

## Appendix D

**SPECIAL ASSISTANTS**1. Value Engineering Officer.

a. Provides quality assurance of the District Value Engineering (VE) Programs in the Pacific Ocean Division (POD) region.

b. Conducts staff visits to Districts as appropriate.

c. Provides assistance to Districts as appropriate.

d. Provides quarterly reports to Headquarters, U.S. Army Corps of Engineers (HQ USACE), with copies furnished to the Districts.

e. Represents POD on the HQ USACE Value Engineering Advisory Committee (VEAC).

f. Advises the Commanding General and Division Engineer and staff, and provides coordination for all matters concerning the VE program.

2. Dive Coordinator.

a. Independently manages the application of technical principles and regulatory guidance. Appointed by and responsible to the Commanding General and Division Engineer for regional underwater operations and functions. Reports directly to the Commanding General and Division Engineer through the Division Chief of Staff. Keeps Division Managers apprised of current status.

b. Establishes Division Diving Policy.

c. Ensures District Dive Programs are in compliance with regulations.

d. Provides guidance to District Dive Coordinators (DDC). Interprets ambiguity in regulations in accordance with policy.

e. Determines acceptability of requests for “exemptions” to guidelines.

f. Ensures that all subordinate District Dive Programs are uniform in contractual requirement implementation of regulations.

g. Performs annual inspections of the Districts' Dive Program. This includes review of the following:

(1) Certifications.

- (2) Appointment letters of DDC, Alternate DDC, and Dive Inspectors.
- (3) Spot-checks adequacy of recent and currently approved Dive Plans.
- (4) Recommends changes to DDC and District Engineer.
- h. Participates in annual USACE Command evaluations/reviews.
  - i. Advises Commanding General and Division Engineer/Chief of Staff on diving program matters.
  - j. Coordinates diving safety matters with the Division Safety and Occupational Health Manager.