

## NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

### SECTION 1 - GENERAL INFORMATION

A. Billet Number	0817	B. Billet Title	Operations Officer, NOAA Diving Center		
C. Grade Requested	O2 - LTJG	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	NOAA Diving Center	B. Street Address	7600 Sand Point Way NE, 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	+1 (206) 526-6506

### SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor							
1. Name	LT Marybeth Head	2. Position	Executive Officer, NOAA Diving Center	3. Grade	O3		
4. Email	xo.ndc@noaa.gov	5. Office	+1 (206) 526-6460	x		6. Mobile	
B. Reporting Officer (2nd Level Supervisor)							
1. Name	Dave Kowalick	2. Position	NOAA Diving Center Manager	3. Grade	ZA IV		
4. Email	david.kowalick@noaa.gov	5. Office	+1 (206) 526-6476	x		6. Mobile	+1 (206) 817-9792
C. Reviewer (Normally the Reporting Officer's Supervisor)							
1. Name	Joseph Hoyt	2. Position	NOAA Diving Program Manager	3. Grade	ZA V		
4. Email	joseph.hoyt@noaa.gov	5. Office		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 Center			
3. Division		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	08-08-0007-00-00-00-00	F. Project-Task	X8A2AND-PND	



## SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

OMAO's mission 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 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, divemaster, 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 Operations Officer at the NOAA Diving Center will support the day-to-day operational goals in customer support, training and administration.

## 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 for this billet include:

- Serves as primary Ship Diving Officer (SDO) Liason for the fleet
- Serves as Unit Diving Supervisor (UDS) for the Diver Readiness Detachment - Pacific
- Serves as Vessel Operations Coordinator (VOC) for NDC
- Serves as NOAA Diver and Divemaster for NDC training classes.
- Serve as small boat coxswain for dive classes.
- Presents lectures in diving classes.
- Dive community customer support.
- Public outreach activities in support and recognition of NDP's mission.
- Supports instructor staff in NOAA Diver and divemaster class preparations
- Assist NDC Property Custodian in property maintenance, need for operational transfers/loans of diving equipment.
- Commerce Purchase Card System (CPCS) purchase card holder in support of operational and training micro-purchases.
- Serve as back-up NOAA Dive Log (NDL) site administrator, update diver profiles, diver access, and entry of certifications and training records.
- Serve as back up for performing student registration for training, review of forms for completion and accuracy, and distribution of forms to NDC personnel in preparation for training classes.
- Assist as requested for field support on dive related missions

### 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):

Dinsmore (500K) Nautilus (50K)

## 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 type="checkbox"/> Technical Proficiency <input checked="" type="checkbox"/> Listening <input checked="" type="checkbox"/> Speaking
LT (O3)	Leading Others	<input checked="" type="checkbox"/> Writing <input type="checkbox"/> Team Building <input type="checkbox"/> Leveraging Diversity <input type="checkbox"/> Influencing Others <input type="checkbox"/> Developing Others <input 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)

Strong communication skills are a must to provide customer service and support to NOAA's ship diving officers, to discuss NOAA's dive missions and training requirements with federal agencies and public service groups, to prepare students to attend training at NDC. The officer will build on proficiency as a NOAA Diver and develop Divemaster, team building and develop 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 Diver certified.

NOAA Divemaster certification desired, but not required.

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

Small Boat Component Course and MOCC or small boat coxswain certified strongly 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's familiarity with the NOAA Diving Standards and Safety Manual, NOAA dive policies and OSHA diving requirements are important in communicating with customers, preparing students for training classes and assisting Unit Diving Supervisors in operational tasks.

Experience with the NOAA Dive Log (NDL) database as a diver will be beneficial in maintaining certifications and records for the dive community.

Knowledge of the Commerce Purchase Card System and micro-purchase requirements as a purchase card holder.

Familiarity with the Sunflower and Property Custodian roles 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 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 Development Comments (Optional)

The Operations Officer at NDC will develop strong interpersonal and communication skills to offer customer support to the dive community.

## 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 opportunity to complete training and gain operational skills as a NOAA Diver in working and scientific skills, Divemaster, Dive Medical Technician and small boat coxswain. Experience will be gained by performing these duties in support of NDC's operational mission. Depending on the officer's aptitude, Dive Instructor certification is possible. As a liaison to the field, the primary focus of this billet is customer service to the NOAA and dive community that NDP supports.



## 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
- NOAA Small Boat coxswain and NOAA Small Boat Standards and Procedures Manual
- NOAA Diver, Divemaster, CPR, First Aid, DAN Oxygen Delivery
- MPIC and Diving Medical Technician (DMT)
- Communication skills and public presenting
- Adobe Acrobat and Microsoft Office Word, Excel, Powerpoint
- CBS and Commerce Purchase Card System (CPCS)

## SECTION 13 - CRITICAL SUCCESS CRITERIA

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

- Develop operational skills by participating in and providing operational support and safety oversight in training classes as a diver and topside support; by becoming certified and performing duties as a divemaster, operating small boats to tend divers as a coxswain.
- Successful management of dive unit as UDS, facilitating operational requests to support dive missions.
- 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 by balancing competing priorities, work load and organization in a high operational tempo billet.
- 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 NDMS. Seek feedback from the dive community on strategies to improve the NDMS and communications with NDC. Assist the dive community with questions and registration in preparing to attend training, communicate to NDC personnel as needed.
- Provide knowledgeable answers to dive community in accordance with NDSSM and OSHA regulations.
- Become a competent presenter of dive material to students in a credible and professional manner.
- Conduct public outreach activities in support of and bring recognition to NDP's mission.
- Work with NDC's property custodian and instructor staff on property for operational transfers/loans to dive community.
- Complete all micro-purchases in accordance with CPCS, CAM and Federal Appropriations requirements.

**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.147402649 Digitally signed by HEAD.MARYBETH.1474026490 Date: 2023.04.16 15:34:38 -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 17:59:59 -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 09:19:05 -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 13:46:06 -04'00' 2. Date

3. Name  4. Title/Position

**E. Director, NOAA Corps Endorsement**

"I am the  and I  this billet."

1. Signature  2. Date

3. Name  4. Title/Position