

# NOAA Leadership Competency Development Program (LCDP) Application -

## Introduction and Instructions

Welcome to the NOAA Leadership Competency Development Program (LCDP) Online Application for Class VIII!

On the following pages, you will find the LCDP application questions. We strongly recommend that you first print out the fillable PDF version of the application (available on the LCDP website), prepare your responses, and then cut-and-paste your responses into the online application. This will allow you to spell check your responses and maintain a record of your application as the online system will not allow you to print a copy. You must submit the online version of the application to be considered for LCDP Class VIII.

The application process has been designed so you can work on your application during multiple sessions prior to submitting it. PLEASE NOTE: You must click on the "Next" button at the bottom of the page to save your data before exiting the application. You must enter data (even if it is a few random characters) into all required fields on the page you are currently on before exiting, or you will lose all data on that page.

Then, you can exit the application at any time by clicking on the "Exit the application" button on the top right side of the screen, and then re-enter the application by re-launching the web link.

When you are ready to submit your application, you must respond affirmatively to the final question (Question #60), certifying that your LCDP application is complete as submitted. Then click the "Done" button. You must hit the "Done" button when you are ready to submit, or your application will not be considered.

Please keep in mind the following:

- Applications must be submitted online by the close of the application period (Monday, November 28, 2011 at 11:59 p.m., Eastern time);
- Incomplete applications will not be considered;
- No changes will be accepted after the application has been submitted.

If you have questions, please contact Tracy Levstik, LCDP Program Manager, at: [Tracy.Levstik@noaa.gov](mailto:Tracy.Levstik@noaa.gov) or (303) 497-4231.

**Applicant Information**

**\* 1. Name (last name, first name & middle initial):**

**\* 2. Preferred first name/nickname:**

## Current Position

This page gathers information about your current position with NOAA.

### \* 3. NOAA Line Office or Staff Office

- NESDIS - National Environmental Satellite, Data, and Information Service
- NMFS – National Marine Fisheries Service
- NOS - National Ocean Service
- NWS - National Weather Service
- OAR - Office of Oceanic and Atmospheric Research
- OMAO - Office of Marine and Aviation Operations
- PPI - Office of Program Planning and Integration
- Staff Offices & All Others (includes offices such as WFMO, AGO & CFO)

### \* 4. Program Office:

### \* 5. Job or position title:

### \* 6. Date you started in this position (mm/dd/yy):

### \* 7. Work phone (include area code):

### \* 8. Work e-mail address:

### \* 9. Complete work mailing address:

### 10. Pay Band: plan and band (e.g., ZP-IV, ZA-IV) (if applicable)

### 11. GS/GM grade (if applicable):

### 12. NOAA Corps grade (if applicable):

### \* 13. Date you began in this grade or at this band:

**\* 14. Describe your current duties and responsibilities:**

A large, empty text input area with a vertical scrollbar on the right side, intended for describing current duties and responsibilities.

## Supervisor Information

This page gathers necessary data on your supervisor.

**\* 15. Supervisor name (Last name, first name):**

**\* 16. Supervisor phone number (with area code):**

**\* 17. Supervisor e-mail address:**

**Applicant Location/Contact Information**

**\* 18. Your home address:**

**\* 19. Home phone (include area code):**

**\* 20. Cell phone (include area code). If none, enter "N/A".**

**\* 21. Do you have any special needs?**

- Yes
- No

If "Yes," please explain.

## Prior Position #1

This page collects information about your most recent prior position. Note: if your current position has been your only position of record, enter "N/A" in response to Question 22, below, and then skip the remainder of this section.

**\* 22. Previous Employer, Office, and Work Address:**

**23. Job or position title:**

**24. Dates of employment (from mm/dd/yy to mm/dd/yy):**

**25. Federal pay scheme and grade/band (if position was not Federal, enter "Not Federal" in this field):**

**26. Description of duties and responsibilities:**

## Prior Position #2

This page collects information about your second most recent prior position; moving chronologically backwards. Note - if you do not have a prior position in addition to the one listed in the section above, please enter "N/A" in response to Question 27, below, and then skip the remainder of this section.

**27. Previous Employer, Office, and Work Address:**

**28. Job or position title:**

**29. Dates of employment (from mm/dd/yy to mm/dd/yy):**

**30. Federal pay scheme and grade/band (if position was not Federal, enter "Not Federal" in this field):**

**31. Description of duties and responsibilities:**

## Prior Position #3

This page collects information about your third prior position; moving chronologically backwards. Note - if you do not have a prior position in addition to the two listed in the sections above, please enter "N/A" in response to Question 32, below, and then skip the remainder of this section.

**32. Previous Employer, Office, and Work Address:**

**33. Job or position title:**

**34. Dates of employment (from mm/dd/yy to mm/dd/yy):**

**35. Federal pay scheme and grade/band (if position was not Federal, enter "Not Federal" in this field):**

**36. Description of duties and responsibilities:**

## Education

This page collects information about your education, beginning with the highest level achieved. If your highest level of education was obtaining a High School Diploma, please complete Question 37, enter "N/A" in Question 38, and then skip to the next section, "Other Qualifications," at Question 53.

**\* 37. Highest level of education achieved (examples include: High School Diploma, Bachelor of Arts, Bachelor of Science, Master's Degree, LLM, PhD):**

**\* 38. Name of school:**

**39. City, State, Country of School:**

**40. Dates of attendance (year to year):**

**41. Major area(s) of study:**

**42. Degree received (if applicable):**

## Education #2

This page collects information about your second highest level of education received; moving chronologically backwards. Note - if you did not attend a college/university in addition to the one listed in the section above, please enter "N/A" in response to Question 43 and then skip to the next section, "Other Qualifications," at Question 53.

**43. Name of school:**

**44. City, State, Country of School:**

**45. Dates of attendance (year to year):**

**46. Major area(s) of study:**

**47. Degree received (if applicable):**

## Education #3

This page collects information about your third highest level of education received; moving chronologically backwards. Note - if you did not attend a college/university in addition to the two listed in the sections above, please enter "N/A" in response to Question 48, and then skip to the next section, "Other Qualifications," at Question 53.

**48. Name of school:**

**49. City, State, Country of School:**

**50. Dates of attendance (year to year):**

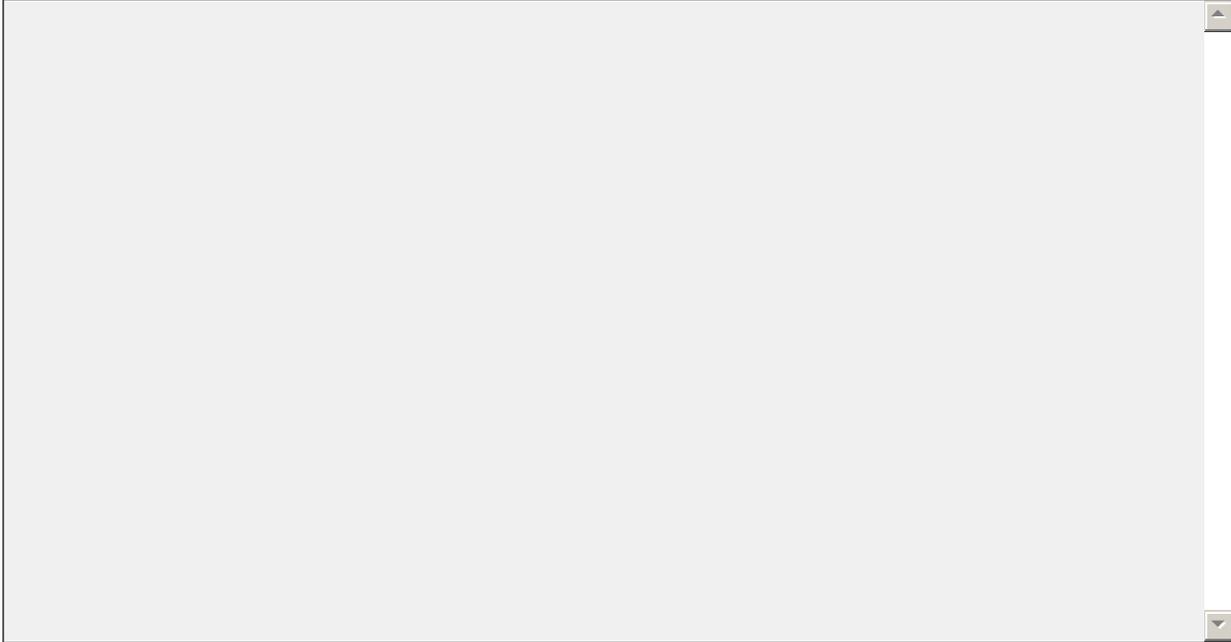
**51. Major area(s) of study:**

**52. Degree received (if applicable):**

## Other Qualifications

This page asks you to describe other accomplishments or achievements such as awards, publications, certifications, leadership positions in professional organizations, fellowships, internships, special assignments, etc. PLEASE INCLUDE DATES.

**\* 53. Describe other qualifications here:**



## Core Competencies Overview; Competency #1 - Leads People

Applicants are required to address in writing the following six NOAA leadership competencies to demonstrate how their background, experience, and potential meet these criteria. Sample behaviors that demonstrate each competency are listed in the following sections.

Important Note: Please read the following Tips for Writing A Quality Response below before completing this section of the application.

We strongly recommend that you first print out the fillable PDF version of the application (available on the LCDP website), prepare your responses, and then cut-and-paste your responses into the online application. This will allow you to spell check your responses and maintain a record of your application as the online system will not allow you to print a copy. You must submit the online version of the application to be considered for LCDP Class VIII.

Tips for Writing A Quality Response:

It is highly recommended that applicants follow the "Challenge-Context-Action-Result" (CCAR) model in documenting their qualifications under each NOAA leadership competency. Components of the CCAR model are:

- Challenge - describe a specific problem or goal;
- Context - describe the individuals/groups you worked with and/or the environment in which you worked to tackle a particular challenge;
- Action - discuss specific actions you took to address the challenge; and
- Result - give specific examples of the results of the actions you took to demonstrate the quality and effectiveness of your leadership skills.

The CCAR is a results-oriented approach that requires applicants to focus on the leadership skills needed to manage programs, processes, and people. This approach provides a more complete picture of each applicant's leadership competencies and what specific role he/she played in an organization's success. The focus is on what the applicant accomplished, not what the organization accomplished.

Candidates may use all of their past experience to demonstrate their knowledge, skills, and abilities. This can include professional experience in the public or private sectors as well as volunteer experience, education, training, awards, and other accomplishments.

---

### Competency #1 – Leads People

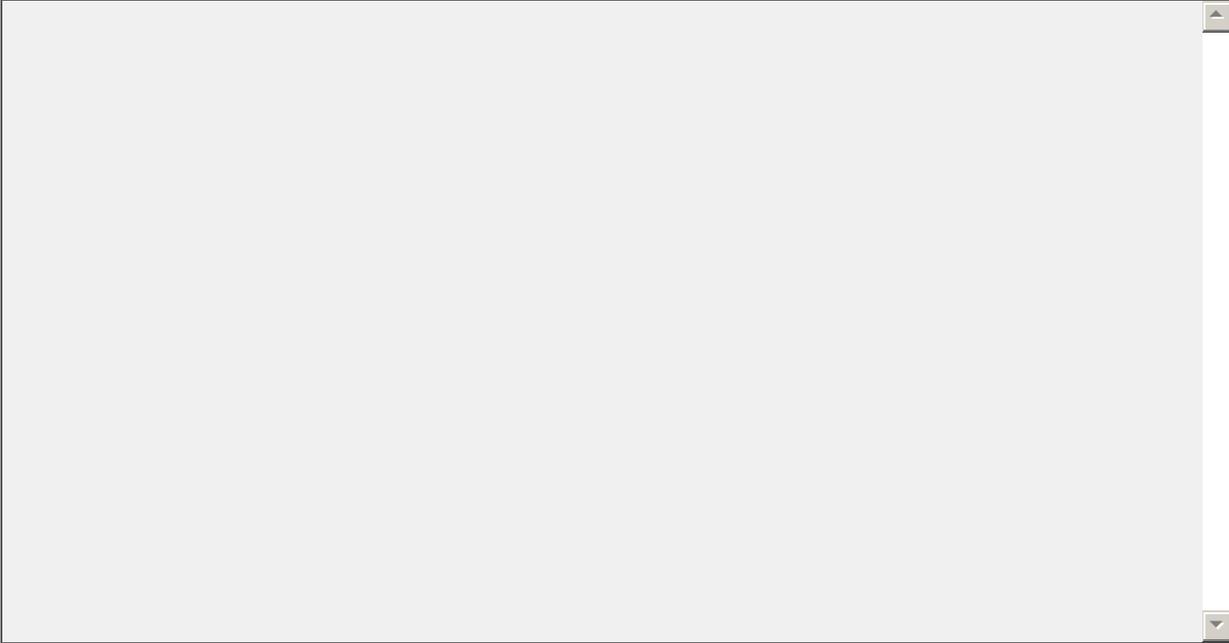
Demonstrates skill or potential for leading people, such as:

- Fosters a culture of teamwork and respect with internal and external customers that:
  - Improves results, and/or
  - Achieves goals;
- Resolves conflicts effectively;
- Reflects organizational core values through clear and consistent actions;
- Promotes diversity goals and/or outreach efforts;

## NOAA Leadership Competency Development Program (LCDP) Application -

- Works effectively in matrix-managed organizations; or
- Leads initiatives across NOAA to identify scientific issues to be researched.

**\*54. Please address in the box below how your background, experience, and potential have helped you to meet the "Leads People" competency:**

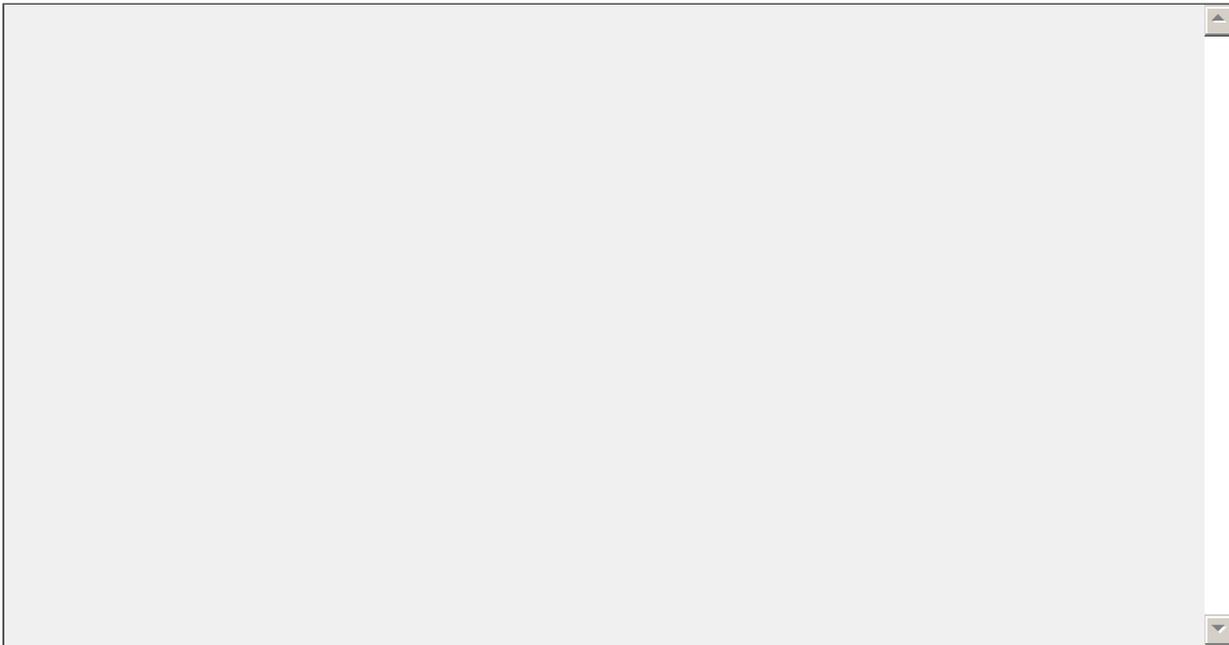


**Competency #2 - Continuous Learner**

Demonstrates skill as a continuous learner, such as:

- Pursues advanced or continuing education;
- Participates in training and development opportunities;
- Seeks out projects and/or assignments outside current job responsibilities; or
- Adapts behavior and work methods in response to new information and changing conditions.

**\*55. Please address in the box below how your background, experience, and potential have helped you to meet the "Continuous Learner" competency:**

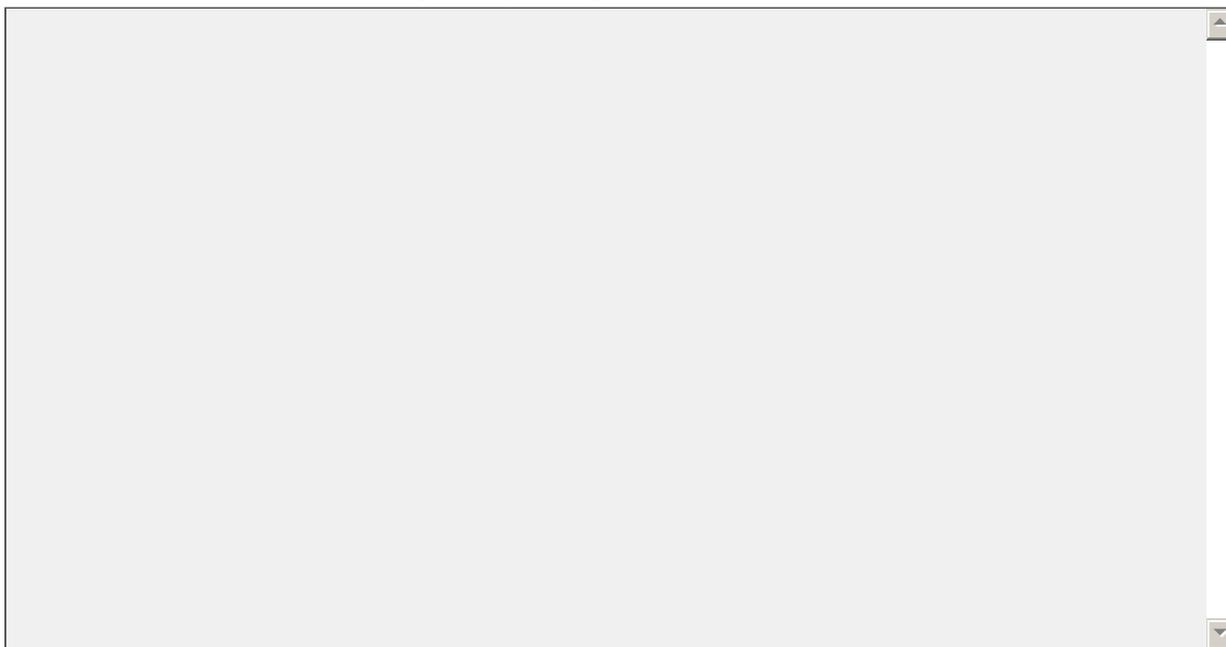


**Competency #3 - Business Proficiency**

Demonstrates skill or potential for business proficiency, such as:

- Aligns financial planning with performance goals;
- Ensures procurement and acquisition procedures are properly used;
- Understands budget formulation and execution processes; or
- Plans and integrates new technology proactively to meet organizational and customer needs.

**\* 56. Please address in the box below how your background, experience, and potential have helped you to meet the "Business Proficiency" competency:**

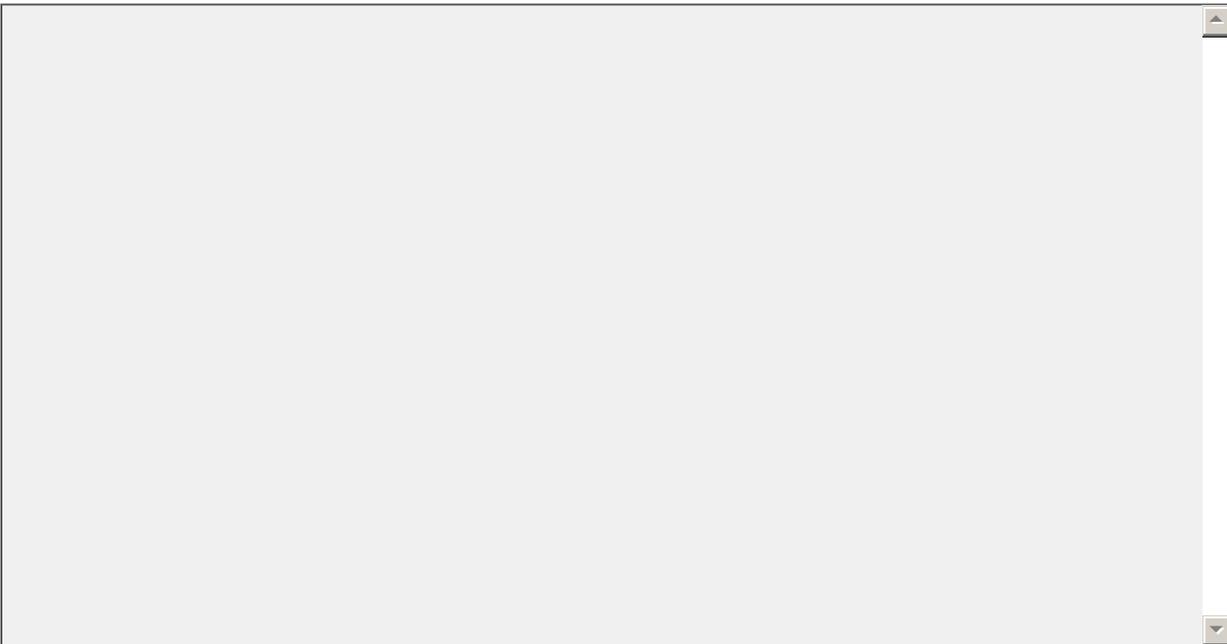


## Competency #4 - Problem Solver

Demonstrates skill or potential for complex problem solving, such as:

- Anticipates, identifies, and diagnoses barriers to a goal;
- Develops innovative alternatives to existing operations;
- Creates contingency plans to ensure a goal is met;
- Integrates disparate concepts and or issues; or
- Solves complex research problems at the national or regional level by:
  - Leading teams, and/or
  - Building scientific coalitions with universities and other partners.
- Plans and integrates new technology proactively to meet organizational and customer needs.

**\*57. Please address in the box below how your background, experience, and potential have helped you to meet the "Problem Solver" competency:**

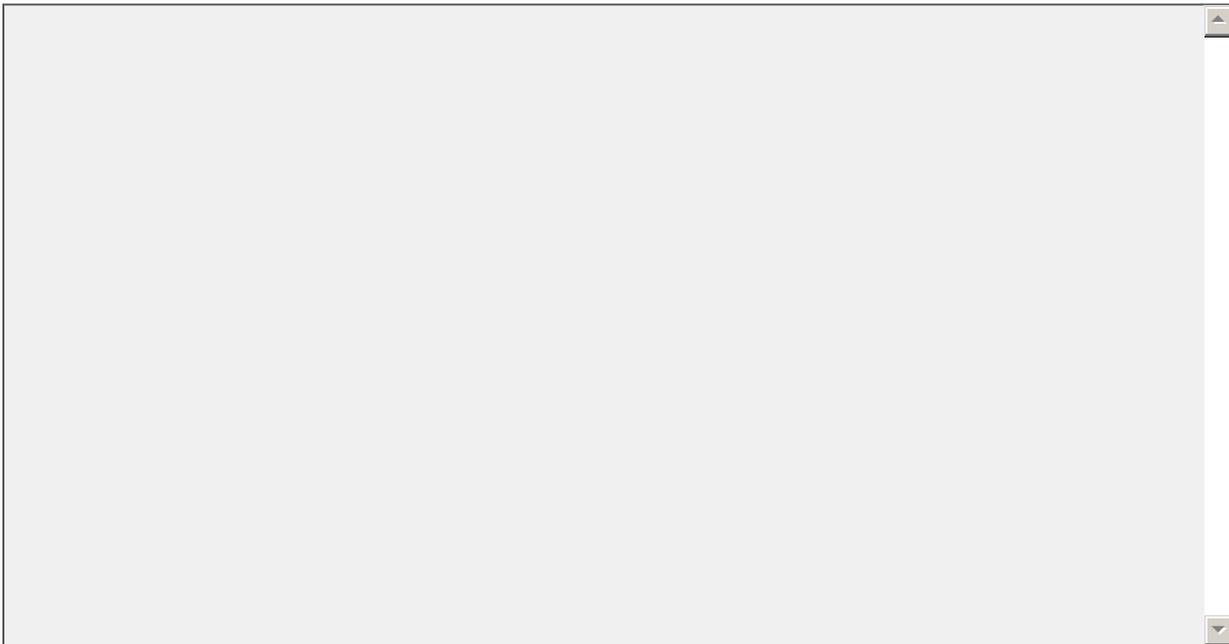


## Competency #5 - Strategic Thinker

Demonstrates skill or potential for strategic thinking, such as:

- Understands the roles and relationships of a variety of organizational functions and missions;
- Develops strategies for integrating diverse interests of multiple stakeholders;
- Identifies and integrates key political, economic, social, scientific, and technological issues affecting the organization;
- Advocates change to meet anticipated customer demands or to promote the use of new technologies in the office;
- Participates in complex research or operational problems/activities; or
- Develops strategies for approaching or resolving short-term and long-term problems.

**\* 58. Please address in the box below how your background, experience, and potential have helped you to meet the "Strategic Thinker" competency:**

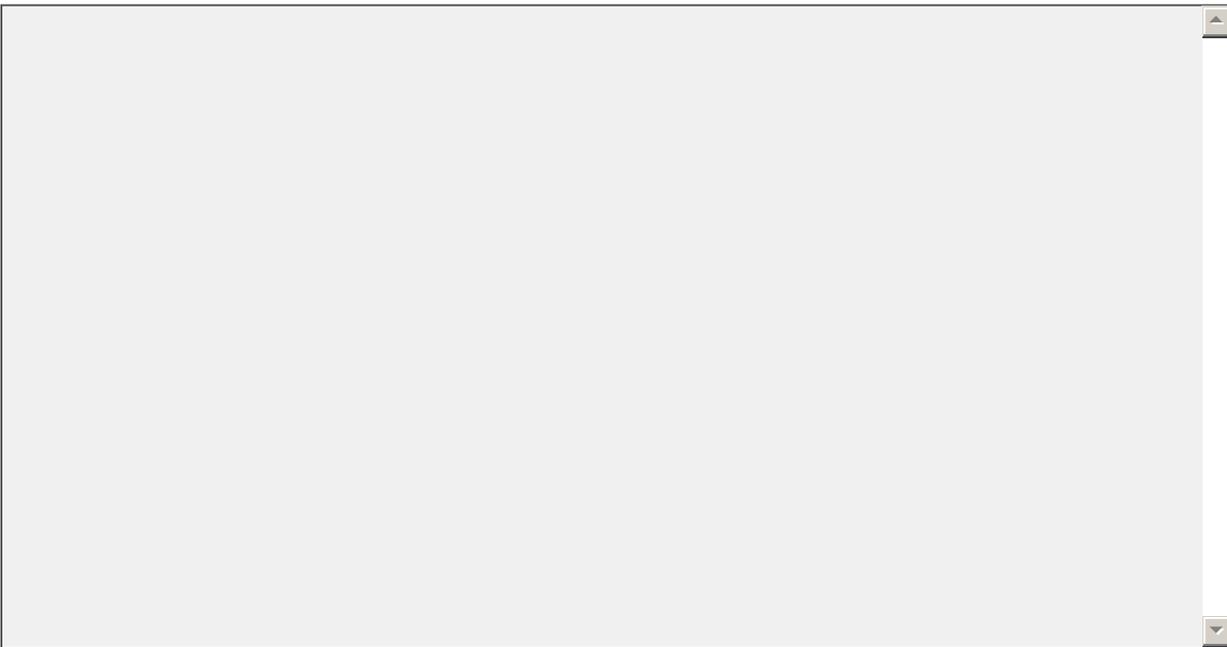


## Competency #6 - Communicator

Demonstrates communication skills, such as:

- Delivers clear and convincing oral presentations to individuals and groups within and outside the office;
- Write reports and other documents that reflect the position and work of the organization in a clear, convincing, and organized manner;
- Establishes and maintains working relationships with internal organizational units;
- Engages in cross-functional activities;
- Develops and enhances alliances with external groups;
- Considers and responds appropriately to the needs, feelings, and capabilities of different people in different situations; or
- Gains cooperation from others to obtain information and accomplish goals.

**\*59. Please address in the box below how your background, experience, and potential have helped you to meet the "Communicator" competency:**



**LCDP Application Certification Page**

**\* 60. I certify that my LCDP application is complete as submitted. No changes will be made to my application after this point.**

- Yes.
- No.