

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

Office Name: NOAA Office of Legislative Affairs

Position Title: Congressional Affairs 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? 2

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

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

Yes	
No	x

Organizational Overview

Mission Statement: (Please limit to 30 words.)

Official liaison between NOAA and the U.S. Congress; communicates Administration views to Congress and is pro-active in notifying Congress of important NOAA developments; keeps senior NOAA management officials informed of critical Congressional information.

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

The NOAA Office of Legislative Affairs operates as the liaison between NOAA and U.S. Congressional offices. Among the staff in the office are eight Congressional Affairs specialists, who each handle their own portfolio of NOAA issues and work directly with congressional offices. These specialists handle a variety of duties on a daily basis, including: fielding and responding to Congressional inquiries; setting up and staffing Congressional briefings; and handling the many duties associated with congressional hearings. Another important component of the specialists' job is to track issues within NOAA in their area of expertise, which is often done by participating in internal briefings and meetings. Specialists have a high level of contact with leadership within both the Department of Commerce and NOAA, as well as with Congressional members and their staff. The office can be extremely fast paced and exciting, and would allow for a Sea Grant fellow to learn and cover a wide variety of topics within the agency.

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

Staff in the office have working relationships with a number of federal entities, including the Department of Interior, Department of State, Department of Defense, Department of Energy, Environmental Protection Agency, NASA, and Office of Management and Budget (OMB), to mention a few.
Within NOAA, Congressional Affairs specialists work closely with the various line offices of NOAA.
They also work extremely closely with many House and Senate Committee offices, as well as with individual Congressional offices.

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	x
1-3 days / month	
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.).

Strong oral communication skills, including comfort speaking in front of groups.
Comfort working with diverse constituent groups.
Strong written communication skills, including excellent editing 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 will field and respond to Congressional inquiries on NOAA issues (including inquiries from the Legislative Knauss fellows), coordinate and conduct Congressional briefings on NOAA issues, and attend and/or conduct internal briefings for NOAA leadership. The fellow will also act as staff for Congressional hearings at which NOAA leadership is testifying (may include editing written testimony, writing oral testimony, preparing briefing books for the NOAA witness, conducting briefings for the NOAA witness, attending the hearing, and writing post-hearing reports). Activities may also include working with NOAA staff (and potentially other Departments) to develop Administration legislative language for various ocean, coastal, and atmospheric initiatives. These duties will help the fellow refine their ability to handle multiple issues simultaneously and gain first hand knowledge about both the legislative process and how the executive branch functions. The fellow will also learn a great deal about NOAA issues, potentially including (depending on the interest of the fellow): National Marine Sanctuaries, marine protected areas, coral reefs, estuaries, marine fisheries, marine mammals, international treaties, global climate change, remote sensing, and others.