

NOAA Leadership Competencies Development Program

LCDP DEVELOPMENTAL ASSIGNMENT FORM

Date Submitted: May 27, 2008

Details of Developmental Assignment

1. Title of Assignment: Chief of Staff to the Superintendent

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

3. Host Office (if in NOAA, start with Line/Corporate Office down to the lowest level - e.g., Division or Branch): NOS/ONMS/SE Region/Florida Keys National Marine Sanctuary

4. Timeframe (expected start date, duration, any known time dependencies): June 1, 2008; 4 to 6 month assignment available

5. Assignment Description (include goals/objectives/expected outcomes): To assist the Superintendent by providing oversight and guidance for FKNMS including long-term planning and management of daily operations. The incumbent's primary duties are as a key advisor to FKNMS leadership on a range of issues and as the point person for ensuring implementation of corporate mandates and responsibilities. For example, the Chief of Staff has played a key role in developing and obtaining approval of the FKNMS Revised Management Plan; has provided leadership on multiple long-term and short-term projects and programs; and provide in-depth analysis and recommendations to meet organizational goals and objectives more effectively. Specifically, in 2008-2009, the Chief of Staff will play a key role in the development and implementation of the FKNMS regulatory review and update process; will assist the Superintendent in production of various policy and planning documents; will provide leadership and support to the organization on a wide range of administrative and operational topics including staffing, security, health and safety, etc. Additionally, there are a number of special projects that can be undertaken depending on the interest of the participant.

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): The LCDP participant will benefit in the areas of: creativity and innovation, external awareness, flexibility, resilience, service motivation, strategic thinking, vision, conflict management, leveraging diversity, integrity/honesty, team building, accountability, customer service, decisiveness, entrepreneurship, problem solving, technical credibility, human resources management, influencing/negotiating, interpersonal skills, oral communication, partnering, political savvy, and written communication.

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7. Any other considerations, special requirements or comments: This position requires excellent organizational and interpersonal skills, the ability to work well with multiple partners in a fast paced team environment, the ability to juggle tasks of varying complexity, visibility, and controversy, and a keenly developed sense of prioritization in an operational organization.

8. Assignment Supervisor (name, position): CDR Dave Score, Superintendent, FKNMS

9. Assignment Contact Person (name and email address): CDR Dave Score, Superintendent, FKNMS David.A.Score@noaa.gov