

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 - Environmental Protection
2. **Level of Responsibility:** ZA-4 (GS13/14)
3. **Host Office:** NOAA Program Planning & Integration, National Environmental Policy Act Coordination
4. **Timeframe:** Any time beginning on or after April 2010. Duration could range from 3-6 months depending on participant's interests.
5. **Assignment Description:** The Office of Program Planning and Integration (PPI) is responsible for the corporate National Environmental Policy Act (NEPA) coordination and compliance through authorities provided in NOAA Administrative Order 216-6, Environmental Review Procedures for Implementing the National Environmental Policy Act. The primary objective of NEPA is to ensure that all NOAA major federal actions comply with the National Environmental Policy Act.

Project deliverables supporting PPI's NEPA program may include one or more of the following: (1) creation of a NOAA NEPA digital library to promote "green" practices and distribution/retrieval of agency environmental review documents to a large target NOAA audience throughout the U.S. (2) assisting with development of a NOAA E-Learning course on the fundamentals of NEPA, the Council of Environmental Quality (CEQ) Regulations and NOAA Administrative Order 216-6 in order to better promulgate agency policy and procedures to a large target NOAA audience across the U.S.; (3) coordinating with the Department of Commerce on their new NEPA Administrative Order ensuring integration with NOAA procedures; and (4) assisting with NEPA consultations and reviews prior to final PPI clearance for environmental impact documents

6. **Potential Benefit to LCDP Participant:** The LCDP participant will benefit in the areas of: creativity and innovation, strategic thinking, service motivation, problem solving, technical credibility, interpersonal skills, oral communication, and written communication.

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.)

7. **Any other considerations, special requirements or comments:** The assignment calls for a person who can work collaboratively with a variety of NOAA personnel (HQ and regional) across all Line and Staff Offices and with NOAA senior management. This assignment requires someone with interest in learning the procedural aspects National Environmental Policy Act and applying them to NOAA situations. Knowledge of the Magnuson-Stevens Act, Endangered Species Act, Marine Mammal Act, and National Marine Sanctuaries Act are also beneficial. Technical software skills related to preparing E-learning modules and/or setting up a digital library system (e.g. metadata cataloging) are not essential but would benefit success in these project areas.
8. **Assignment Supervisor:** Susan A. Kennedy, Deputy Director of Strategic Planning.
9. **Assignment Contact Person:** Steve Kokkinakis, Steve.Kokkinakis@noaa.gov

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

Thank you!