



**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 in 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 (Completed)
 - 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. (Completed – see summary below for details)
 - 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 – A Blueprint for Full Capability* (Blueprint) functions and activities as a framework. (Completed)
 - Identify other agencies willing to participate and negotiate agreements (Completed – see summary for details)

- **Dependent Activities:** Inter-agency participation in development of draft Blueprint. Inter-agency participation in next steps of identifying functional areas and personnel to support the Blueprint
- **Additional Needs:** Support from Operations Division on NOAA MOU requirements as needed. 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 (January 2011 - completed)

DUE DATE: There is no specific due date assigned in the ICOOS Act for establishing an IOOS program office within NOAA. NOAA will incorporate deliverables into its existing IOOS workload and target FY11 for submission of elevation package. (Completed)

OUTSTANDING DECISIONS NEEDED: See Elevation Package Workflow – to include Plan approval, organizational chart, NOAA diagram, etc.

COMPLETION SUMMARY:

- Standard welcome and orientation packet was created for new and visiting agency staff.
- Conversations on collaborative best practices were held with U.S. Army Corps of Engineers.
- Until new agencies express interest in locating in the U.S. IOOS Program Office, sufficient procedures are in place to accommodate existing agencies.
- With the completion, vetting and approval of the U.S. IOOS Blueprint, and with Blueprint assessments nearing completion, the U.S. IOOS Program Office will work with the IOOC in FY2012 to evaluate further interagency representation as needed.
- At the time the ICOOS Act was passed, no consensus existed that the NOAA IOOS Program was in fact the U.S. IOOS Program Office. However, the IOOS Program Office in NOAA is now recognized by the IOOC, and the Federal and Regional community as the U.S. IOOS Program Office as named in the ICOOS Act.
- Functions associated with the U.S. IOOS Program Office are defined in the Blueprint. While the IOOS Program Office will still pursue an office elevation package in NOAA to better align the office administratively, the U.S. IOOS Program Office is established.