




UNITED STATES DEPARTMENT OF COMMERCE

National Oceanic and Atmospheric Administration
NOAA Marine and Aviation Operations
Marine Operations Center
439 W. York Street
Norfolk, VA 23510-1114

JUN 20 2013

MEMORANDUM FOR: Lieutenant Commander Benjamin Evans, NOAA
Commanding Officer, NOAA Ship *Ferdinand R. Hassler*

FROM:


Captain Anita L. Lopez, NOAA
Commanding Officer, NOAA Marine Operations Center-Atlantic

SUBJECT:

Project Instruction for FH-13-01
Hydrographic Systems Readiness Review

Attached is the final Project Instruction for FH-13-01, Hydrographic Systems Readiness Review, which is scheduled aboard NOAA Ship *Ferdinand R. Hassler* during the period of 25 June – 28 June, 2013. Of the 4 DAS scheduled for this project, 3 DAS are base funded by OMAO in support of NOS and 1 DAS is OMAO funded in support of OMAO. This project is estimated to exhibit a Medium Operational Tempo. Acknowledge receipt of these instructions via e-mail to OpsMgr.MOA@noaa.gov at Marine Operations Center-Atlantic.

Attachment

cc:
MOA1





UNITED STATES DEPARTMENT OF COMMERCE
National Oceanic and Atmospheric Administration
NATIONAL OCEAN SERVICE
Office of Coast Survey
Silver Spring, Maryland 20910-3282

FINAL Project Instructions


Date Submitted: June 14, 2013

Platform: NOAA Ship *Ferdinand R. Hassler*


Project Number: FH-13-01 (OMAO)

Project Title: Hydrographic Systems Readiness Review (HSRR)

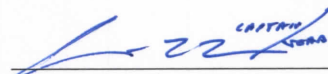
Project Dates: June 25, 2013 to June 28, 2013

Prepared by:  Digitally signed by
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DN: cn=US, o=U.S. Government, ou=DOD,
ou=PKI, ou=NOAA,
cm=MOSERMARC.STANTON.1163193902
Date: 2013.06.14 16:02:51 -0400 Dated: June 14, 2013

LCDR Marc S. Moser, NOAA
Chief, Operations Branch
Hydrographic Surveys Division
Date: 2013.06.14

Approved by:  16:07:09 -04'00' Dated: _____

Jeffrey Ferguson
Chief, Hydrographic Surveys Division
Office of Coast Survey

Approved by:  Dated: 19 Jun 13

Captain Anita Lopez, NOAA
Commanding Officer
Marine Operations Center - Atlantic

I. Overview

A. Brief Summary and Project Period

Complete HSRR as defined in the NOAA Hydrographic Specifications and Deliverables available at <http://www.nauticalcharts.noaa.gov/hsd/specs/specs.htm>.

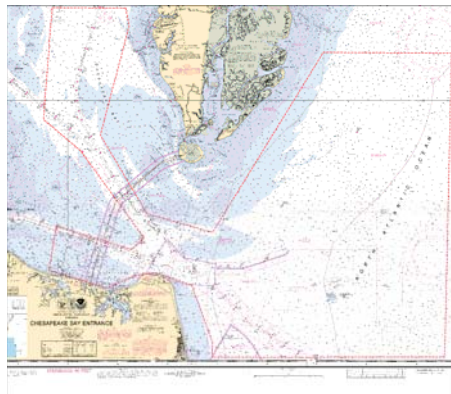
This project is scheduled to begin on or about June 25, 2013 and end on June 28, 2013.

B. Service Level Agreements

Of the 4 DAS scheduled for this project, 0 DAS are funded by the program, 3 DAS were funded by OMAO and allocated to NOS, and 1 DAS were funded by OMAO and allocated to OMAO. This project is estimated to exhibit a medium Operational Tempo.

C. Operating Area

The project area is located in the Chesapeake Bay and approaches. Specific test locations will be dependent on environmental conditions and other factors.



D. Summary of Objectives

To support safe navigation through the acquisition and processing of hydrographic survey data for updating nautical charts and by the identification and dissemination of dangers to navigation as identified during the course of survey operations. Adequately test all hydrographic survey systems aboard the ship and document in a HSRR for submission to Office of Coast Survey.

E. Participating Institutions

N/A

F. Personnel/Science Party: name, title, gender, affiliation, and nationality

Name (Last, First)	Title	Date Aboard	Date Disembark	Gender	Affiliation	Nationality
Mortimer, Kollen	PS	6/25/2013	6/28/2013	F	NOAA	USA

G. Administrative

1. Points of Contacts:

Principle Investigator:
 LCDR Marc S. Moser, NOAA
 Chief, Operations Branch
 Hydrographic Surveys Division
 1315 East West Hwy, #6854
 Silver Spring, MD 20910
 301-713-2702 x112

Project Coordinator:
 Paul Turner
 Physical Scientist, Operations Branch
 Hydrographic Surveys Division
 1315 East West Hwy, #6752
 Silver Spring, MD 20910
 301-713-2702 x125
 Paul.Turner@noaa.gov

Chief Scientist:
 LCDR Benjamin Evans, NOAA
 Commanding Officer, NOAA Ship Ferdinand R. Hassler
 Marine Operations Center, Atlantic
 439 West York Street
 Norfolk, VA 23510-1145
 603-812-8748
 CO.Ferdinand.Hassler@noaa.gov

2. Diplomatic Clearances

N/A

3. Licenses and Permits

Planned hydrographic surveys are included in the OCS National Environmental Policy Act (NEPA) analysis and the Programmatic Environmental Assessment for the Office of Coast Survey Hydrographic Survey Projects dated June 2012.

II. Operations

A. Project Itinerary

6/25 – 6/27/13 HSRR equipment testing and certification.

6/28/13 General ship and equipment shakedown

Itinerary will be based upon the ship's schedule and executed under the direction of the Commanding Officer. Every effort shall be made by the Commanding Officer to maximize the operational efficiency of assigned projects.

B. Staging and Destaging

N/A

C. Operations to be Conducted

Hydrographic survey operations required to complete HSRR using the ability to run 24 hour ship operations.

D. Dive Plan

N/A

E. Applicable Restrictions

Conditions which preclude normal operations:

- Poor weather conditions
- Equipment failure
- Safety concerns
- Personnel shortages

III. Equipment

A. Equipment and Capabilities provided by the ship (itemized)

1. Ship fully outfitted with hydrographic survey equipment to support shallow and mid water multibeam and/or side scan sonar survey operations.
2. Personnel to staff and operate the ship's survey equipment for 24 hr/day operations.
3. The Office of Coast Survey may staff the survey department with rotating physical scientists to efficiently manage the project's data processing requirements.

B. Equipment and capabilities provided by the scientists (itemized)

Hydrographic Surveys Division shall provide Physical Scientists for hydrographic data acquisition, processing, training and data quality assurance support during

project survey operations. Additionally, shore based technical support shall be provided for survey systems and data acquisition and processing software.

IV. Hazardous Materials

A. Policy and Compliance

N/A

B. Radioactive Isotopes

N/A

C. Inventory (itemized) of Radioactive Materials

N/A

V. Additional Projects

N/A

VI. Disposition of Data and Reports

A. Data Responsibilities

B. Pre and Post Project Meeting

Prior to departure, the Chief Scientist will conduct a meeting of the scientific party to train them in sample collection and inform them of project objectives. Some vessel protocols, e.g., meals, watches, etiquette, etc. will be presented by the ship's Operations Officer.

Post-Project Meeting: Upon completion of the project, a meeting will normally be held at 0830 (unless prior alternate arrangements are made) and attended by the ship's officers, the Chief Scientist and members of the scientific party to review the project. Concerns regarding safety, efficiency, and suggestions for improvements for future projects should be discussed. Minutes of the post-project meeting will be distributed to all participants by email, and to the Commanding Officer and Chief of Operations, Marine Operations Center.

C. Ship Operation Evaluation Report

Within seven days of the completion of the project, a Ship Operation Evaluation form is to be completed by the Chief Scientist. The preferred method of transmittal of this form is via email to omao.customer.satisfaction@noaa.gov. If email is not an option, a hard copy may be forwarded to:

Director, NOAA Marine and Aviation Operations
NOAA Office of Marine and Aviation Operations
8403 Colesville Road, Suite 500
Silver Spring, MD 20910

VII. Miscellaneous

A. Meals and Berthing

The ship will provide meals for the scientists listed above. Meals will be served 3 times daily beginning one hour before scheduled departure, extending throughout the project, and ending two hours after the termination of the project. Since the watch schedule is split between day and night, the night watch may often miss daytime meals and will require adequate food and beverages (for example a variety of sandwich items, cheeses, fruit, milk, juices) during what are not typically meal hours. Special dietary requirements for scientific participants will be made available to the ship's command at least seven days prior to the survey.

Berthing requirements, including number and gender of the scientific party, will be provided to the ship by the Chief Scientist. The Chief Scientist and Commanding Officer will work together on a detailed berthing plan to accommodate the gender mix of the scientific party taking into consideration the current make-up of the ship's complement. The Chief Scientist is responsible for ensuring the scientific berthing spaces are left in the condition in which they were received; for stripping bedding and linen return; and for the return of any room keys which were issued. The Chief Scientist is also responsible for the cleanliness of the laboratory spaces and the storage areas utilized by the scientific party, both during the project and at its conclusion prior to departing the ship.

All NOAA scientists will have proper travel orders when assigned to any NOAA ship. The Chief Scientist will ensure that all non NOAA or non Federal scientists aboard also have proper orders. It is the responsibility of the Chief Scientist to ensure that the entire scientific party has a mechanism in place to provide lodging and food and to be reimbursed for these costs in the event that the ship becomes uninhabitable and/or the galley is closed during any part of the scheduled project.

All persons boarding NOAA vessels give implied consent to comply with all safety and security policies and regulations which are administered by the Commanding Officer. All spaces and equipment on the vessel are subject to inspection or search at any time. All personnel must comply with OMAO's Drug and Alcohol Policy dated May 7, 1999 which forbids the possession and/or use of illegal drugs and alcohol aboard NOAA Vessels.

B. Medical Forms and Emergency Contacts

The NOAA Health Services Questionnaire (NHSQ, Revised: 02 JAN 2012) must be completed in advance by each participating scientist. The NHSQ can be obtained from the Chief Scientist or the NOAA website <http://www.corporateservices.noaa.gov/~noaaforms/eforms/nf57-10-01.pdf>. The completed form should be sent to the Regional Director of Health Services at Marine Operations Center. The participant can mail, fax, or scan the form into an email using the contact information below. The NHSQ should reach the Health Services Office no later than 4 weeks prior to the project to allow time for the participant to obtain and submit additional information that health services might require before clearance to sail can be granted. Please contact MOC Health Services with any questions regarding eligibility or completion of the NHSQ. Be sure to

include proof of tuberculosis (TB) testing, sign and date the form, and indicate the ship or ships the participant will be sailing on. The participant will receive an email notice when medically cleared to sail if a legible email address is provided on the NHSQ.

Contact information:

Regional Director of Health Services
Marine Operations Center – Atlantic
439 W. York Street
Norfolk, VA 23510
Telephone 757-441-6320
Fax 757-441-3760
E-mail MOA.Health.Services@noaa.gov

Prior to departure, the Chief Scientist must provide an electronic listing of emergency contacts to the Executive Officer for all members of the scientific party, with the following information: contact name, address, relationship to member, and telephone number.

C. Shipboard Safety

Wearing open-toed footwear or shoes that do not completely enclose the foot (such as sandals or clogs) outside of private berthing areas is not permitted. Steel-toed shoes are required to participate in any work dealing with suspended loads, including CTD deployments and recovery. The ship does not provide steel-toed boots. Hard hats are also required when working with suspended loads. Work vests are required when working near open railings and during small boat launch and recovery operations. Hard hats and work vests will be provided by the ship when required.

D. Communications

A progress report on operations prepared by the Chief Scientist may be relayed to the program office. Sometimes it is necessary for the Chief Scientist to communicate with another vessel, aircraft, or shore facility. Through various means of communications, the ship can usually accommodate the Chief Scientist. Special radio voice communications requirements should be listed in the project instructions. The ship's primary means of communication with the Marine Operations Center is via e-mail and the Very Small Aperture Terminal (VSAT) link. Standard VSAT bandwidth at 128kbs is shared by all vessels staff and the science team at no charge. Increased bandwidth in 30 day increments is available on the VSAT systems at increased cost to the scientific party. If increased bandwidth is being considered, program accounting is required it must be arranged at least 30 days in advance.

E. IT Security

Any computer that will be hooked into the ship's network must comply with the *NMAO Fleet IT Security Policy* 1.1 (November 4, 2005) prior to establishing a direct connection to the NOAA WAN. Requirements include, but are not limited to:

- (1) Installation of the latest virus definition (.DAT) file on all systems and performance of a virus scan on each system.
- (2) Installation of the latest critical operating system security patches.
- (3) No external public Internet Service Provider (ISP) connections.

Completion of these requirements prior to boarding the ship is required.

Non-NOAA personnel using the ship's computers or connecting their own computers to the ship's network must complete NOAA's IT Security Awareness Course within 3 days of embarking.

F. Foreign National Guests Access to OMAO Facilities and Platforms

All foreign national access to the vessel shall be in accordance with NAO 207-12 and RADM De Bow's March 16, 2006 memo (<http://deemedexports.noaa.gov>). National Marine Fisheries Service personnel will use the Foreign National Registration System (FRNS) to submit requests for access to NOAA facilities and ships. The Departmental Sponsor/NOAA (DSN) is responsible for obtaining clearances and export licenses and for providing escorts required by the NAO. DSNs should consult with their designated NMFS Deemed Exports point of contact to assist with the process.

The following are basic requirements. Full compliance with NAO 207-12 is required.

Responsibilities of the Chief Scientist:

1. Provide the Commanding Officer with the e-mail generated by the FRNS granting approval for the foreign national guest's visit. This e-mail will identify the guest's DSN and will serve as evidence that the requirements of NAO 207-12 have been complied with.
2. Escorts – The Chief Scientist is responsible to provide escorts to comply with NAO 207-12 Section 5.10, or as required by the vessel's DOC/OSY Regional Security Officer.
3. Ensure all non-foreign national members of the scientific party receive the briefing on Espionage Indicators (NAO 207-12 Appendix A) at least annually or as required by the servicing Regional Security Officer.
4. Export Control - Ensure that approved controls are in place for any technologies that are subject to Export Administration Regulations (EAR).

The Commanding Officer and the Chief Scientist will work together to implement any access controls necessary to ensure no unlicensed export occurs of any controlled technology onboard regardless of ownership.

Responsibilities of the Commanding Officer:

1. Ensure only those foreign nationals with DOC/OSY clearance are granted access.
2. Deny access to OMAO platforms and facilities by foreign nationals from countries controlled for anti-terrorism (AT) reasons and individuals from Cuba or Iran without written NMAO approval and compliance with export and sanction regulations.
3. Ensure foreign national access is permitted only if unlicensed deemed export is not likely to occur.

4. Ensure receipt from the Chief Scientist or the DSN of the FRNS e-mail granting approval for the foreign national guest's visit.
5. Ensure Foreign Port Officials, e.g., Pilots, immigration officials, receive escorted access in accordance with maritime custom to facilitate the vessel's visit to foreign ports.
6. Export Control - 8 weeks in advance of the project, provide the Chief Scientist with a current inventory of OMAO controlled technology onboard the vessel and a copy of the vessel Technology Access Control Plan (TACP). Also notify the Chief Scientist of any OMAO-sponsored foreign nationals that will be onboard while program equipment is aboard so that the Chief Scientist can take steps to prevent unlicensed export of Program controlled technology. The Commanding Officer and the Chief Scientist will work together to implement any access controls necessary to ensure no unlicensed export occurs of any controlled technology onboard regardless of ownership.
7. Ensure all OMAO personnel onboard receive the briefing on Espionage Indicators (NAO 207-12 Appendix A) at least annually or as required by the servicing Regional Security Officer.

Responsibilities of the Foreign National Sponsor:

1. Export Control - The foreign national's sponsor is responsible for obtaining any required export licenses and complying with any conditions of those licenses prior to the foreign national being provided access to the controlled technology onboard regardless of the technology's ownership.
2. The DSN of the foreign national shall assign an on-board Program individual, who will be responsible for the foreign national while on board. The identified individual must be a U.S. citizen, NOAA (or DOC) employee. According to DOC/OSY, this requirement cannot be altered.
3. Ensure completion and submission of Appendix C (Certification of Conditions and Responsibilities for a Foreign National

Appendices

N/A