NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION

A. Billet Number [0816]  
B. Billet Title [Executive Officer, NDC]  
C. Grade Requested [O3 - LT]  
D. Type of Submission [ANNUAL RECERTIFICATION]  
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]  
H. Mobile [ ]  
I. Fax [+1 (206) 526-6506]  

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]  
6. Mobile [ ]  
B. Reporting Officer (2nd Level Supervisor)  
1. Name [Greg McFall]  
2. Position [Manager, NOAA Diving Program]  
3. Grade [ZA V]  
4. Email [greg.mcfall@noaa.gov]  
5. Office [+1 (305) 809-4713]  
6. Mobile [ ]  
C. Reviewer (Normally the Reporting Officer's Supervisor)  
1. Name [RADM Michael Silah]  
2. Position [Director, OMAO]  
3. Grade [O8]  
4. Email [michael.silah@noaa.gov]  
5. Office [+1 (301) 713-7600]  
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 [08-08-0007-00-00-00]  
F. Project/Task [U8A2AND-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 (NDC) 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 NDC staff (approx. 12 CAPS, NOAA Corps and U.S. Public Health Service [USPHS] employees); 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 NDC staff time and attendance; Oversees and manages the diver certification process; Serves as the OMAO Unit Diving Supervisor (UDS) for (16) ships and Marine Operations Centers (3), approximately 100 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); Serves as the OMAO Deputy Line Office Diving Officer (D-LODO) on the NOAA Diving Control and Safety Board (NDCSB); Coordinates and leads 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; Compiles, edits, formats, and submits the OMAO and By the Numbers (metrics) chapter 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 NDC 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 NDC - 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.

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

Technical 20 + Operational 30 + Leading and Managing 30 + Executive Leadership 20 = 100%
SECTION 6 - DUTIES AND RESPONSIBILITIES (continued)

6C. Resources Managed

1. Human

Does the Officer supervise personnel?  ○ Yes  ○ No  Number of personnel supervised 4

Grades of supervised personnel: ZA II/III, ZS III, O2

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?  Yes - Budgeting and Execution  Dollar Amount (K) 200

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

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

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 certified Divemaster is strongly encouraged. 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

<table>
<thead>
<tr>
<th>GRADE</th>
<th>LEADERSHIP MATURITY LEVEL</th>
<th>LEADERSHIP COMPETENCIES DEVELOPED IN THIS BILLET</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENS (O1)</td>
<td>Leading Self</td>
<td>□ Core Values &amp; Conduct □ Health &amp; Well Being □ Responsibility</td>
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<tr>
<td></td>
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<td>□ Followship □ Adaptability</td>
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<tr>
<td>LTJG (O2)</td>
<td>Leading Others</td>
<td>□ Interpersonal Skills □ Continuous Learning □ Technical Proficiency</td>
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<td></td>
<td>□ Listening □ Speaking</td>
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<td>LT (O3)</td>
<td>Leading Performance and Change</td>
<td>□ Writing □ Team Building □ Leveraging Diversity</td>
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<td></td>
<td></td>
<td>□ Influencing Others □ Developing Others □ Execution</td>
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<tr>
<td>LCDR (O4)</td>
<td>Leading Performance and Change</td>
<td>□ Decisiveness □ Problem Solving □ Conflict Management</td>
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<td>□ Customer Focus □ Entrepreneurship</td>
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<tr>
<td>CDR (O5)</td>
<td></td>
<td>□ Creativity &amp; Innovation □ Human Capital Management</td>
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<td>□ Financial Management □ Technology Management</td>
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<td>RADM (O7/08)</td>
<td></td>
<td>□ Vision □ Partnering</td>
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Leadership Development Comments (Optional)
The Executive Officer will develop the ability to make sound decisions independently. As a D-LODO and UDS, the officer will learn to mentor Ship Dive Officers, 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 diver and divemaster instructional and leadership skills. The officer will be designated as a Unit Diving Supervisor and OMAO Deputy 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 (marina 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

<table>
<thead>
<tr>
<th>A. Developer's Statement</th>
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<tbody>
<tr>
<td>&quot;I certify that I have written this billet description and certify that it is a true and correct representation of the billet.&quot;</td>
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<td>1. Signature</td>
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<th>B. Supervisor's Statement</th>
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<tr>
<td>&quot;I have reviewed this billet description and certify that it is a true and correct representation of this billet.&quot;</td>
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<tr>
<th>C. Reviewing Officer's Statement</th>
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<tr>
<td>&quot;I have reviewed this billet description and certify that this billet is a priority for my Line, Staff, or Headquarters Office.&quot;</td>
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<tr>
<th>D. Commissioned Personnel Center Endorsement</th>
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<tbody>
<tr>
<td>&quot;I am the OMAO/CPC Officer Career Management Division representative. I recommend approval of this billet.&quot;</td>
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<td>1. Signature</td>
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<tr>
<th>E. Director, NOAA Corps Endorsement</th>
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<tbody>
<tr>
<td>&quot;I am the authorized representative of the Director, NOAA Corps and I approve this billet.&quot;</td>
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<td>1. Signature</td>
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<td>[Signature]</td>
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[Print Form] [Submit to CPC (Reviewer Use Only)]