

NOAA Leadership Competencies Development Program

LCDP DEVELOPMENTAL ASSIGNMENT FORM

(Data provided will be loaded on the LCDP website to be used by the program participants.)

Details of Developmental Assignment

1. **Title of Assignment:** Special Assistant to the Director

2. **Level of Responsibility** (e.g., GS13, GS14, SES or equivalent pay band):
GS13-14-15, ZA/ZP 4-5, ZT 5, Commissioned Officer 0-4, 0-5, 0-6

3. **Host Office** (if in NOAA, start with Line/Corporate Office down to the lowest level - e.g., Division or Branch): Office of the Chief Information Officer/Homeland Security Program Office (HSPO)

4. **Timeframe** (expected start date, duration, any known time dependencies):
Period of at least three months, start date beginning June 2008 or as late as May 2009.

5. **Assignment Description** (include goals/objectives/expected outcomes):
The LCDP participant will serve as part of the HSPO team. HSPO is assigned the responsibility for NOAA-wide plans, programs and policies for homeland security and execution of all-hazards incident management. The office manages and coordinates the effort and activities of NOAA's Continuity of Operations (COOP) and NOAA Incident Coordination Center (ICC). The LCDP participant will assist the Director in coordination of programs with NOAA Line and Staff offices, as well as participate in high level interagency homeland security meetings.

The participant would increase their skills in staff work, meet tight deadlines, prepare and deliver professional presentations, gain knowledge about homeland security activities across NOAA, and an understanding how matrix management programs work.

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):
Candidate will gain experience to satisfy all five OPM core competencies. This is a highly visible position requiring a large amount of responsibility. This is a great opportunity for someone looking for a challenging assignment that will provide broad experience within NOAA.

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7. Any other considerations, special requirements or comments:

Because of the time it takes to learn about the area of responsibility and the analytical techniques used, assignments must be at least three months in duration.

8. Assignment Supervisor (name, position): CAPT Wade Blake, Director NOAA Homeland Security Program Office

9. Assignment Contact Person (name and email address):
CAPT Wade Blake – Wade.Blake@noaa.gov

Please send completed form to LCDP.ProgramManager@noaa.gov.

Thank you!