

NOAA Fleet Council

Terms of Reference

NOAA FLEET COUNCIL
January 2017

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NOAA Fleet Council

Terms of Reference

A. Governance and Purpose

The NOAA Fleet Council (FC) is the principal advisory body to the NOAA Administrator overseeing the agency's fleet of ships, manned aircraft, and autonomous platforms; including their missions, naming, funding, safety, maintenance, repair, scheduling, and major systems replacement. The Council also provides a strategic outlook in determining how NOAA should best meet desired outcomes for current and future at-sea and airborne platforms.

B. Membership

The FC is chaired by the Director, Office of Marine and Aviation Operations (OMAO) and composed of Line Office (LO) Deputy Assistant Administrators (DAAs) or designates.

Chairperson

Director, Office of Marine and Aviation Operations

Council Executive Secretariat (Exec Sec) and Contact Person – Staffed by the OMAO Deputy Director for Operations (DDO)

Principals (LO DAAs)

National Environmental Satellite, Data, and Information Service
National Marine Fisheries Service
National Ocean Service
National Weather Service
Office of Oceanic and Atmospheric Research

Advisors

NOAA Budget Office
NOAA Chief Financial Officer and
Performance, Risk and Social Sciences Office (CFO/PRSS)
NOAA Education Council
NOAA Legislative Affairs
NOAA Observing Systems Council
NOAA Program Managers
NOAA Research Council
NOAA Safety Council

C. Committees/Working Groups and Oversight Boards

1. The Council may form committees or working groups (WG) to achieve specific tasks. Such committees or WG may include persons who are not members of the Council, but Council will seek to include a Council Member on all committees. The FC may designate either standing or ad hoc committees or WG. The FC has the following standing WG:
 - a. *Fleet Working Group (FWG)*
 - b. *Aircraft Working Group (AWG)*
 - c. *Unmanned Systems Work Group (UxS-WG)*
2. The Council may establish Oversight Boards (OB) to lead or guide a WG or committee. The intent of an OB is to provide stronger leadership or guidance where the impact of recommendations and proposals coming out of the group may have broad implications across NOAA or may have potential for external attention outside the bureau. Oversight Boards provide additional executive focus to ensure that the objectives of a charter are met. The Council has one standing Executive Oversight Board:
 - a. *Unmanned Systems Executive Oversight Board (UxS EOB)*
3. Committees, WG and Oversight Boards shall use the same decision making process followed by the Council. The Council may terminate committees, WG or Oversight Boards at its discretion.

D. Roles and Responsibilities

Fleet Council

1. Meets on the third Monday of each month.
2. Responsible for the strategic and safe utilization of ship and aircraft assets, as well as for remotely operated and autonomous observation platforms.
3. Provides oversight of the annual Prioritization, Allocation and Scheduling (PAS) process to ensure resources address NOAA's highest priority requirements.
4. On or about late March, schedule an Executive Session (ES) to make final decisions for the coming fiscal year concerning LO priorities and allocation of ship and aircraft variable operating funds.
5. Approve any deviation of resource availability greater than five days from the signed Fleet Allocation Plan (FAP).
6. Approve any deviation of resource availability greater than five days or 10% of allocated flight hours on the signed Aircraft Allocation Plan (AAP).
7. Provide strategic direction and planning to sustain current capabilities and capacity.
8. Anticipate and plan for future observation capabilities and capital investment requirements.
9. Represent NOAA on the Joint Subcommittee on Ocean Science and

Technology (JSOST) – Interagency Working Group on Facilities (IWG-F).

Executive Session (ES)

1. Chaired by NOAA CFO/PRSS, and includes LO principals as members
2. Director, OMAO provides the precept for the ES at least one week in advance of the session, and then serves in an advisory role during the session.
3. The ES Chair shall brief the LO principals on NOAA corporate priorities for the upcoming year and provide input as needed throughout the session. The Chair shall then facilitate the discussion for the allocation of OMAO-base variable operating funds.
4. The ES shall review LO-prioritized 1-N survey and science project requests, and then are requested to act on behalf of all NOAA and make decisions consistent with corporate priorities. Principals shall determine LO allocation percentages for OMAO-base variable operating funds.
5. The ES Chair shall produce a timely and comprehensive report of conclusions to the Fleet Council Chair with execution-year planning and scheduling parameters.
6. The ES shall use the same Decision Making Process as used by the Fleet Council, The Chair must be present for all sessions..

E. Frequency of Meetings

Council meetings will be held monthly or as required. The Executive Secretary will prepare read-a-head meeting materials in a timely manner, record minutes, and facilitate WG actions resulting from FC decisions.

F. Decision Making Process

A quorum is established if at least four principal members are present at any council meeting or executive session. Decisions will be reached by informed consensus. If consensus cannot be achieved, the FC Chairperson will call for a Council vote and holds 51 percent Council majority for a final decision.