

NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION COMMISSIONED OFFICER CORPS

NOAA JUNIOR OFFICER ADVISORY COMMITTEE CHARTER

I. MISSION

The NOAA Junior Officer Advisory Committee (NJAC) is a professional group of Officers (O-3 and below) whose purpose is to provide advice and consultation to the Director of the NOAA Corps and other Corps and non-Corps entities on interests and concerns specific to junior officers in the NOAA Commissioned Officer Corps.

II. RELATIONSHIP OF THE NJAC TO THE NOAA COMMISSIONED OFFICER CORPS

The NJAC has been formed with the guidance of producing issues to be discussed with NOAA Office of Marine and Aviation Operations Leadership that are of concern to Junior Officers throughout the fleet. The NJAC consists of knowledgeable professionals who represent a cross-section of the interests, concerns, and responsibilities of junior officers across the Office of Marine and Aviation Operations (OMAO).

III. OBJECTIVES

The NJAC serves in a resource, advisory, and liaison capacity to assist in the development and coordination of activities related to junior officers in the Commissioned Corps with the specific functions of:

1. Identifying and advocating on behalf of junior officer issues and concerns.
2. Assisting the Director of the NOAA Corps with the assessment of policies, personnel needs, and in recruitment, training, utilization, and recognition of junior officers.
3. Promoting junior officer development and utilization.
4. Promoting cooperation and communication between junior and senior officers throughout the NOAA Corps.
5. Serving as communication link and information resource for junior officers.

IV. FUNCTIONS

1. Provide general professional advice and recommendations:
 - a. Review and comment on issues referred to NJAC by Director of the NOAA Corps or through their office.
 - b. Deliberate issues, develop findings, and present recommendations.
 - c. Provide advice on the professional aspects of junior officership (e.g., new technologies, regulations, curricula, roles, etc.)
 - d. Provide advice on ethical and professional standards issues that impact junior officers.
 - e. Review and provide recommendations concerning proposed or needed changes to appointment standards and professional requirements
 - f. Develop surveys and understand the needs of the junior officers.
2. Support and provide junior officer career and personal development resources:
 - a. Advise on Commissioned Corps practices concerning career development.
 - b. Identify and support family or dependent needs for junior officers.
3. Communicate and encourage appropriate use of awards/recognition systems:
 - a. Identify, establish, and help administer special professional awards.
 - b. Promote awareness of the existing award programs and opportunities.
4. Serve as a communication link and information resource for NJAC:
 - a. Ensure the distribution of minutes and/or other NJAC-developed materials, to the greatest extent possible/appropriate, to junior officers.
 - b. Communicate with incoming junior officers and make them aware of NJAC for both membership and support roles.

This list of functions is not all inclusive. NJAC has the responsibility to identify and add functions as necessary to carry out its objectives. Such functions shall be in concert with the overall mission of NOAA.

V. MEMBERSHIP

1. Basic Eligibility Requirement: At the time of appointment to the executive board, each NJAC member shall be an active duty officer at or below the rank of Lieutenant (LT/O-3).
2. Executive Board Membership: The Executive Board shall consist of region representatives from each geographic region (Aircraft Operations Center, Gulf of Mexico Region, East, West, and Hawaii/American Samoa/Antarctica). Each region may have between one and three representatives. Each region is represented by members elected by the other regional members to serve on the Executive Board for a term set at the discretion of the regional members.
3. Size of the NJAC: The NJAC is not limited by size, any qualifying junior officers may request membership. The NJAC Executive Board shall have a minimum of two people per region but not more than three.
4. Organizational Representation: In order to provide the range of experiences and perspectives necessary for addressing issues before the NJAC, every effort must be made to have the broadest representation possible among different disciplines within the NOAA Corps.
5. Gender and Minority Representation: Every effort will be made to assure that the NJAC and NJAC Executive Board does not consist (1) entirely of men or entirely of women, or (2) entirely of one race or ethnicity, so long as no selection is made to the NJAC solely on the basis of gender or race.
6. Personnel System: NJAC will consist entirely of junior officers commissioned in the NOAA Commissioned Officer Corps.

VI. GENERAL MEMBERSHIP

1. No more than 30 days after graduation, the NJAC will contact new junior officers coming out of the recent Basic Officer Training Classes and inform them of our committee. NJAC will additionally continue to advertise the NJAC to junior officers using various methods.
2. Interested junior officers meeting general membership criteria will be sent a welcome email by the regional representatives of the executive board outlining the goals of the NJAC and ways to participate.
3. General members are welcome to participate in monthly Executive Board calls and shall have access to meeting minutes. Members will make every effort to attend quarterly regional calls and remain involved in the NJAC.

VII. EXECUTIVE BOARD

1. The Executive Board is responsible for coordinating the focus of the Council's priorities towards leadership and communicating the guidance to the rest of the regional members.
2. Executive board members are appointed by existing regional representatives for a term set at the discretion of the regional members.
3. Executive board members must be able to attend a reasonable number of monthly meetings and devote time towards action items. If members are unable to meet these requirements they may be asked to forfeit their executive board membership spot.
4. Regional representatives will facilitate regular communication with the NJAC members in their geographic region through post Executive Board informational emails, quarterly phone calls, or other communication methods at the discretion of the representative. Regional representatives will serve as a main point of communication between NJAC members and the executive board and bring issues or concerns in their region to the attention of the Board.
5. Executive board members will monitor correspondence sent to the group email (NJAC.Execboard@noaa.gov).

VIII. LIAISON TO THE COMMISSIONED PERSONNEL CENTER

1. There will be one officer based in the Washington D.C. area who will serve as Coordinator/Facilitator appointed by the NJAC Executive Board
2. This officer will serve as a member of the Executive Board and function as a liaison to the Commissioned Personnel Center. This officer will preferentially be based out of Silver Spring, MD and be available to pass correspondence to leadership, arrange briefings, and provide general OMAO HQ perspective on NJAC items.
3. Presentations will be made to OMAO Leadership on an as-needed basis, but no less than twice annually. Presentations will be led by rotating members of the Executive Board. They shall be organized and scheduled with the assistance of the Liaison to the Commissioned Personnel Center.

IX. SENIOR OFFICER COMMISSIONED PERSONNEL CENTER REPRESENTATIVE

1. A senior officer at the level of Lieutenant Commander (LCDR/O-4) or above could be appointed by leadership to serve as a liaison to the NJAC.

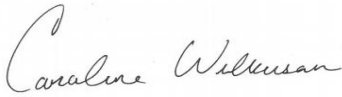
2. This officer would attend NJAC meetings at least twice a year and be available to answer questions and generally support the Executive Board.

X. OPERATIONS AND PROCEDURES

1. The NJAC Executive Board shall develop its own internal operations and procedures, but these shall include, at the minimum, the following:
 - a. **Operational Year:** Determine the day and month chosen as the beginning of its operational year.
 - b. **Charter:** The charter will be reviewed annually.
 - c. **Frequency of Meetings:** On average, meetings will be held once per month.
 - d. **Agenda:** A meeting agenda, with appropriate background material, is to be made available to all members.
 - e. **Committees:** Where NJAC Executive Board elects to establish standing or ad-hoc committees, said membership may include non-executive board NJAC members provided that the Chairman of the committee is a NJAC Executive Board Member.

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This charter has been created and authorized by:



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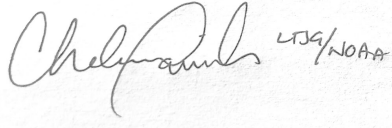
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