

	OFFICE OF MARINE AND AVIATION OPERATIONS National Oceanic and Atmospheric Administration	POLICY 0103	VERSION 1.0
		EFFECTIVE DATE July 13, 2009	
	AUTHORIZED BY: /s/ Jonathan W. Bailey RADM Jonathan W. Bailey Director, Office of Marine and Aviation Operations	REVIEW BY July 13, 2011	
		RESPONSIBLE POSITION FSO Chief	

OMAO LINES OF AUTHORITY

1. Purpose

- 1.1 This policy designates the National Oceanic and Atmospheric Administration (NOAA), Office of Marine and Aviation Operations (OMAO) Lines of Authority.
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2. Scope

- 2.1 This policy applies to the position of the Director, NOAA Corps and Director, Office of Marine and Aviation Operations; and other positions of authority as designated in this policy.
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3. Definitions

No definitions required for this policy.

4. Policy

- 4.1 There shall be two Lines of Authority in the absence or disability of the Director, NOAA Corps and Director, Office of Marine and Aviation Operations, or in the event of a vacancy in this position. NOAA Corps issues shall follow the Line of Authority in 4.2 of this policy, except for correspondence emanating from the Commissioned Personnel Center (CPC), which is covered in 4.4 of this policy, delegated to the Director and Deputy Director, CPC. OMAO, non-Corps issues, shall follow the Line of Authority in 4.3 of this policy.

- 4.2 In the absence or disability of the Director, NOAA Corps and Director, Office of Marine and Aviation Operations, or in the event of a vacancy in the position, the Line of Authority for NOAA Corps issues shall be:

- A. Director, Marine and Aviation Operations Centers
- B. Director, Commissioned Personnel Center

They shall administer the duties and responsibilities of the position as the Acting Director, NOAA Corps.

This delegation does not apply to specific CPC correspondence delegated to the Director and Deputy Director, CPC, as outlined in 4.4 of this policy.

- 4.3 In the absence or disability of the Director, NOAA Corps and Director, Office of Marine and Aviation Operations, or in the event of a vacancy in the position, the Line of Authority for OMAO, non-NOAA Corps issues, shall be:

- A. Deputy Director, Office of Marine and Aviation Operations
- B. Director, Marine and Aviation Operations Centers
- C. Chief Financial Officer
- D. Director, Commissioned Personnel Center

They shall administer the duties and responsibilities of the position as the Acting Director, OMAO.

4.4 In the absence or disability of the Director, NOAA Corps and Director, Office of Marine and Aviation Operations, or in the event of a vacancy in the position, the Director, CPC, is authorized to sign specific correspondence on behalf of the Director, NOAA Corps and Director, Office of Marine and Aviation Operations. This includes:

- A. Correspondence necessary to carry out approved personnel transactions of the Officer Assignment Board and the Uniform Awards Board.
- B. Permanent change of station/assignment orders, retirement orders, and resignation orders.
- C. Award transmittal memoranda.
- D. Approval memoranda for resignations, retirements, and terminal leave.
- E. Approval memoranda for part-time university training support.
- F. Correspondence necessary to carry out the temporary appointment of ensigns into the NOAA Corps.
- G. Correspondence necessary to carry out the permanent appointments of officers in the grades of ensigns, lieutenants (junior grade), and lieutenants into the NOAA Corps.
- H. Correspondence necessary to carry out inter-service transfers in to and out of the NOAA Corps.
- I. Correspondence necessary to carry out temporary and permanent promotions of NOAA Corps officers.

The Director, CPC, shall affix below the signature the phrase "By Direction of the Director, NOAA Corps," to indicate to the recipient that this is a delegated authority. The Director, CPC, may further delegate this authority to the Deputy Director, CPC, or a NOAA Corps officer assigned to the CPC.

4.5 In their absence or in the event of a vacancy in their positions, Delegations of Authority for the following OMAO officers/supervisors are required:

- A. Deputy Director, Office of Marine and Aviation Operations
- B. Director, Marine and Aviation Operations Center
- C. Chief Financial Officer
- D. Director, Commissioned Personnel Center
- E. MAOC Commanding Officers

F. Heads of the Small Boat Program and the Dive Center

4.6 Other Delegations of Authority shall be appointed as required.

5. **Guidance**

Associated documents will provide guidance.

6. **Responsibilities**

Associated documents will provide responsibilities.

7. **References**

No references associated with this policy.

8. **Authority**

Department of Commerce Organization Order (DOO) 25-5,
<http://dms.osec.doc.gov/cgi-bin/doiit.cgi?218:112:1:1>

9. **Effect on Other Documents**

None.