

Announcement Title: NOAA LCDP 11 Call for Applications
Opening Date: Wednesday, September 5, 2018
Closing Date: Thursday, October 4, 2018 at 11:59 p.m. Eastern Time
LCDP Website: <https://www.lcdp.noaa.gov/noaa/>
Maximum Number of Candidates to be Selected: 32

NOAA Leadership Competencies Development Program Overview

NOAA's Leadership Competencies Development Program (LCDP) is a competitive 18-month leadership development program. It provides a series of training and learning experiences for a cadre of NOAA employees who have high potential for assuming greater leadership responsibilities in the agency. The program promotes cross-line, multidisciplinary experiences that broaden participants' understanding of NOAA's strategic vision, mission, and goals, as well as our business processes. The LCDP, a key component of NOAA's Strategic Human Capital Management Plan, is our premier succession planning initiative.

The LCDP is expected to be an important source of candidates for NOAA senior and/or executive level positions. Successful completion of the program, however, does *not* guarantee selection for such jobs, nor is it a substitute for the Department of Commerce Senior Executive Service Candidate Development Program. LCDP graduates interested in future senior or executive level positions may compete for them under merit promotion procedures when openings occur.

Eligibility

You must meet the qualification requirements outlined in this section to be considered for selection into the LCDP. You must *currently* be employed at one of the following grade levels in a permanent (not temporary) position:

- GS-13, GS-14, or GS-15
- Pay Band: ZA-4, ZA-5, ZP-4, ZP-5, or ZT-5
- Commissioned Officer: O-4, O-5, or O-6
- OMAO Masters and CMEs

In addition, you must have:

- Been employed a minimum of two calendar years in a full-time, permanent Federal position with NOAA as of the closing date of this announcement (Thursday, October 4, 2018.)
- Not been a current participant in any other long-term developmental program (that is, a program lasting 12-months or longer) funded by NOAA or the Department of Commerce unless that program concludes and all program requirements will be met by Friday, July 19, 2019.
- Not have a disciplinary action on file within the past year (October 1, 2017 - present.)

To apply to LCDP Class 11, you must submit your application by the closing date, Thursday, October 4, 2018 at 11:59 p.m. ET.

Please note that no exceptions have ever been made to these eligibility requirements and none will be considered. Pay Band III employees (equivalent to the GS-11 or GS-12) are *not eligible* to apply to the LCDP. Eligibility is verified before applications are reviewed.

Program Goals

The goals of the LCDP include:

- Developing core leadership competencies necessary to ensure the future success of NOAA;
- Providing substantial experience with NOAA business processes and corporate culture to improve agency performance over time;
- Enhancing knowledge of NOAA's full mission portfolio, including opportunities to strengthen effective working relationships and expand networks across organizational lines; and
- Preparing NOAA's future leaders for a dynamic and changing environment, including timely and effective response to profound environmental, economic, and social forces.

Benefits to Line/Staff Offices and Participants

Line/Staff Office Benefits

The LCDP provides Line/Staff Offices with:

- Program participants who bring new approaches to their permanent positions and their developmental activities;
- Employees who possess exceptional leadership skills;
- Employees capable of assuming broader NOAA leadership roles; and
- Potential candidates for filling critical positions within the organization.

Participant Benefits

You have the opportunity to:

- Participate in a formal, NOAA-wide leadership development program with a cross-agency cohort group;
- Develop your leadership competencies through customized leadership training, developmental assignments, and professional development opportunities;
- Gain increased visibility within your Line/Staff Office and across NOAA;
- Expand your knowledge and understanding of NOAA's corporate vision, mission, goals; and

- Strengthen your ability to communicate in and across NOAA.

LCDP graduates interested in future senior or executive level positions may compete for them under merit promotion procedures when openings occur.

Program Components

The LCDP provides the following key developmental components:

- A formal mentoring relationship with a NOAA senior leader who provides guidance throughout the program;
- A pre-program individual 360-degree assessment and Myers-Briggs Type Indicator® (MBTI®) assessment to determine leadership development needs;
- An Individual Development Plan (IDP) to lay the groundwork and plan how you will gain appropriate skills and experience;
- A formal core leadership training program covering a range of subjects and issues;
- A series of career-broadening developmental assignments and activities; and
- An opportunity to participate in specific corporate NOAA and Line/Staff Office initiatives.

Formal Core Leadership Training

Mandatory core leadership training includes a 5-week split session at the Federal Executive Institute (FEI) in Charlottesville, Virginia. The curriculum, which varies slightly from class to class, emphasizes a range of topics and issues facing today’s leaders. Required sessions are as follows:

Participants MUST attend all sessions.*

****Note: The LCDP program is open to employees with disabilities, and NOAA encourages employees with disabilities to apply. The FEI training portion of the program can and will be modified to accommodate persons with disabilities. For questions about accessibility or to request accommodations, please contact the LCDP Director, Tracy Levstik, at: Tracy.Levstik@noaa.gov, or 303-497-4231.***

Dates	Session Title
July 21 – July 26, 2019	FEI Training Week 1 (Sun. – Fri.)
January 26 – February 7, 2020	FEI Training Weeks 2 & 3 (2 week session, starts Sun., ends the following Fri.)
July 12 – 17, 2020	FEI Training Week 4 (Sun.-Fri.)
January 10 – 15, 2021	FEI Training Week 5 (Sun.-Thurs.)
January 16, 2021	Graduation in Silver Spring, MD (Fri.)

LCDP members are also required to participate in specific NOAA leadership training sessions conducted outside of FEI, including hour-long LCDP Leadership Learning Series sessions, at two to three-week intervals throughout the program (virtual/remote participation allowed.) Each participant must lead and facilitate one of these sessions.

In addition to the above, optional but highly encouraged training program components include participation in the LCDP Leadership Week (a week of training organized by participants at a TBD location) in the fall of 2020, and participation in monthly LCDP lunch-time brown bag sessions where participants share ideas and best practices and the LCDP Program Manager shares programmatic updates.

Developmental Assignments

During the 18-month LCDP program, you will be expected to be involved in two or three developmental (rotational) assignments. The typical assignment duration is 3–4 months, but they can be as short as 90 days, or they can be longer than 4 months. These opportunities may be in other parts of NOAA, DOC, other agencies, or appropriate public/private sector organizations. At least one assignment should be in an NOAA Office outside of your Line/Staff Office. While highly recommended, developmental assignments are not a requirement of LCDP participation.

Other Developmental Activities

Additional leadership development activities are based on your needs and are documented in your LCDP IDP. Activities may include, for example, specific NOAA-wide or Line/Staff Office projects, shadowing higher-level NOAA leaders, readings on leadership development, and other training as appropriate.

Program Funding

For an explanation of how each Office is funding LCDP participation, visit: <https://www.lcdp.noaa.gov/noaa/docs/Line-Office-Funding-for-LCDP-Cohort11.pdf>. For additional clarification on how the LCDP is funded in your office, please contact your LCDP Line/Staff Office Coordinator, listed on the LCDP website.

The estimated cost of LCDP participation is twofold:

- The required leadership development training at the FEI — a 5-week split session — will be \$25,000 per participant. In addition to the formal training, this cost includes the LCDP orientation and graduation, pre-program individual assessments, and lodging and meals at FEI. Travel to and from FEI, however, is not included in this cost.
- Additional costs (estimated at \$10,000) are variable and highly dependent upon both the location and the duration of your developmental assignments and your additional training expenses, including:
 - All participant travel;
 - Per diem (lodging and meals) associated with developmental assignments and additional training (other than FEI).

Role of the Supervisor

You are strongly advised to discuss your interest in LCDP with your supervisor before applying. Your immediate supervisor is required to complete and submit two forms as part of your application process.

Supervisor support is critical for success in the LCDP, as full participation in the program requires a significant amount of time away from the home office (see the “Program Components” section above for expected time commitments). Your supervisor, your mentor, and your LCDP Executive Sponsor (typically the Deputy Assistant Administrator of each Line Office) play key roles in guiding and supporting you in the creation and implementation of your LCDP IDP.

Application Process

Written Application

To apply, you must complete and *submit* an application (active only during the announcement period.) A link to the application will be added to the LCDP website the day the recruitment period opens. Included in the application will be formatting requirements and application tips.

Supervisor Statement and Acknowledgement of Program Requirements

Your immediate supervisor is required to complete and submit two forms as part of your application process. Both forms are available on the LCDP website and must be submitted to the LCDP Director, Tracy Levstik, at Tracy.Levstik@noaa.gov by 11:59 p.m. on Friday, October 12, 2018. The purpose of these forms is for the supervisor to indicate his or her:

- Assessment of the applicant’s qualifications for participation in the LCDP;
- Approval of the time required for the applicant to fully participate in the program;
- Agreement of the funding required for the applicant to participate in the LCDP (see “Program Funding” above for estimated costs).

The supervisor and applicant will be notified by email that the supervisor forms were received. Please note that this email is not automatically generated, so allow 72 hours processing time. Note: the supervisor is encouraged but not required to share their input on these forms with the applicant.

Selection Process

Your application will be rated and ranked, and best qualified applicants will be interviewed via telephone (no webcams allowed.) If you are selected to move on to the interview process, consider arranging and participating in one or more mock interviews before your interview. One source of potential interviewers is LCDP alumni. A complete list of alumni by class is available on the LCDP website at: <https://www.lcdp.noaa.gov/participants.html>.

Please note: If an applicant is found to have exaggerated on their written application or during the interview process, they will be disqualified.

Final selections will be approved by the NOAA Deputy Under Secretary.

You will be notified of your selection or non-selection in the LCDP 11 cohort by Friday, January 25, 2019. LCDP 11 will begin with Week 1 of FEI training from Sunday, July 21 – Friday, July 26, 2019.

Questions?

- For program cost information, visit: <https://www.lcdp.noaa.gov/noaa/docs/Line-Office-Funding-for-LCDP-Cohort11.pdf>.
- For questions on funding or how to word your essay responses to make them “blind,” contact your LCDP Line/Staff Office Coordinator: <https://www.lcdp.noaa.gov/docs/lcdp-coordinators-2018.pdf>.
- For all additional questions, contact the LCDP Director, Tracy Levstik: Tracy.Levstik@noaa.gov, 303-497-4231.

The NOAA LCDP does not discriminate in selection on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other factors.