

## NOAA Leadership Competencies Development Program

### LCDP DEVELOPMENTAL ASSIGNMENT FORM

*(Data provided will be loaded on the LCDP website to be used by the program participants.)*

#### **Details of Developmental Assignment**

**1. Title of Assignment:** Congressional Affairs Specialist

**2. Level of Responsibility** (e.g., GS13, GS14, SES or equivalent pay band):

ZA 4 (GS-13/14)

**3. Host Office** (if in NOAA, start with Line/Corporate Office down to the lowest level - e.g., Division or Branch):

NOAA Office of Legislative and Intergovernmental Affairs

**4. Timeframe** (expected start date, duration, any known time dependencies):

April/May 2010 – September 2010

**5. Assignment Description** (include goals/objectives/expected outcomes):

Work as a Congressional Affairs Specialist covering a suite of ocean issues, primarily those that fall within NOS programs. One of the main focus areas for the expected timeframe will be participating in outreach to congressional staff on the Ocean Policy Task Force's final recommendations to the President. Other topics within the portfolio include National Marine Sanctuaries, the Coastal Services Center, the Office of Ocean and Coastal Resource Management (coastal zone management, corals, coastal and estuarine land conservation), and marine protected areas. Build relationships with key congressional staff, foster relationships with outside organizations to develop strategies to promote NOAA's mission, work with NOS leadership to advise them on legislative strategy, advise NOAA leadership on the impact of congressional activities on NOAA and NOS programs.

Day to day responsibilities include e-mails and phone calls with congressional staff, setting up and attending briefings and meetings, preparing NOAA witnesses for hearings, and developing and reviewing questions for the record, among others.

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**6. Potential Benefit to LCDP Participant** (e.g., leadership competencies/skills to be used - see list of OPM leadership competencies at [www.opm.gov/ses/define.html](http://www.opm.gov/ses/define.html)):

This position would give the participant the opportunity to work directly with Congress and with NOAA leadership to advance NOAA's mission. The participant will gain experience in building coalitions and in communications, particularly in gaining political savvy and using interpersonal skills. The participant will handle multiple projects and tasks and communicate complex issues in a clear and simple manner.

**7. Any other considerations, special requirements or comments:**

Unfortunately, no expenses can be provided.

**8. Assignment Supervisor** (name, position): John Gray, Director, NOAA's Office of Legislative and Intergovernmental Affairs

**9. Assignment Contact Person** (name and email address): Tim Bagley  
timothy.bagley@noaa.gov

***Please send completed form to [LCDP.ProgramManager@noaa.gov](mailto:LCDP.ProgramManager@noaa.gov).***

***Thank you!***