

**Executive Host Information 2005
Placement Week November 15-19, 2004**

Office Name: Office of Scientific Support

Position Title: Program Analyst

How many total staff are in your immediate office / branch? (Select one option, mark with X)

1-5	
6-10	X
> 10	

Have you previously hosted a Sea Grant fellow (Select one option, mark with X)

Yes	X
No	

If yes, how many? One every year (except 2004)

If fellow is currently on assignment, please provide contact information.

Name	
Tel	
Email	

Does your office accept non-United States (foreign) citizens? (Select one option, mark with X)

Yes	X
No	

Organizational Overview

Mission Statement: (Please limit to 30 words.)

The Office of Scientific Support (OSS) oversees the development, coordination, and evaluation of research and development activities across NOAA's Office of Oceanic and Atmospheric Research.

Brief Overview of Your Office's work: (Please limit to 150 words.)

The Office of Scientific Support ensures effective, integrated OAR participation in NOAA-wide efforts, including the Mission Goals and their constituent Programs, the Research Council, and the Program Planning, Budgeting and Execution System (PPBES). It advances connectivity and synergy between these NOAA-wide frameworks, and the research and transition activities executed and supported by OAR's Laboratories and Cooperative Institutes, NOAA's Climate Office, the National Sea Grant College Program, the NOAA Undersea Research Program and the Office of Ocean Exploration. The Office supports the Assistant Administrator (AA) for NOAA Research, the Deputy Assistant Administrator (DAA) for NOAA Research, the NOAA Research Council (RC), and the OAR Senior Research Council (SRC).

The OSS Scientific Teams (Ecosystems, Weather and Climate) are responsible for ensuring the development of a strong and effective OAR contribution to NOAA's key mission areas and programs (including climate, weather and water, oceans and ecosystems) through the provision of scientific and programmatic support. These teams also oversee an integrated OAR strategy that advances NOAA's

effort to transition research into information products and services, working in close collaboration with the OAR Laboratories and Programs, the operational elements of NOAA, and the external community.

The Program Coordination Team oversees planning and evaluating activities within OAR. It develops and monitors the NOAA Research Strategic Plan and the Annual Operating Plan, and the coordination of OAR participation in agency-wide efforts, such as those related to the NOAA Strategic Plan and the Annual Guidance Memorandum. The Team provides technical and programmatic support for the NOAA RC and the OAR SRC, and is responsible for the coordination of an evaluation process for OAR which is designed to ensure the quality, relevance and integrity of NOAA Research. Finally, the Team coordinates OAR's ship and aircraft requirements.

Do you have partnership projects, multi-agency workgroups, or working relationships with other offices? Please list.

In the context of PPBES, OSS works closely with similar planning/coordination/evaluation offices in the other 4 major Line Offices of NOAA.

Assignment Description.

It is understood that the fellow's specific responsibilities will be tailored to his / her unique skills and interests. Please articulate probable assignments and duties and the education / professional development that these tasks will bring to the fellow.

Estimated Fellow Travel, Out-of-Office: (Select one option, mark with X)

0 days / month	
1-3 days / month	X
4-7 days / month	
8-10 days / month	
> 2 weeks / month	

Estimated DC-Area Travel: (Select one option, mark with X)

0 days / month	
1-3 days / month	X
4-7 days / month	
8-10 days / month	
> 2 weeks / month	

Does this position require mandatory skills: (Select one option, mark with X)

Yes	
No	X

Desired Background Skills: Please list. (e.g. strong written / communication skills, knowledge of Microsoft PowerPoint software, etc.).

Strong written/communication skills
Scientific degree a plus
Standard Microsoft package skills

In 300 words or less, please describe the tasks, duties, or projects the fellow will undertake, the skills a fellow will gain, and the deliverables a fellow can expect to produce from completing these tasks.

The Fellow would fill a position on the Program Coordination Team.

Potential tasks, duties, projects:

- Planning and evaluating activities within OAR: developing and monitoring the NOAA Research Annual Operating Plan, OAR's participation in the NOAA Strategic Plan and the Annual Guidance Memorandum.
- Providing technical and programmatic support for the NOAA Research Council and the OAR Senior Research Council
- Providing technical and programmatic support for Ecosystems Team
- Travel to Labs/Cooperative Institutes for meetings and/or reviews

Skills:

- Gaining programmatic knowledge of the most forward-thinking of NOAA's offices
- Learning how government agencies work; how to get things done
- Acquiring team-building skills

Potential deliverables:

- Helping to provide oversight of NOAA Research Council activities to direct all of NOAA research efforts
- OAR's participation in any of the following plans: NOAA 5-year Research Plan, NOAA 20-year Research Vision, OAR Strategic Plan, OAR Annual Operating Plan, NOAA Strategic Plan.
- Organization of Presidential Early Career Award process
- Staffing OAR Senior Research Council meetings throughout the year (requires some travel).
- OAR participation in NOAA's Ecosystem Goal team required documents/activities