

NOAA Leadership Competencies Development Program

LCDP DEVELOPMENTAL ASSIGNMENT FORM

Details of Developmental Assignment

1. **Title of Assignment:** Project Plan Development for the NOAA Operations Center/Incident Coordination Center

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

4. **Timeframe** (expected start date, duration, any known time dependencies):
Start time after June 1, 2010, duration 3-4 months

5. **Assignment Description** (include goals/objectives/expected outcomes):
Assist NOAA's Homeland Security Program Office (HSPO) in the development of a 5-year Gantt chart, down to the task level, that outlines the HSPO's development of a NOAA Operations Center/Incident Coordination Center. This will serve as the foundation for the HSPO Program Operating Plan which the candidate will also contribute towards.

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).

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):
This assignment will enhance leadership competencies in leading change (especially creativity, innovation, strategic thinking and vision), and business acumen (particularly financial and technology management).

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7. Any other considerations, special requirements or comments:

Depending on when this assignment begins, there may be office space available in the Homeland Security Program Office located in Silver Spring, MD. The assignment can be accomplished on site and/or at the participant's home office. Good writing skills and experience with budget formulation, project management, Microsoft Project, and powerpoint are a plus.

8. Assignment Supervisor (name, position):

CAPT Christopher S. Moore, Director, NOAA Homeland Security Program Office

9. Assignment Contact Person (name and email address):

CAPT Christopher S. Moore, Christopher.S.Moore@noaa.gov