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In Reply Refer To:

FWS/OCI/SENXXXXX

Memorandum

To: Assistant Director – Office of Communications

From: Assistant Director – Office of Conservation Investment

Subject: Concurrence to Establish a Communications Specialist (GS-1001-12/13) Position in the Office of Conservation Investment

We are seeking your concurrence to establish a new Communications Specialist (GS-1001-12/13) position in the U.S. Fish and Wildlife Service’s (Service) Office of Conservation Investment (OCI).

The incumbent will implement the recently developed OCI Strategic Communications Plan, serve in a liaison role with key OCI partners, and coordinate success story development and distribution about OCI grant programs and grant accomplishments. The individual selected for the position will be critical in overseeing the implementation of new and ongoing strategies for communicating with OCI partners including (1) State fish and wildlife agencies, who are the primary OCI grantees; (2) the fishing, boating, firearms, ammunition, and archery industries that pay the excise taxes that fund a large proportion of the grants administered by OCI; and (3) the Service’s and the Department of the Interior’s Federal partners that collect the excise taxes.

This new position is required to support the Secretary of the Interior and Service Director priorities related to OCI program activities. No other existing positions within the program possess the required skills or expertise to properly conduct the activities described above.

We request your concurrence to establish this position.

Assistant Director – Office of Communications

U.S. Fish and Wildlife Service