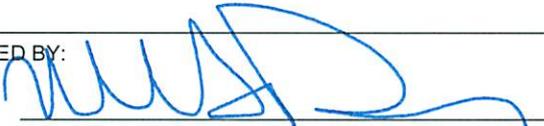


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|  | OFFICE OF MARINE AND AVIATION OPERATIONS | POLICY 1211 | VERSION 1.0 |
| | | EFFECTIVE DATE October 25, 2011 | |
| | AUTHORIZED BY:  RDML Michael S. Devany, NOAA Director, Marine and Aviation Operations Centers | REVIEW DATE October 25, 2014 | |
| | | RESPONSIBLE POSITION Chief, MOC MPB | |

NOAA SHIP STAFFING

1. PURPOSE

- 1.1 The purpose of this policy is to ensure all National Oceanic and Atmospheric Administration (NOAA) ships are staffed to the full authorized complement.

2. SCOPE

- 2.1 This policy applies to all ships in the NOAA Fleet.

3. POLICY

- 3.1 In order to address mission readiness and to perform ship's husbandry, manage crew rest, address life cycle management, and develop depth of experience within departments and the NOAA Fleet, each ship shall be staffed based on their authorized complement.
- 3.2 MOC Commanding Officers shall establish authorized complements for NOAA ships' by issuance of a Certificate of Manning for each ship on a biennial basis. Ship Commanding Officers shall inform the respective MOC Commanding Officer of situations where safe manning levels cannot be met. Policy requires that the ship remains under a No Sail Order until such time that safe manning requirements are met.
- 3.3 Ship authorized complements have been established justifying each position as essential and, as such, the Marine Personnel Branch (MPB) shall execute full staffing of authorized complements for the NOAA ships and Marine Operations Center (MOC) Crew.
- 3.4 While MOC Crew personnel are available primarily to provide relief from sea duty for ships' personnel or backfill for personnel not fit for duty, the MOC Crew personnel may be used to fill vacant positions on a time limited basis. Collective Bargaining Agreements between NOAA and Unions representing our wage marine employees prohibit the use of employees on a trial basis. In addition, the premise of fair and open competition prohibits the agency from providing an employee unfair advantage and restricts our ability to detail employees into vacant positions. It is therefore incumbent on ship Commanding Officers to fully staff all authorized positions in accordance with responsibilities provided in 5.2.1.A. and 5.2.1.B. and to pro-actively manage employee performance for those assigned to ensure ships are staffed with only the highest qualified and skilled personnel.
- 3.5 Changes to authorized complements and additional billets above authorized complement may be added for higher operating tempo by submitting a request to and obtaining approval from the respective MOC Commanding Officer.

4. GUIDANCE

- 4.1 Marine Operations Center, Marine Personnel Branch will provide additional guidance as appropriate.

5. RESPONSIBILITIES

- 5.1 MOC Commanding Officers shall be responsible for conducting a biennial review of NOAA ships' operational manning requirements and to establish safe manning complements consistent with the operational requirements being placed on each of the ships by issuance of a Certificate of Manning for each ship. The NOAA Ships' Certificate of Manning will provide an authorized complement that addresses high, medium and low operational tempos as well as staffing for transits of less than 48 hours and day cruises of less than 12 hours. MOC Commanding Officers shall coordinate requests for changes to complements for ships of the same class to ensure standardization of complements where the missions of the ships are essentially the same.
- 5.2 Ship Commanding Officers shall be responsible for ensuring the ship is fully staffed based on the authorized complement by advising MPB as soon as a position becomes vacant.

5.2.1 When a position becomes vacant, ships have the following options:

A. Journeyman Level and Above:

Ship Commands shall:

- Request an internal Vessel Merit Promotion (VMP) certificate from MPB, and/or
- Request external Hiring Manager certificate from MPB
- Ship CO may request to designate the vacant position as a rotational billet with approval of the respective MOC Commanding Officer
- MOC Crew will assign qualified personnel on a 90 day rotational basis
- The designation of rotational billet will be for one (1) year
- After one (1) year, the ship has the same option as above to fill as internal or external hire
- If position is not required, billet will be removed from the ship's complement

The following positions are considered journeyman level: 3rd Mate and above, 3rd Assistant Engineer and above, Boatswain Group Leader/Lead Fisherman and above, Chief Cook and above, Senior Survey Technician/Senior Hydrographic Survey Technician and above and Engineering Electronic Technician.

B. Below Journeyman level:

Ship Commands shall:

- Request an internal Vessel Assignment Plan (VAP) certificate from MPB, and/or
- Request an external Hiring Manager certificate from MPB
- Ship Commands make selections from VAP certificate
- MPB makes selections from external Hiring Manager certificate
- Ship Commands may request to designate the vacant position as a rotational billet with approval of the respective MOC Commanding Officer
- MOC Crew will assign qualified personnel on a 90 day rotational basis
- The designation of rotational billet will be for one (1) year
- After one (1) year the ship has the same option as above to fill internal, external, or re-designate as rotational for one (1) additional year
- If position is not required, billet will be removed from the ship's complement

5.3 Below Journeyman Positions (External Hire Only):

5.3.1 The MPB shall serve as Selecting Official for all external recruitments below journeyman level. As the Selecting Official, MPB will be able to make multiple selections from a certificate and have candidates for fleet positions in various stages of the hiring process. This will promote MOC's ability to backfill positions quickly as they become vacant, lessening any impact on a ship's readiness.

6. DEFINITIONS

No definitions are required for this policy.

7. REFERENCES

NOAA Ships' Certificate of Manning

8. AUTHORITY

OMAO 1201, Category 1200 – Personnel

9. NOTES

Effect on Other Documents: Supersedes "Fleet Staffing Policy" memorandum, dated October 5, 2011.

Distribution: MOC-A/P, NOAA Ships

Document History:

| <u>Version</u> | <u>Effective Date</u> | <u>Brief Description of Changes</u> |
|----------------|-----------------------|---|
| 1.0 | 10/25/11 | Initial Document – Formally incorporates "Fleet Staffing Policy" memorandum from MOC Director, dated 10/5/11. |