

## NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

### SECTION 1 - GENERAL INFORMATION CD Billet #: 5559

A. Billet Number	0816	B. Billet Title	Executive Officer
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	NOAA Diving Center, Building 8	B. Street Address	7600 Sand Point Way NE				
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	Douglas R. Schleiger	2. Position	Manager, NOAA Diving Center	3. Grade	ZA IV		
4. Email	douglas.schleiger@noaa.gov	5. Office	+1 (206) 526-6476	x		6. Mobile	+1 (206) 240-2790
B. Reporting Officer (2nd Level Supervisor)							
1. Name	David A. Dinsmore	2. Position	Manager, NOAA Diving Program	3. Grade	ZA V		
4. Email	david.dinsmore@noaa.gov	5. Office	+1 (206) 526-6705	x		6. Mobile	+1 (206) 669-9842
C. Reviewer (Normally the Reporting Officer's Supervisor)							
1. Name	David Moroney	2. Position	Deputy Director, OMAO	3. Grade			
4. Email	david.moroney@noaa.gov	5. Office	+1 (301) 713-7664	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			C. Program		
Mission Support			NOAA Diving Program		
D. NOAA Org Code	AN8700	E. NFC Org Code	540808000700000000	F. Project-Task	J8P2ANDPND

Routing Code: OMA011

## SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

The mission of OMAO is "to safely and efficiently operate NOAA ships and aircraft, incorporate emerging data acquisition technologies, and provide a specialized professional team responsive to NOAA programs". The NOAA Diving Program (NDP) trains, certifies, and equips divers to perform a variety of underwater tasks in support of this mission, and ensures all diving operations are conducted safely, efficiently and economically. As the operational arm of the NDP, the NOAA Diving Center (NDC) assists in establishing standards and procedures, and investigating and implementing new diving technologies and techniques. The NDC is responsible for training and certifying NOAA and other governmental agency divers, providing educational outreach, and supporting field operations with equipment, personnel, and expertise. The Executive Officer oversees the day-to-day administration of the NDC, assists the NDC Manager 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

### 6A. Description of Duties and Responsibilities

Primary duties include:

- 1) Supervises four ZA employees (equivalent to GS 6-10).
- 2) Provides oversight on the development and execution of the NDC's budget.
- 3) Approves and certifies time and attendance records for supervised employees.
- 4) Determines annual Standardized Equipment Program charges to all units utilizing SEP equipment.
- 5) Oversees and manages the Scientific Diver certification process.
- 6) Serves as the OMAO Unit Diving Supervisor (for the ships and marine centers, approx. 70 divers)
- 7) Coordinates and leads the triannual UDS conference.
- 8) Communicates, verbally and in writing, with NOAA personnel and the general public regarding diving policies and procedures.
- 9) Presents lectures, in-water instruction of skills, and supervises diving operations during various diving courses.
- 10) Oversees the Commissioned Officer Dive Pay submission process and handling related issues.
- 11) Oversees and manages of the NOAA Diver Database, including modifications, enhancements, and development of additional capabilities.
- 12) Serves as the Executive Secretariat and Deputy Diving Officer for OMAO for the NOAA Diving Safety and Control Board.
- 13) Performs various outreach and public relations duties as assigned.
- 14) Facilitates the enrollment process for all NDC classes.
- 15) Determines the need for, coordinates, and conducts the Working Diver Refresher course.
- 16) Compiles, edits, formats, and submits the NOAA Diving Program Annual Report to the Director of OMAO.

### 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 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 Working Diver to understand other modes of diving within NOAA and represent their needs to the NDP and NOAA Diving Control and Safety Board.

## 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 and Dive Medic is 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 Working Diver, the officer will need to be very familiar with NOAA and OSHA diving regulations and policies. Previous experience as an Executive Officer is desired along with a functional knowledge of databases. The officer will also serve as a bankcard holder and Approving Official; previous experience with MARS and/or other budget tracking and approval systems is highly desired. The officer should have some management experience and be prepared to provide examples of professional writing.

## 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 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 checked="" type="checkbox"/> Decisiveness <input checked="" type="checkbox"/> Problem Solving <input checked="" type="checkbox"/> Conflict Management <input checked="" 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 Executive Officer will develop the ability to make sound decisions independently, either as the Acting Diving Center Manager or as the Deputy OMAO Diving Officer. As a UDS, the officer will learn to resolve conflicts between unit members and develop divers into Lead Divers and Divemasters. As the liaison to the field, the primary focus of this billet is customer service. The NOAA Diving Program exists to serve NOAA Divers. The officer will learn how to listen to the needs of the field and successfully represent them to upper management.

## 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)

During the course of this billet, the officer will be designated as a Unit Diving Supervisor. The officer can also expect to be qualified to operate NDC small boats. Depending on their dive experience, an officer may also be certified as an Advanced Working 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:

- 1) Budgetary programs (MARS, CBS)
- 2) Performance evaluation (CAPS system)
- 3) Database oversight and management
- 4) Diving, CPR, and First Aid instruction
- 5) Adobe Acrobat Pro for the creation of professional forms and publications
- 6) Professional speaking in front of a wide range of audiences

## SECTION 13 - CRITICAL SUCCESS CRITERIA

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

- 1) Develop into a competent, credible instructor in accordance with NOAA Diving Center standards, based on colleague and student feedback.
- 2) Manage the divers in his/her unit safely and effectively; and ensure all dives are conducted in accordance with established policies and procedures.
- 3) Manage administrative staff to maximize output and professional development.
- 4) Demonstrate understanding of the importance of leadership and followership as a member of the NOAA Diving Program team (attitude, competence, and adaptability).
- 5) Collaborate effectively with a variety of government employees of all ranks and classifications (via training courses and public outreach).
- 6) Learn to balance competing priorities and delegate to meet deadlines in a fast-paced environment that is particularly intense during training classes.

**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



2. Date

11 FEB 2011

3. Name Natasha Davis

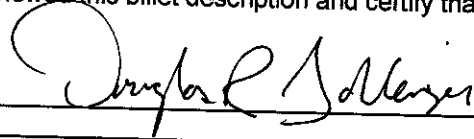
4. Title/Position

Executive Officer, NOAA Diving Center

**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



2. Date

14 FEB 2011

3. Name Douglas R. Schleiger

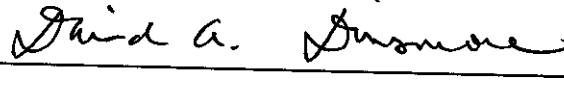
4. Title/Position

Manager, NOAA Diving Center

**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



2. Date

Feb 11, 2011

3. Name David A. Dinsmore


4. Title/Position

Manager, NOAA Diving Program

**D. Commissioned Personnel Center Endorsement**

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

1. Signature



2. Date

24 FEB 11

3. Name

W. Hancock

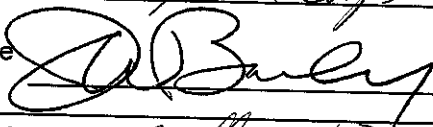
4. Title/Position

Chief, Office Assignment Branch

**D. Director, NOAA Corps Endorsement**

"I am the  and I  this billet."

1. Signature



2. Date

3/1/2011

3. Name

RADM Jonathan W. Bailey

4. Title/Position

Director, NOAA Corps

Print Form

Submit to CPC (Reviewer Use Only)