

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

Office Name: Program Planning and Integration

Position Title: Knauss Fellow

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

1-5	
6-10	
> 10	X

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

Yes	X
No	

If yes, how many? 6

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.)

NOAA's mission is to understand and predict changes in Earth's environment and conserve and manage coastal and marine resources to meet our Nation's economic, social, and environmental needs.

NOAA's Office of Program Planning and Integration (PPI) is leading the implementation of NOAA's Strategic Vision by:

- Developing and updating NOAA's Strategic Plan
- Promoting the development of effective programs by integrating talent, resources, and capacity across NOAA
- Managing designated programs using matrix principles

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

PPI provides leadership and management to major NOAA programs designated by the Administrator. The desired outcomes of PPI's functions are:

- NOAA plans, investments, and actions are guided by a strategic plan that is responsive to material needs
- NOAA investments are based on sound socio-economics
- NOAA actions are compliant with the National Environmental Policy Act (NEPA)
- NOAA has effective programs that integrate talent, resources, and capabilities from across NOAA

PPI leads the planning phase of NOAA's Planning, Programming, Budgeting, and Execution System (PPBES) and provides advice and counsel to NOAA operating units to achieve NOAA's goals through policy development, planning, and monitoring of appropriate agency policies and plans. The organization is also responsible for integrating program management across the agency using matrix principles.

The PPI Strategic Planning Office (SPO) plays the primary role in NOAA for integrating NOAA's Strategic Planning process (including Performance Measurement) among all management units. The Strategic Planning Office analyzes short and long-term strategic issues and produce planning decision documents for senior management. The Strategic Planning Office is the primary organization for managing internal and external planning sessions on strategic issues.

The SPO Director also serves as the NOAA National Environmental Policy Act (NEPA) Coordinator who is responsible for ensuring NEPA compliance in NOAA. To carry out this function, PPI employs a small staff to review and clear all NEPA documents; develops NEPA tools and trains NOAA and DOC staff on national policy and guidance; and provides liaison to the Environmental Protection Agency (EPA) and Council on Environmental Quality (CEQ).

PPI is also the focus for matrix management in NOAA. Matrix management is a major cultural change for NOAA, requiring NOAA's programs to share responsibility for achieving the desired outcomes. To support the success of the matrix managed programs, PPI provides management, training, and evaluation functions.

In addition, the NOAA Chief Economist resides in PPI and is the lead for socio-economic analysis in NOAA, and provides the focus for policy formulation, direction, and guidance for the conduct of socio-economic analysis in the agency.

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

All NOAA Line Offices in the Washington, D.C. area and NOAA regional offices around the country, and Dept. of Commerce
Office of Management and Budget
Whitehouse Offices (CEQ)
Other Federal agencies (e.g., EPA, Dept. of Interior – National Park Service and Fish & Wildlife Service, Dept. of Transportation, and Dept. of Defense)

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	
4-7 days / month	X
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.).

Microsoft PowerPoint, Word, Excel
Strong writing, communication, and analytical skills. Should be comfortable dealing effectively with a diversity of people and organizations.
Knowledge of basic biology and ecosystems as related to the coastal and marine environment and/or climate and meteorological sciences.
Ability to interact with high-level government executives, Congressional staff and the public.

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.

In general, provides staffing of high-level inter- and intra-agency meetings related to NOAA strategic planning, matrix management, environmental, and socio-economic analysis. During this fellowship year, we expect that a Sea Grant Fellow would provide professional leadership in one or more of the following team areas:

Strategic Planning team: Provide leadership on coordinating NOAA’s Strategic Plan revision and implementation throughout the agency. The process will involve you and NOAA’s most senior leaders, at all levels who are committed to improving NOAA’s science and services in order to push the agency forward and implement change proactively. Deliverables may include updating

the NOAA Strategic Plan; an Annual Guidance Memorandum (AGM), focused strategic plans/updates for goal teams, programs, line offices, and councils; oversight of performance measure creation/reviews; enterprise performance management information system, stakeholder meetings and workshops; employee meetings and workshops, and numerous individual and group stakeholder consultations.

NEPA Coordination team: Assist with the review and resolution of internal and external NEPA actions and policies, including assessments of impacts of marine fisheries management plans and establishment of National Marine Sanctuaries or revision of Sanctuary management plans. Provides NOAA-specific environmental policy and guidance related to programs involved in developing NEPA documents. Also assist with other federal actions, organizing future NEPA workshops, and expanding NOAA's role in interagency coordination.

Economics and Social Science team: Qualify and quantify the results of NOAA programs in order to better align them with the needs of society and to optimize NOAA resources. Conduct socio-economic analyses for evaluating and demonstrating program efficacy. Assist with training and education at all levels of NOAA and relevant DOC agencies in the uses and benefits of economics and social science. Institutionalizing uses of methods, data, and approaches like cost-benefit analysis in NOAA's decision-making processes and business operations.

Matrix Management Program team: Matrix management requires NOAA's programs to share responsibility for achieving desired outcomes. The fellow would assist in making revisions to NOAA's Business Operations Manual, and production of information for quarterly reviews. Other activities (deliverables) may include program management and oversight; matrix management training; and annual evaluations of the NOAA Program Structure and matrix managed programs.

On-the-Job skills that a Fellow can expect to gain from working on these teams includes: leadership skills, program analysis, environmental policy and socio-economic analysis, and communication skills. Developing a broad understanding of government operations, specifically those of NOAA as well as other Federal agencies. Interaction with NOAA officials at all levels and throughout the agency.