the development and execution of the NDC's budget, Commerce Purchase Card System (CPCS), Fleet Cards, Contracts, Memorandums of Understanding (MOUs) and Interagency Agreements (IAAs); Approves and certifies time and attendance records for supervised civilian employees and serves as delegate for NDCM to certify all NOC staff time and attendance; Oversees and manages the diver certification process; Serves as the OMAO Unit Diving Supervisor (UDS) for (3) ships a (3), approximately 30 divers - duties include diver authorizations, approval of Dive Operations Plans and Diving Emergency Assistance Plans, resolving corrective actions on Diving Unit Safety Assessments (DUSAs), and mentoring Ship Dive Officers, divers, Lead Divers (LDs), and Divemasters (DMs); If elected, serves as the OMAO Line Office Diving Officer (LODO) on the NOAA Diving Control and Safety Board (NDCSB), leading all OMAO UDSs and managing the Diver Readiness Detachment Units; Supports planning for the biennial UDS workshop; Communicates, verbally and in writing, with NOAA personnel and the general public regarding diving policies and procedures; Presents lectures, in-water instruction of SCUBA skills, and coordination of diving operations during various diving courses. Involved in course development to support efficient and effective delivery of curricula; NOAA Dive Log (NDL) site administrator for diver database management, including modifications, enhancements, and development of additional capabilities; Oversees and manages diver administration functions to include: NOAA Corps Dive Orders, Commissioned Officer Dive Pay, Change of Dive Unit, student enrollment, and maintenance of (12) email distribution lists for (400) divers including submission processes and handling related issues; Coordinates and participates in public outreach activities in support and recognition of NDP's mission; Oversees the Compiling, editing, and submittal of the NOAA Diving Program Annual Report; Serves on the Western Regional Center (WRC) Facilities Working Group - serves as delegate for NDCM on the Campus Management Board. Support NDCM in dive center maintenance. Serve as point of contact to coordinate dive basin and NOC facility use for training and other agency requests; Support the Property Accountability Manager (NDCM) and supervise Property Custodian (PC) to responsibly manage property inventory; Serve as an E2 Travel Approver for all NDC staff, supervise Travel Manager. Ensures Group Travel requirements are met for NDC training events; Maintains training records for all NDC staff; Oversees processing of Foreign National (FN) guest or visitor applications, serves as a FN Sponsor and NDC's point of contact for FN, deemed export and controlled technologies; Serves as a liaison between NOC - NOAA vessels- and the NOS Papahānaumokuākea Marine National Monument (PMNM) and NMFS Pacific Islands Fisheries Science Center (PIFSC) program offices to coordinate Chamber Operator scheduling to ensure staffing for all dive missions. Serves as a liaison to the Army to facilitate the Joint Hyperbaric Medical Officer/Technician Courses (JHMO/JHMT).

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):

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 type="checkbox"/> Leveraging Diversity <input checked="" type="checkbox"/> Influencing Others <input checked="" type="checkbox"/> Developing Others <input checked="" type="checkbox"/> Execution
LCDR (O4)		<input type="checkbox"/> Decisiveness <input type="checkbox"/> Problem Solving <input type="checkbox"/> Conflict Management <input type="checkbox"/> Customer Focus <input 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)

As a liaison between the NDP and the field, the officer will need strong communication skills and the ability to explain complex policies and procedures to all levels from the general public to certified divers to OMAO leadership. The officer will need to be able to build on their proficiency as a NOAA Diver and Divemaster to understand the various modes of diving within NOAA and represent their needs to the NDP and NOAA Diving Control and Safety Board. The officer will develop team building and leadership competencies in this assignment.

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)

NOAA Diving Medical Technician (DMT) is desired, but not required.

Medical Person in Charge (MPIC) certification desired, but not required.

Small Boat Component Course and MOCC or small boat coxswain certified 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).

As a NOAA diver, the officer will need to be very familiar with NOAA and OSHA diving regulations and the NOAA Diving Standards and Safety Manual. Previous experience as an Executive Officer is desired along with a functional knowledge of databases. The officer will serve as an Approving Official; previous experience with MARS, Contracts and/or other budget tracking -and approval systems is highly desired. The officer should have some management, budgetary and property experience.

SECTION 10 - LEADERSHIP DEVELOPMENT

GRADE	LEADERSHIP MATURITY LEVEL	LEADERSHIP COMPETENCIES DEVELOPED IN THIS BILLET
ENS (O1)	Leading Self	<input type="checkbox"/> Core Values & Conduct <input type="checkbox"/> Health & Well Being <input type="checkbox"/> Responsibility <input type="checkbox"/> Followership <input type="checkbox"/> Adaptability
LTJG (O2)		<input type="checkbox"/> Interpersonal Skills <input type="checkbox"/> Continuous Learning <input type="checkbox"/> Technical Proficiency <input type="checkbox"/> Listening <input type="checkbox"/> Speaking
LT (O3)	Leading Others	<input type="checkbox"/> Writing <input type="checkbox"/> Team Building <input checked="" type="checkbox"/> Leveraging Diversity <input type="checkbox"/> Influencing Others <input type="checkbox"/> Developing Others <input 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 checked="" 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 Development Comments (Optional)

The Executive Officer will develop the ability to make sound decisions independently. As a LODO and UDS, the officer will learn to mentor all OMAO divers, resolve conflicts between unit members, and develop divers, Lead Divers, and Divemasters. As a liaison to the field, the primary focus of this billet will be customer service. The officer will learn how to listen to the needs of the field and successfully represent them to the NDCSB and dive leadership.

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)

This billet will afford an officer the opportunity to develop divemaster, diver medic, and recreationally certified scuba instructor. The officer will be designated as a Unit Diving Supervisor and OMAO Line Office Diving Officer and serve on the NOAA Diving Control and Safety Board. The officer can expect to be qualified to operate NDC small boats. Depending on their dive experience, an officer may also be certified as an Advanced Diver.

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).

The officer will become proficient in:

- NOAA Diving Standards and Safety Manual, NOAA dive policies and OSHA diving regulations
- Diving, Divemaster, CPR, First Aid and Oxygen Administration instruction
- NOAA Dive Log database administration
- Budgetary programs (MARS, CBS, C.Request/C.Award)
- Performance Plans and Reviews (CAPS system and Officer Evaluation Reports)
- Adobe Acrobat Pro for the creation of professional forms and publications
- Professional speaking in front of a wide range of audiences
- Writing in policies, procedures, technical and public outreach documents

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

- Develop into a competent, credible instructor in accordance with NOAA Diving Center standards, based on colleague and student feedback.
- Manage the divers in his/her unit safely and effectively; and ensure all dives are conducted in accordance with established policies and procedures.
- Establish professional working relationships with the NOAA diving community by offering customer support, timely responses and accurate information. Diver certifications, user access and questions are completed in a timely and accurate manner in the NDL. Seek feedback from the dive community on strategies to improve the NDL and communications with NDC. Assist the dive community with questions and registration in preparing to attend training, communicate to NDC personnel as needed.
- Manage administrative staff to maximize contributions to mission requirements and professional development.
- Collaborate effectively with a variety of government employees of all ranks and classifications via training courses and public outreach.
- Develop leadership skills in: team building by working cohesively with the NDC instructors; leveraging diversity by maintaining and encouraging a healthy working environment; and execution through time management and by balancing competing priorities, work load, delegation and organization in a high operational tempo billet.

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 HEAD.MARYBETH.1474026490 Digitally signed by HEAD.MARYBETH.1474026490 Date: 2023.04.16 13:25:53 -11'00' 2. Date

3. Name 4. Title/Position

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 KOWALICK.DAVID.JUDE.1033461859 Digitally signed by KOWALICK.DAVID.JUDE.1033461859 Date: 2023.06.26 17:58:49 -07'00' 2. Date

3. Name 4. Title/Position

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   Digitally signed by HOYT.JOSEPH.CLAYTON.1398839354 Date: 2023.06.27 09:21:40 -04'00' 2. Date

3. Name 4. Title/Position

D. Commissioned Personnel Center Endorsement

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

1. Signature COLEGROVE.ANDREW.RAYMOND.1292287646 Digitally signed by COLEGROVE.ANDREW.RAYMOND.1292287646 Date: 2023.09.21 13:39:27 -04'00' 2. Date

3. Name 4. Title/Position

E. Director, NOAA Corps Endorsement

"I am the and I this billet."

1. Signature Nancy Hank 2. Date

3. Name 4. Title/Position