



SEP -9 2009

MEMORANDUM FOR THE RECORD

TO: NOAA Executive Panel Members
 Executive Management Team (EMT) Authors

FROM: Kelly L. Quickle, Director *Kelly L. Quickle*
 Office of Decision Coordination and Executive Secretariat

SUBJECT: Guidance for Secretary's Weekly Report Submissions, formerly known as the
 Executive Management Team (EMT) Report

General Information: The Under Secretary, or a designee, attends the Department of Commerce (DOC) Executive Management Team (EMT) meeting, led by the Secretary of Commerce or a designee. The purpose of the meeting is for every DOC Under Secretary to inform the Secretary of timely, high-level issues within their respective bureaus and identify how these issues relate to the Secretary's primary policy initiatives. While these meetings still occur on a less frequent basis, the Secretary has requested a weekly reporting to stay abreast of current issues. NOAA's Program Coordination Office (PCO) compiles this report each week for NOAA.

EMT Composition Schedule: EMT submissions are to be received by PCO *no later than* 5:00 PM ET each Thursday. **Late submissions will not be accepted.** PCO compiles the report late Thursday and early Friday of each week. The date on the EMT is the Monday (or the next business day in the case of holidays) of the next week. For example, submissions due by 5:00 PM ET on Thursday, June 19 will appear in the June 23 EMT (see below).

June 2008

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Submission Format: The timeframe for PCO staff to prepare the final EMT report does not allow for editing incorrectly prepared submissions. *The following submission guidance should be strictly followed.*

- ☛ **FORMAT/FONT** – Submissions must be provided in one Microsoft Word file using 12pt Times New Roman font. Font color must be black.
- ☛ **TITLE** – Submissions must be led by a short, informative title (ending with a colon). The title and the colon must be in **bold** print, followed by two spaces. All acronyms (with the exception of NOAA) must be spelled out the first time they are used with the acronym following in parentheses.

Submission Content: Submissions should contain relevant, timely, and concise information for the Secretary.

- ☛ **TIMELINESS** – Submissions should discuss events that will occur during the week of the EMT report date, or any that occurred during the preceding week that could not have been anticipated (*e.g.*, response to a severe weather event). Submissions highlighting events a week or more ahead of the EMT report date may be submitted as a Weekly Report item.
- ☛ **CLARITY** – Submissions must be concise, composed for the right audience (*i.e.*, the Secretary and DOC bureau chiefs), free of technical jargon, and, when appropriate, coordinated across multiple line offices. Submissions must include dates, locations, and a list of principals involved (AA level and above). Ensure that the following questions are addressed in each submission: who, what, when, where and why? Similarly, ensure that the importance of the particular submission item and its likely outcomes are highlighted.
- ☛ **SUBMISSION IMPORTANCE/ORDER** – List the submissions *in order of importance* within each section. Submissions should not be numbered. In rare cases, PCO staff may re-order and/or re-categorize the submissions.

Reporting categories: A template, sample submissions, and sample report are attached for your information.

- ☛ **HIGHLIGHTS** – Provide a brief description of big ticket items that may be made public in which the Secretary could be asked about.
- ☛ **STATUS** – Provide an update on items of ongoing interest to the Secretary, *i.e.*, NPOESS status update.
- ☛ **HILL VISITS** - For the past week, provide a brief description of who visited the Hill, how it went, and what NOAA has planned going forward. And, provide relevant

information on any planned visits to the Hill in the next two weeks.

- ☛ **UPCOMING TRIPS/MEETINGS** – Provide news of important events, speeches, etc. that will give a sense of NOAA outreach and reception. Do not report on attendance of conferences/meetings, unless the event(s) are of unusual National or international significance. Submissions regarding meetings should be written in an action-oriented manner (e.g. “NOAA Proposes Amendment to..”).
- ☛ **FLAG** – Provide detail on large scale initiatives that may need the Secretary’s immediate attention and/or require a meeting to discuss.

Supplemental Submission Guidance:

- ☛ **PRINCIPALS** – Only NOAA leadership (Under Secretary, Assistant Secretary, Deputy Under Secretary, Deputy Assistant Secretaries, Assistant Administrators and Goal Team Leads) should be mentioned by name in a submission (see Naming Convention below). Names of individuals below the AA/DAA/Goal Team Lead level should not be included; however, it is appropriate to say “The NOAA Office of Global Programs hosted...” or “NOAA scientists published...” It is appropriate to name an individual staff member when s/he is the recipient of a prestigious award, or in other rare/noteworthy cases.

- ☛ **NAMING CONVENTION** – The following titles should be used for principals:

Jane Lubchenco, Ph.D., Under Secretary of Commerce for Oceans and Atmosphere

(Vacant), Assistant Secretary of Commerce for Oceans and Atmosphere

Mary M. Glackin, Deputy Under Secretary for Oceans and Atmosphere

(Vacant), Deputy Assistant Secretary for Oceans and Atmosphere

Dr. James M. Turner, Deputy Assistant Secretary for International Affairs

Dr. Jim Balsiger, (Acting) Assistant Administrator for Fisheries

Jack Dunnigan, Assistant Administrator for Ocean Services and Coastal Zone Management

Dr. Jack Hayes, Assistant Administrator for Weather Services

Dr. Richard W. Spinrad, Assistant Administrator for Oceanic and Atmospheric Research

Laura Furgione, Assistant Administrator for Program Planning and Integration

Mary Kicza, Assistant Administrator for Satellite and Information Services

Rear Admiral Jonathan W. Bailey, NOAA, Director, Office of Marine and Aviation

Operations, and Director, NOAA Commissioned Corps

Rear Admiral Phillip M. Kenul, NOAA, Director, Marine and Aviation Operations Centers

NOAA Goal Leads:

Steve Murawski, NOAA's Ecosystem Goal Team Lead

Chet Koblinsky, NOAA's Climate Goal/Program Team Lead

Ed Johnson, (Acting) NOAA's Weather and Water Goal Team Lead

Captain Steve Barnum, NOAA, NOAA's Commerce and Transportation Goal Team Lead

In submissions for the EMT, the various **NOAA Line Offices** shall be referred to as in the approved Departmental Organization Orders (DOO):

National Marine Fisheries Service

National Ocean Service

National Environmental Satellite, Data and Information Service

Office of Oceanic and Atmospheric Research

National Weather Service

Office of Marine and Aviation Operations

Program Planning and Integration

- ☛ **CONSTITUENCIES** – Submissions should identify the specific constituencies affected by the item. Simply referring to these parties as “industrial interests” or “the public” is not sufficient (*e.g.*, if a local sport fishery and a commercial fishery will both be affected by a single event or act of legislature, provide a concise statement of facts identifying both parties, summarize their concerns, and explain why they are important to the Department).
- ☛ **SENSITIVITY** – In some cases, items of great sensitivity will be submitted. For any items that are for internal or official government use only, please **MARK THEM ACCORDINGLY**.

Contact(s) for Clarifications and/or Significance Inputs: Each EMT submission item **must** end with contact information of person(s) who can provide additional clarification/supplemental information to PCO staff should the need arise during the editing process (Friday mornings). The contact information shall include name(s) and phone number(s) (land/cell) for individuals who will be available for coordination. E-mail addresses may also be provided; however, *the preferred and most effective method for coordination will be via phone*. It is imperative PCO staff be able to reach (by phone) individuals with expertise to properly clarify submitted items.

Sending Submissions to PCO: Submissions should be e-mailed in one attached Microsoft Word file (12pt Times New Roman font) to emt.raw@noaa.gov no later than 5:00 PM ET each Thursday. The subject line of the email should use the following format:

Subject: {Line Office} {EMT} {Date}
 (e.g. NOS EMT Sep 26)

Please use the following naming convention for your attachment (similar to subject line):

Word file naming convention: {Line Office} {EMT} {Date}
 (e.g. NOS_EMT_Sep 26.doc)

Please do not send any other items with your EMT Word file submission. If you do not have any submissions to report, please send an email indicating “no report” in the subject line (e.g. NOS EMT Sep 26 – No Report). **Late submissions will not be included.**

NOAA Headquarters Preparation and Clearance Timeline for White House Weekly (formerly NOAA Weekly Report) and Secretary’s Weekly Report (formerly EMT Report):

WHEN	WHO	ACTION
Thursday by 5 PM	Line Office/Staff Office/Policy	Submissions to PCO for Weekly and EMT
Friday by NOON	PCO	Compiles reports and forwards to DCoS and Executive Secretariat (both Ecorr and Kelly Quickle)
Friday by 2 PM	Executive Secretariat Kelly Quickle Executive Secretariat	Review and Edit Reports Substantive Review of Reports Email draft for review at Monday UnSec Office Staff Meeting (Ecorr.Secretarydraft@noaa.gov)
Monday at 9 AM	UnSec Staff	Review of Weekly and EMT during UnSec Office Staff Meeting
Monday at 10 AM	DCoS	Returns Draft Weekly and EMT to Executive Secretariat to finalize with edits from the 9 AM meeting
Monday by NOON	Executive Secretariat	Finalize edits and send final to CoS for approval.
Monday by 4 PM	CoS	Returns final approved versions to Executive Secretariat for transmission to DOC
Monday by COB	Executive Secretariat	Sends final versions to DOC Executive Secretariat.
Tuesday AM	PCO Executive Secretariat	Emails final Secretary’s report to existing EMT distribution list. Scans/emails signed White House Weekly to existing NOAA Weekly Report distribution list.

Attachment 1 - EMT Submission Examples:

Gulf of Mexico Shallow-Water Grouper Closure: NOAA Fisheries Service will close the Gulf of Mexico shallow-water grouper fishery on October 10, 2007. Landings data indicate the available commercial red grouper quota of 5.31 million pounds will be harvested on or before that date. Secretarial Amendment 1 to the Gulf of Mexico Reef Fish Fishery Management Plan (FMP) requires us to close the entire shallow-water grouper commercial fishery when either the red grouper quota or the shallow-water grouper quota is reached. The fishery will reopen on January 1, 2008. (Contact – Buck Sutter, 727-824-5301)

Marine Mammal Strandings in the Northeast Region: Several marine mammal strandings occurred last week. A critically injured Risso's dolphin found at the Virginia-North Carolina border had to be euthanized. Additionally, five seals and one large whale, believed to be a minke, were found dead in Maine. Efforts are underway to collect as many samples as possible from the recovered carcasses to determine the cause(s) of mortality. One dead striped dolphin was also reported in Virginia on September 17, 2007. (Contact Dr. Teri Rowles, 301-713-2322)

NOAA Awards Contract to Seattle Shipyard to Convert New Ocean Exploration Ship: On August 22, NOAA Marine and Aviation Operations awarded a contract for \$13.4 million to Todd Pacific Shipyards Corporation of Seattle, Washington, to convert the former U.S. Navy surveillance vessel *Capable* into a NOAA research ship that will explore the world's oceans. The Navy transferred \$18 million of its appropriated funds in FY2007. The funds will be applied to the conversion contract and a separate purchase of highly specialized on-board and shore-side equipment to connect expeditions at sea in real-time to teams of scientists, and to teachers and students ashore via satellite and high-speed Internet pathways. The shipyard's work is expected to be complete in the Spring or Summer of 2008. Once operational, the ship will support NOAA's Office of Ocean Exploration. (Contact Jennifer Hammond, 301-713-3418 x138)

NOAA Hosts Annual Data and Information Users' Workshop: On May 12-14, NOAA will host its 2008 Data and Information Users' Workshop in Asheville, NC. The theme of the workshop is "User Requirements for NOAA's Data and Information." Mary M. Glackin, Deputy Under Secretary of Commerce for Oceans and Atmosphere, and Mary Kicza, Assistant Administrator for Satellite and Information Services, will address approximately two hundred attendees including consultants, engineers, and personnel from insurance companies, news media, other government agencies, weather derivatives, reinsurance companies, and academia. NOAA will present new products and services and plans for the future, and breakout sessions will offer opportunities for discussion and analysis. (Contact Chuck Wooldridge, 301-713-3386)

Attachment 2 – EMT Report Template:

In the event there is nothing to report, simply record “NOTHING TO REPORT”.

Along with the name of your bureau/office and the date of the report please use the structure below as a basic format.

- I. HIGHLIGHTS *(provide a brief description of big ticket items that may be made public in which the Secretary could be asked about)*
 - a. ...
 - b. ...

- II. STATUS *(provide an update on items of on going interest to the Secretary)*
 - a. ...
 - b. ...

- III. HILL VISITS *(brief description of who visited the Hill, how it went, and what NOAA has planned going forward)*
 - a. Past week
 - b. Next Two Weeks

- IV. UPCOMING TRIPS/MEETINGS *(News of important events, speeches, etc. that will give a sense of NOAA outreach and reception)*
 - a. ...
 - b. ...

- V. FLAG *(provide details on large scale initiatives that may need the Secretary's immediate attention and/or require a meeting to discuss)*
 - a. ...
 - b. ...

Attachment 3 – Sample Report:

Secretary's Weekly Report - National Oceanic and Atmospheric Administration
Submitted by: Monica Medina, Senior Advisor, 202-482-3567
Prepared by: Kelly Denit, 202-482-0955
September 4, 2009

1) HIGHLIGHTS:

- a) **Columbia River Power System Biological Opinion:** On September 10th, Dr. Lubchenco will participate in a meeting with the Department of Justice and other Federal agencies (Department of Interior, Corps of Engineers, and Bonneville Power Administration) regarding the Obama Administration's position on the Federal Columbia River Power System Biological Opinion. This meeting will finalize the Administration's views in advance of the September 15 court filing deadline.
- b) **NOAA Scientists Contribute to Understanding of Coral Bleaching:** While an increase in seawater temperatures is the generally accepted theory behind coral bleaching, the bacterial infection of corals has been suggested as an alternative hypothesis explaining some bleaching episodes. Scientists from NOAA's National Centers for Coastal Ocean Science and their partners at NOAA's Hollings Marine Laboratory have contributed to the state-of-the-science by describing the role of bacteria in initiating infection in coral. The bacteria *Vibrio coralliilyticus* has a whiplike organ of locomotion (flagellum) that enables the organism to move toward and adhere to corals; this process is reported to be responsible for the first steps in temperature-induced coral bleaching in the Indo-Pacific Ocean, Red Sea, and Indian Ocean, and possibly in the Caribbean. Thus, such infections could have an impact on global coral health. The findings will be published in the September 2009 issue of the journal *Applied and Environmental Microbiology*.
- c) **Study Uses New Approach to Examine Aerosol Climate Effects:** A new study, led by researchers from NOAA's Earth System Research Laboratory, has sharpened the understanding of atmospheric aerosols (tiny airborne particles from pollution, biomass burning, and other sources) and their effects on climate. The study will appear in the *Journal of Geophysical Research* on September 9. The new estimate of the cooling effect of aerosols agrees with the estimate of the Intergovernmental Panel on Climate Change's 2007 scientific assessments, but places that estimate on more solid ground and rules out the larger cooling effects that were previously thought to be possible.

2) STATUS:

- a) **National Polar-orbiting Operational Environmental Satellite System:** On September 14, NOAA will meet with representatives from NASA, the Department of Defense, the Office of Management and Budget, and the Office of Science and Technology Policy to continue a detailed NPOESS program review. Topics to be addressed will include an updated schedule estimate, an assessment of the current state of execution and technical progress, alternative plans for ensuring mission continuity, and organizational needs and concerns.
- b) **NOAA to Host the 24th Meeting of the Strategic Implementation Team (SIT-24) of the Committee on Earth Observation Satellites (CEOS):** From September 10-11, Mary Kicza, Assistant Administrator for Satellite and Information Services, will co-host SIT-24 with the European Organisation for the Exploitation of Meteorological Satellites (EUMETSAT) in Darmstadt, Germany. There are 28 space agencies along with 20 other national and international organizations that participate in CEOS, which strives to enhance international coordination and data exchange, and to optimize societal benefit from satellite observations. SIT-24 will focus on finalizing deliverables for the CEOS Plenary, Group on Earth Observation (GEO) Plenary, United Nations Framework Convention on Climate Change Conference of the Parties (COP)-15, and the 2010 GEO Ministerial. Among other issues, discussion will focus on the Data Democracy, Forest Carbon Tracking, and Global Monitoring of Greenhouse Gases from Space initiatives.

3) HILL VISITS:

a) Past Week:

- i) **September 2 - Representative Hirono (D HI-2) celebrated the designation of Kaua'i County as a Preserve America Community.** Preserve America encourages and supports a community's efforts to preserve its cultural and historic heritage.
- ii) **September 3 - Congressional Staff Briefings on Gulf of Mexico Aquaculture Plan:** Staff from the Senate Committee on Commerce, Science, and Transportation and the House

Secretary's Weekly Report - National Oceanic and Atmospheric Administration
Submitted by: Monica Medina, Senior Advisor, 202-482-3567
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September 4, 2009

Committee on Natural Resources were briefed by Dr. Jim Balsiger, Acting Assistant Administrator of NOAA's National Marine Fisheries Service, on the *Gulf of Mexico Aquaculture Fisheries Management Plan (FMP)*. Dr. Balsiger discussed the announcement that the Secretary did not act on the *FMP* by September 2, 2009, which by law will allow the *FMP* to go into effect. If implemented by regulation, this *FMP*, developed by the Gulf of Mexico Fishery Management Council would oversee the development and operation of a limited number of offshore aquaculture operations in the Gulf over the next ten years. Dr. Balsiger explained the reasoning behind this decision as well as NOAA's plan to work on a comprehensive national strategy for aquaculture.

- b) **Next Two Weeks:**
- i) **September 9 - Hearing on Aquaculture:**
 - (1) House Committee on Natural Resources, Subcommittee on Insular Affairs, Oceans, and Wildlife (Chair, Delegate Madeleine Bordallo, D-Guam)
 - (2) NOAA witness TBD
 - (3) NOAA's testimony will focus on three main areas as requested by the Subcommittee: need for a comprehensive federal permitting and regulatory system for offshore aquaculture; necessary components of such a system (including siting, permitting, operating requirements and precautionary measures to protect the environment and coastal communities); and important issues for Subcommittee consideration.
 - (4) Other witnesses from aquaculture industry and a non-governmental organization
 - ii) **September 10 - Senator Crapo to Call Under Secretary on BiOp:** Senator Mike Crapo is scheduled to call Dr. Jane Lubchenco to discuss his views with respect to the Administration's upcoming court filing. The court filing will address the adequacy of the 2008 Federal Columbia River Power System Biological Opinion (BiOp) to address the affects of the hydro-system on Endangered Species Act-listed salmonids.
 - iii) **September 15 - Congressional Staff Briefing on BiOp:** Senate and House congressional staff are invited to attend a briefing on the Federal Columbia River Power System (FCRPS) Biological Opinion (BiOp) and elements of the *Adaptive Management Implementation Plan*. Monica Medina, NOAA's Senior Advisor, other representatives from NOAA, and officials from other agencies that are involved, will conduct the briefing. Congressional staff will be provided an overview of the process the Administration used to better understand the 2008 BiOp, and will be led through the technical aspects of the briefing via video-conference from NOAA's National Marine Fisheries Service Northwest Region.
 - iv) **September 16 - Hearing to discuss a draft bill for reauthorization of the *Harmful Algal Bloom and Hypoxia Research and Control Act (HABHRCA)*:**
 - (1) House Committee on Science and Technology, Subcommittee on Energy and Environment (Chair, Representative Brian Baird, D WA-3)
 - (2) The NOAA witness has not been determined.
 - v) **Members of Congress and Congressional Staff Invited to Participate in Ocean Policy Task Force Listening Sessions:** The first day will include a series of expert panels and an opportunity for public comment. The second day will include site visits aimed at highlighting the various facilities in the region that enhance this Administration's goals for improved ocean and coastal stewardship. Scheduled sessions in the next two weeks include:
 - (1) West Coast Regional, San Francisco, California - September 17-18
 - (2) East Coast Regional, Providence, Rhode Island, September 24-25
- 4) **FLAG:** Nothing to report.