



INTEGRATED COASTAL AND OCEAN OBSERVING SYSTEM (ICOOS) ACT OF 2009 IMPLEMENTATION PLAN

ACTIVITY: “Establish an Integrated Ocean Observing Program Office within the National Oceanic and Atmospheric Administration utilizing, to the extent necessary, personnel from member agencies participating in the Interagency Ocean Observation Committee, to oversee daily operations and coordination of the System.”

ICOOS ACT REFERENCE: §12304 (c)(3)(A)

PLAN:

- **Objectives/Milestones:**
 1. Submit an office elevation package to NOAA
 2. Develop policy and procedures to incorporate other agency personnel
 3. Identify functional areas of need within the current IOOS office for other agency personnel
 4. Identify other agencies willing to participate and negotiate agreements

- **Execution Plan:**
 - Develop process flow and materials required for office elevation package
 - Document standard operating procedures and templates for other agency personnel to be included in the IOOS program office. Topics covered may include MOU management, travel agreements, funding arrangements, time and attendance accounting, and new staff orientation materials. Include identification of work plans and technical areas of collaboration.
 - Identify functional areas of need in the IOOS program office for other agency personnel and benefits for other agencies to participate. Consider using the Draft U.S. IOOS Road Map functions and activities as a framework.
 - Identify other agencies willing to participate and negotiate agreements

- **Dependent Activities:** Inter-agency participation in development of Draft U.S. IOOS Road Map. Inter-agency participation in next steps of identifying functional areas and personnel to support the Road Map. NOAA, DOC, and Congressional approval of elevation package.

- **Additional Needs:** Support from Operations Division on NOAA MOU requirements. Support from USACE on SOPs and procedures. Support from Deputy Director on organizational structure.

GROUP RESPONSIBLE: NOAA/IOOS/Management, Budget and Planning Division (MB&P)

DELIVERABLES: Office Elevation Package Work Flow diagram (2/25/10); Elevation package plan Talking Points and Briefing to NOS AA (7/15/10); Position Descriptions for new positions (6/15/10); Elevation package to NOAA (8/8/10); (SOPs and MOU/ MOAs templates 4/30/10); Interagency IOOS functional support areas gap analysis (11/15/10); Interagency personnel agree to join IOOS office (ongoing).

DUE DATE: There is not due date assigned in the ICOOS Act for establishing an IOOS program office within NOAA. NOAA will incorporate deliverables into its existing IOOS office by November 30, 2010 unless dependencies cause delay.

OUTSTANDING DECISIONS NEEDED: Elevation Package Workflow includes Plan approval, organizational chart, NOAA diagram, etc.