

Introduction and Instructions

Welcome to the NOAA Leadership Competencies Development Program (LCDP) Application!

You are strongly encouraged to discuss your interest in LCDP with your supervisor before applying. A statement of supervisory support from your immediate supervisor is required as part of the application process. You are also encouraged to make sure you meet eligibility requirements before applying. Eligibility requirements are detailed in the "LCDP X Call for Applications" document on the LCDP website at: <http://lcdp.noaa.gov>. Click on the "LCDP Recruitment Information" box. Eligibility is verified prior to applications being considered.

To apply for the LCDP, you must complete and submit this application.

Application Tips:

- Start by saving a copy of this fillable PDF to your desktop. Give your application a title using the following format "LCDP Application_First Name Last Name (Line Office.)" For example: LCDP Application_John Doe (NOS)
- Open the application from your desktop, and begin filling it out. Save your responses periodically, close the document, and reopen it to ensure your responses have been saved.
- We strongly recommend that you FIRST prepare your content using a word processing application so that you can check the total number of characters. Use font size 11, Times New Roman. In MS Word, this is done by selecting the "Review" tab and then "word count." Please keep your responses brief. After you have prepared your responses, cut and paste them into the fillable PDF.
- Also in MSWord, you can add bullets to your responses that will carry over to the PDF version.
- We strongly recommend that you spell check your responses and maintain a record of your application.
- You can work on your application during multiple sessions prior to submitting it.
- When you are ready to submit your application, you must respond affirmatively to the final question, certifying that your LCDP application is complete as submitted.

To Submit Your Application:

- All applications must be submitted using the Accellion Secure File Transfer program and must be sent to the LCDP Program Manager, Tracy Levstik, at: Tracy.Levstik@noaa.gov.
- Applicants are highly encouraged to ensure they have an active Accellion account **well before** the March 3, 2016 application deadline.
- If you have never created an Accellion account, click on "I don't have an account yet." If you have an account, but it is inactive or you forgot your password, enter your NOAA e-mail address and click on "Forgot password?".
- Accellion accounts expire after 90 days of inactivity, but users can activate or re-activate their account if needed to re-gain 'send' privileges via the following steps.
 - o Point your web browser to <https://sft2.doc.gov/>
 - o Click on "I don't have an account yet"
 - o Enter your Department of Commerce email address and click "register."
 - o Wait for verification code to be mailed to you. Once you have received the email, verify your email address using the link provided and assign yourself a password.
 - o Once registered, you return to <https://sft2.doc.gov/> to send files.
- If you have any further questions or need further assistance using Accellion, please contact your organization's IT Security Officer, your local help desk, the DOC Accellion staff at accellionAlerts@doc.gov, or the NOAA Computer Incident Response Team (NCIRT) at (301) 713-9111.

Please keep in mind the following:

- Applications must be submitted by the close of the application period (Thursday, March 3, 2016 at 11:59 p.m., Eastern time.)
- Incomplete applications will not be considered.
- No changes will be accepted after the application has been submitted.
- You and your supervisor will be notified by e-mail when your application has been SUBMITTED. (Note: These e-mail messages are not generated automatically, so please allow up to 72 hours after the application has been submitted for the confirmation e-mail message to be received.) The e-mail message to the supervisor will include a request that the supervisor complete a Supervisor Statement, due by Thursday, March 10, 2016.

If you have any questions, please contact Tracy Levstik, the LCDP Program Manager, at: Tracy.Levstik@noaa.gov or: 303-497-4231. (Questions concerning program costs and funding should be directed to your LO/SO LCDP Coordinator. A list of their names and contact information is on the LCDP website.)

Applicant Information

1. Name (first name_middle initial_last name):

2. Preferred first name/nickname:

Current Position

This page gathers information about your current position with NOAA.

3. Select your NOAA Line/Staff Office from the list below:

- NESDIS - National Environmental Satellite, Data, and Information Service
- NMFS – National Marine Fisheries Service
- NOS - National Ocean Service
- NWS - National Weather Service
- OAR - Office of Oceanic and Atmospheric Research
- OMAO - Office of Marine and Aviation Operations
- Staff Offices & All Others (includes offices such as WFMO, AGO, CFO, and former PPI)

4. Enter the name of your program office (no abbreviations, please:)

5. What is your current job/position title?

6. What date did you start this position (mm/dd/yy)?

7. What is your work telephone number (include area code)?

8. What is your work e-mail address?

9. What is your complete work mailing address?

10. Select your grade/pay band from the list, below. (Note this information will be verified by WFMO before applications are considered.)

- GS-13
- GS-14
- GS-15
- ZA-4
- ZP-4
- ZA-5
- ZP-5
- ZT-5
- O-4
- O-5
- O-6
- Other

11. What date did you begin employment in this grade/pay band (mm/dd/yy)?

12. Describe your current job duties and responsibilities (*limit of 4,000 characters including spaces*):

Supervisor Information

This page gathers necessary data on your first-line (immediate) supervisor.

13. Supervisor name (first name_last name):

14. Supervisor phone number (with area code):

15. Supervisor e-mail address:

Prior Position #1

This page collects information about your most recent prior position. Note: if your current position has been your only position of record, enter "N/A" in response to Question 16, below, and then skip the remainder of this section.

16. Previous employer, office, and work address:

17. Job or position title:

18. Dates of employment (from mm/dd/yy to mm/dd/yy):

19. Federal grade/pay band (if position was not Federal, enter "Not Federal" in this field):

20. Description of duties and responsibilities (*limit of 4,000 characters including spaces*):

Prior Position #2

This page collects information about your second most recent prior position; moving chronologically backwards. Note - if you do not have a prior position in addition to the one listed in the section above, please enter "N/A" in response to Question 21, below, and then skip the remainder of this section.

21. Previous employer, office, and work address:

22. Job or position title:

23. Dates of employment (from mm/dd/yy to mm/dd/yy):

24. Federal grade/pay band (if position was not Federal, enter "Not Federal" in this field):

25. Description of duties and responsibilities (*limit of 4,000 characters including spaces*):

Prior Position #3

This page collects information about your third prior position; moving chronologically backwards.
Note - if you do not have a prior position in addition to the two listed in the sections above, please enter "N/A" in response to Question 26, below, and then skip the remainder of this section.

26. Previous employer, office, and work address:

27. Job or position title:

28. Dates of employment (from mm/dd/yy to mm/dd/yy):

29. Federal grade/pay band (if position was not Federal, enter "Not Federal" in this field):

30. Description of duties and responsibilities (*limit of 4,000 characters including spaces*):

Education

This page collects information about your education, beginning with the highest level achieved. [If your highest level of education was obtaining a High School Diploma, please complete Questions 31-34, enter "N/A" in Question 35, answer Question 36, and then skip to the next section, "Other Qualifications," at Question 47.]

31. Highest level of education achieved (examples include: High School Diploma, Bachelor of Arts, Bachelor of Science, Master's Degree, JD, LL.M, PhD):

32. Name of school:

33. City, state, country of school:

34. Dates of attendance (year to year):

35. Major area(s) of study:

36. Degree received (if applicable):

Education #2

This page collects information about your second highest level of education received; moving chronologically backwards. Note - if you did not attend a college/university in addition to the one listed in the section above, please enter "N/A" in response to Question 37 and then skip to the next section, "Other Qualifications," at Question 47.

37. Name of school:

38. City, state, country of school:

39. Dates of attendance (year to year):

40. Major area(s) of study:

41. Degree received (if applicable):

Education #3

This page collects information about your third highest level of education received; moving chronologically backwards. Note - if you did not attend a college/university in addition to the two listed in the sections above, please enter "N/A" in response to Question 42, and then skip to the next section, "Other Qualifications," at Question 47.

42. Name of school:

43. City, state, country of school:

44. Dates of attendance (year to year):

45. Major area(s) of study:

46. Degree received (if applicable):

Other Qualifications

This page asks you to describe other accomplishments or achievements such as awards, publications, certifications, leadership positions in professional organizations, fellowships, internships, special assignments, etc. PLEASE INCLUDE DATES.

Core Competencies Overview; Competency #1 - Leads People

Applicants are required to address in writing the following six NOAA leadership competencies to demonstrate how their background, experience, and potential meet these criteria. Sample behaviors that demonstrate each competency are listed in the following sections.

Important Note: Please read the following tips for writing a quality response below before completing this section of the application.

Tips for Writing A Quality Response:

It is highly recommended that applicants follow the "Challenge-Context-Action-Result" (CCAR) model in documenting their qualifications under each NOAA leadership competency. Components of the CCAR model are:

- Challenge - describe a specific problem or goal;
- Context - describe the individuals/groups you worked with and/or the environment in which you worked to tackle a particular challenge;
- Action - discuss specific actions you took to address the challenge; and
- Result - give specific examples of the results of the actions you took to demonstrate the quality and effectiveness of your leadership skills.

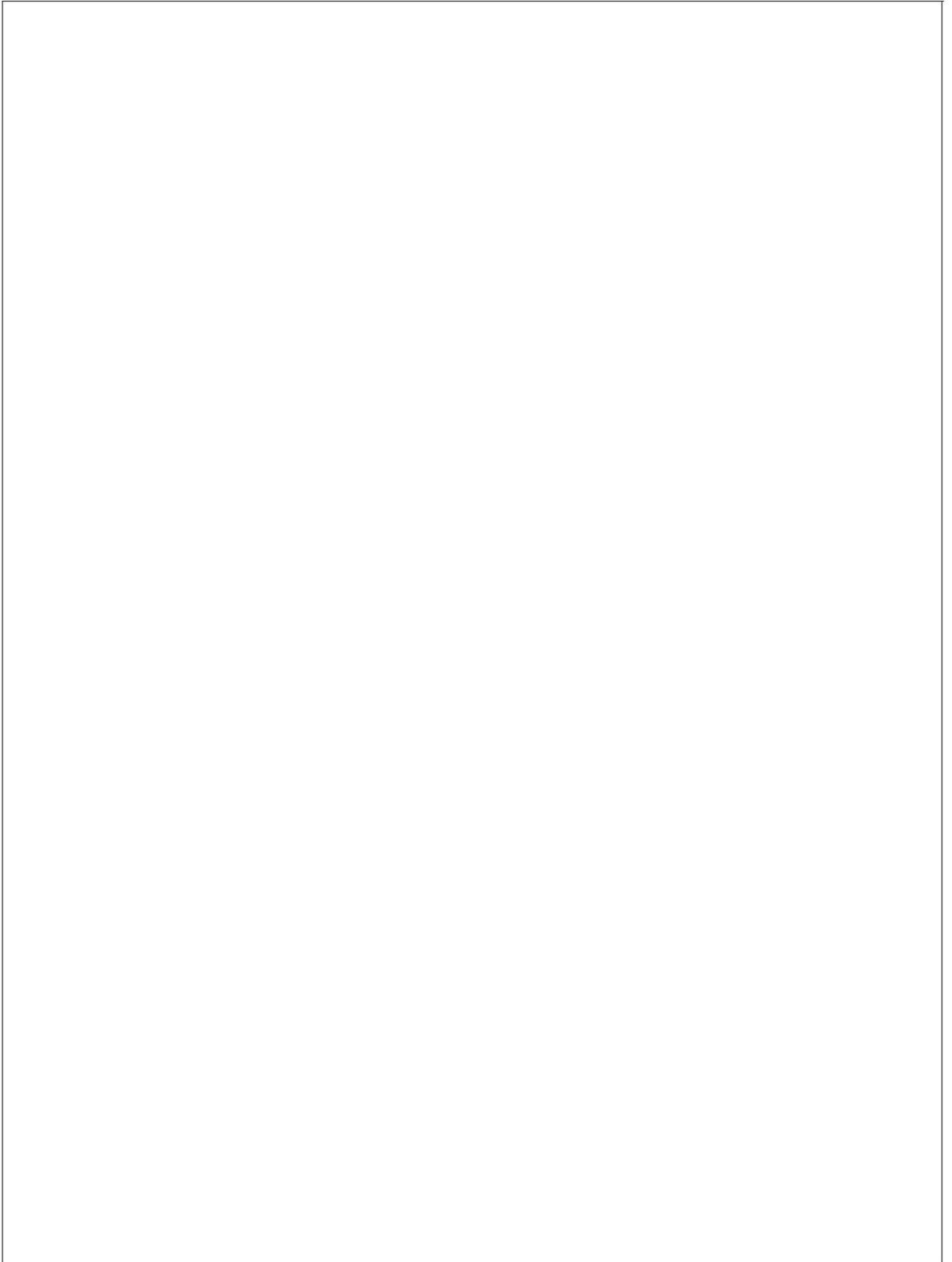
The CCAR is a results-oriented approach that requires applicants to focus on the leadership skills needed to manage programs, processes, and people. This approach provides a more complete picture of each applicant's leadership competencies and what specific role he/she played in an organization's success. The focus is on what the applicant accomplished, not what the organization accomplished.

Candidates may use all of their past experience to demonstrate their knowledge, skills, and abilities. This can include professional experience in the public or private sectors as well as volunteer experience, education, training, awards, and other accomplishments.

Competency #1 – Leads People

Demonstrates skill or potential for leading people, such as:

- Fosters a culture of teamwork and respect with internal and external customers that:
- Improves results, and/or
- Achieves goals;
- Resolves conflicts effectively;
- Reflects organizational core values through clear and consistent actions;
- Promotes diversity goals and/or outreach efforts;
- Works effectively in matrix-managed organizations; or
- Leads initiatives across NOAA to identify scientific issues to be researched.



Competency #2 - Continuous Learner

Demonstrates skill as a continuous learner, such as:

- Pursues advanced or continuing education;
- Participates in training and development opportunities;
- Seeks out projects and/or assignments outside current job responsibilities; or
- Adapts behavior and work methods in response to new information and changing conditions.

Competency #3 - Business Proficiency

Demonstrates skill or potential for business proficiency, such as:

- **Aligns financial planning with performance goals;**
- **Ensures procurement and acquisition procedures are properly used;**
- **Understands budget formulation and execution processes; or**
- **Plans and integrates new technology proactively to meet organizational and customer needs.**

Competency #4 - Problem Solver

Demonstrates skill or potential for complex problem solving, such as:

- **Anticipates, identifies, and diagnoses barriers to a goal;**
- **Develops innovative alternatives to existing operations;**
- **Creates contingency plans to ensure a goal is met;**
- **Integrates disparate concepts and or issues; or**
- **Solves complex research problems at the national or regional level by:**
 - **Leading teams, and/or**
 - **Building scientific coalitions with universities and other partners.**
- **Plans and integrates new technology proactively to meet organizational and customer needs.**

Competency #5 - Strategic Thinker

Demonstrates skill or potential for strategic thinking, such as:

- **Understands the roles and relationships of a variety of organizational functions and missions;**
- **Develops strategies for integrating diverse interests of multiple stakeholders;**
- **Identifies and integrates key political, economic, social, scientific, and technological issues affecting the organization;**
- **Advocates change to meet anticipated customer demands or to promote the use of new technologies in the office;**
- **Participates in complex research or operational problems/activities; or**
- **Develops strategies for approaching or resolving short-term and long-term problems.**

Competency #6 - Communicator

Demonstrates communication skills, such as:

- **Delivers clear and convincing oral presentations to individuals and groups within and outside the office;**
- **Write reports and other documents that reflect the position and work of the organization in a clear, convincing, and organized manner;**
- **Establishes and maintains working relationships with internal organizational units;**
- **Engages in cross-functional activities;**
- **Develops and enhances alliances with external groups;**
- **Considers and responds appropriately to the needs, feelings, and capabilities of different people in different situations; or**
- **Gains cooperation from others to obtain information and accomplish goals.**

LCDP Application Certification Page

54. I certify that my LCDP application is complete as submitted. No changes will be made to my application after this point.

Yes

No.