

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:** Program Analyst
2. **Level of Responsibility** (e.g., GS13, GS14, SES or equivalent pay band): GS14
3. **Host Office** (if in NOAA, start with Line/Corporate Office down to the lowest level - e.g., Division or Branch): Program Analysis and Evaluation (PA&E)
4. **Timeframe** (expected start date, duration, any known time dependencies): Variable, for maximum impact, August – January is best. Assignment length of 3-6 months is most effective.
5. **Assignment Description** (include goals/objectives/expected outcomes): Assignment tasks will vary depending on the exact timeframe of the assignment. The LCDP participant will assist the PA&E staff in the review of the FY 11 NOAA Program, issuance of NOAA Programming Guidance, Development of the FY 11 NOAA Program and issuance of the Program Decision Memorandum. The participant will analyze and evaluate a portion of the NOAA Program on a quantitative and qualitative basis. The participant will assess existing and develop new alternatives and recommendations for improved effectiveness of programs, management processes, policies, regulations, goals and objectives. Assists in preparation of issue papers, briefings, studies, and reports.
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): Assignment in PA&E provides an opportunity to develop all SES competencies. PA&E looks at all aspects of NOAA. The Office provides the analytical foundation for programmatic decisions in the PPBES process by evaluating process, policy, and program alternatives to ensure NOAA's Program is the most efficient and effective. This analysis forms the basis for an integrated NOAA Program recommendation. Program Decisions made by the Under Secretary based on these recommendations are reflected by the Office in the Program Decision Memorandum which provides the baseline for the NOAA budget. The Office prepares comprehensive reports and position papers for the Under Secretary, Deputy Under Secretary, and other key leaders, using operational research analysis to present options for implementation of recommendations.
7. **Any other considerations, special requirements or comments:**

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Space limitations require that only one person may be assigned in PA&E at a time.

Because of the complexity of the analysis, assignments of less than two months are not beneficial to the participant or the office. Assignment length of 3 – 6 months is most effective.

8. Assignment Supervisor (name, position): Kevin S Amos, Deputy Director

9. Assignment Contact Person (name and email address): Kevin S Amos,
kevin.s.amos@noaa.gov

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

Thank you!