



NOAA CORPS OFFICER AUGMENTATION REQUIREMENTS

In June 2008, the Commissioned Personnel Center (CPC) and Marine Operations Centers (MOC) were directed to implement an officer augmentation system whereby officers who have completed a sea assignment within the previous 2 years are required to augment at sea to provide relief to officers currently assigned to ships. Though many requests for augmentation support have successfully been filled, augmentation requirements for shore-based officers need to be more clearly specified and tracked. This bulletin provides initial guidance and specific requirements of MOC, CPC, ship commands, and eligible officers. Refer to the attached process flow chart for details and clarification.

Shore-based Officers who have completed a full sea assignment within the previous 2 years shall augment approximately 2 weeks per year on any NOAA ship. **Before June 30, 2010**, each officer shall identify a 6-week window when they will be available to fulfill their augmentation requirement using the tool found at <http://www.surveymonkey.com/s/MZV7SSQ>. Should the officer be called upon to augment during this pre-selected period but have other duties preventing them from doing so, a waiver request from their second level supervisor to the Director, MOC, via the Chief, Marine Crewing Branch, will be required.

Ship Commands shall identify augmentation needs as early as possible and submit their requests to the Marine Crew Manager using the standard augmentation request form and indicate whether this augmentation request is for training, leave, or filling a vacancy. Shipboard officer leave requests shall not be approved until adequate augmentation relief has been identified. Ships shall make every effort to utilize internal temporary promotions whenever appropriate in order to request augmentation support at the lowest possible level. Ship commands shall provide written documentation of performance to each augmenting officer's supervisor **within 30 days of completion of TDY assignment**.

Marine Crewing Branch shall solicit, consolidate, and track the availability of all shore based officers to meet their augmentation requirement. The MOC Crew Manager shall also maintain a current list of all ship augmentation needs and match these requests with available officers ashore. This list will be up-to-date and available on the FleetWiki at <https://www.st.nmfs.noaa.gov/confluence/x/eQ7C>. Marine Crewing shall select the appropriate officer, confirm availability, and issue a temporary assignment letter to the augmenting officer. This assignment letter shall contain start/end dates, accounting codes for travel orders (to be completed in ITM by the officer's current program travel office), and a hard copy NC 56-1 Travel Order to be endorsed by the ship command and forwarded to CPC. Marine Crewing shall provide written documentation to the supervisor of any officers who were unable to fulfill augmentation during this time **within 30 days of the end of an officer's period of availability**.

Commissioned Personnel Center shall receive all endorsed NC 56-1 Travel Orders, document officer TDY sea duty, and ensure payment of officer sea pay.

Procedures for implementation of the requirements specified in this Bulletin shall be developed by MOC in coordination with CPC and maintained in the OMAO Document Management System. Prior to completion of this procedure, interim guidance shall be issued by MOC Crew in order to meet augmentation requests immediately and for the remainder of the 2010 field season.

Rear Admiral Jonathan W. Bailey, NOAA
Director, NOAA Corps and
Office of Marine and Aviation Operations

SHIP RESPONSIBILITY

MARINE CREW RESPONSIBILITY

OFFICER RESPONSIBILITY

