

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:** Communications Plan Development
2. **Level of Responsibility** (e.g., GS13, GS14, SES or equivalent pay band): GS13
3. **Host Office** (if in NOAA, start with Line/Corporate Office down to the lowest level - e.g., Division or Branch): National Ocean Service, National Centers for Coastal Ocean Science
4. **Timeframe** (expected start date, duration, any known time dependencies): Whenever.... 3 month duration
5. **Assignment Description** (include goals/objectives/expected outcomes): Work with office communication and scientific staff to develop a comprehensive coordinated communication plan for the office, which consists of headquarters, 5 research centers and 2 laboratories. First draft plan and comments are available to begin task.
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): Most leadership competencies will be used at some point, however those involved with communication and interpersonal skills will be used frequently.
7. **Any other considerations, special requirements or comments:**
8. **Assignment Supervisor** (name, position): Susan Baker, Coordinator for Outreach and Education
9. **Assignment Contact Person** (name and email address): Susan Baker, Susan.Baker@noaa.gov

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

Thank you!