	OFFICE OF MARINE AND AVIATION OPERATIONS	POLICY 0315	VERSION 1.0
		EFFECTIVE DATE December 7, 2011	
	AUTHORIZED BY: RADM Jonathan W. Bailey, NOAA Director, Office of Marine and Aviation Operations	REVIEW DATE December 7, 2014	
		RESPONSIBLE POSITION Manager, NDP	

STANDARDIZED EQUIPMENT PROGRAM

1. PURPOSE

1.1 This policy outlines changes to the National Oceanic and Atmospheric Administration (NOAA) Diving Program (NDP) Standardized Equipment Program (SEP).

2. SCOPE

2.1 This policy applies to all NOAA Full Time Employees (FTE) certified to dive by the NDP and participate in NOAA diving activities. It also applies to NOAA-contract employees certified to dive by the NDP and authorized to participate in the SEP by their contracting offices within NOAA.

3. BACKGROUND

3.1 The SEP was created in 1989 to address a safety issue associated with NOAA employees diving with missing and/or poorly maintained diving equipment that was either personally owned or provided by their Units.

3.2 Since 1989, there has been a 75 percent increase in the number of NOAA divers outfitted and supported by the SEP. This increase has significantly impacted the SEP's ability to continue to maintain the same level of service and support provided to NOAA divers.

4. POLICY

4.1 Wetsuits

4.1.1 Upon receiving NOAA certification to dive, NOAA employees FTE will be supplied with one wetsuit, one pair of boots and gloves, and a hood in the size, style, and thickness of their choice. The manufacturer of these items shall be limited to companies with whom the SEP maintains accounts. The purchase of additional and/or replacement suits and accessories shall be the responsibility of the Units. NOAA contract-employees that obtain NOAA diving certification, may participate in the SEP if authorized by their NOAA contracting office.

4.1.2 Divers will be charged a onetime "enrollment fee," and will not be required to return these items (wetsuits, boots, gloves, and hoods) to the SEP Office when leaving the NDP. Equipment may be left at the Unit for use by other divers, if applicable and at the discretion of the Unit Diving Supervisor.

4.1.3 Students attending the Working Diver class will be required to bring to class a wetsuit, gloves, boots, and hood of sufficient thickness to provide adequate thermal protection and meet the minimum material thickness as required by the NOAA Diving Center (NDC) training coordinator.

4.2 Drysuits

4.2.1 FTE who have been NOAA certified to dive using a drysuit may request issuance of a drysuit by the SEP.

4.2.2 Units will be responsible for all costs of repair and maintenance to their SEP assigned drysuits. For warranty repairs, divers must contact the SEP for a Return Authorization number prior to sending their suits to the manufacturer. Should the manufacturer determine the repair is not a warranty item; the Unit shall be responsible for the cost of the repair.

4.2.3 Drysuits will not be exchanged without reasonable justification (e.g., size changes, transferring to a different climate), and then only if the cost of repair exceeds the value of the suit, as determined by the SEP.

4.2.4 The NDC shall maintain a stock of "training suits" to be used by the students during training classes. Once students complete the course, a drysuit will be ordered and shipped to those students who require them. Units requesting drysuits may be assessed a higher annual fee due to the higher equipment costs.

4.3 Regulators, Gauges, and Buoyancy Compensator Device Inflators

4.3.1 All Regulators, RASS (Reserve Air Supply System) regulators, alternate air sources, gauges and Buoyancy Compensator Device inflators will be returned to the NDC for service and repair annually.

4.3.2 Depth gauges shall be returned to the NDC every 6 months for testing.

4.3.3 Once the equipment is serviced, it will be returned to the diver.

5. RESPONSIBILITIES

5.1 Divers

5.1.1 Shall return their assigned regulators to the NDC for service and repair annually.

5.1.2 Shall ensure their equipment is returned to the NDC for servicing prior to its annual service date (whether it is sent directly to NDC or through their Unit Diving Supervisor).

5.1.3 Shall ensure their drysuits are kept in good working order and maintained as needed.

5.1.4 Shall submit measurement forms and equipment orders in a timely manner prior to class.

5.2 Unit Diving Supervisors

5.2.1 Shall schedule their Unit's annual and semi-annual service of equipment with the SEP and ensure the equipment is returned to NDC in a timely manner.

5.2.2 Shall ensure timely payment of all costs associated with having divers enrolled in the SEP including, but not limited to: the initial enrollment fee, annual assessments, and damage to the SEP gear determined by the SEP Coordinator to be outside the normal wear and tear associated with the use of dive gear.

5.3 NOAA Diving Center

5.3.1 Shall provide training-designated drysuits for use by students during classes.

6. DEFINITIONS

Units Offices or ships where NOAA divers are physically located for administrative purposes.

7. AUTHORITY

Document Management System
http://10.49.29.4NVebDesktop/Binders.aspx

- OMAO 0300, NOAA Diving

8. NOTES

Effect on Other Documents: None.

Distribution: All NOAA divers

Document History:

Version	Effective Date	Brief Description of Changes
1.0	12/7/11	Initial Document