NOAA’s Program Coordination Office

A Window Into Leadership

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PCO Purpose
NOAA’s future leaders ready for PCO now
Increasing Awareness of the PCO-LDP
Competitive Process
Timeline/Actions
Benefits to NOAA
What is the purpose of PCO?

- Support staff for all NOAA HQ Leadership
- Represent and promote Line Office views in speeches/presentations
- Alert line offices to relevant upcoming HQ issues or events and vice versa
Increasing Awareness of Opportunity

- NEW: Leadership Development Program (LDP)
  - PCO-LDP website (www.pco.noaa.gov/LDP)
    - Skill sets required
    - Competitive selection process
    - IDPs and other training opportunities
- PCO success stories
- Annual PCO Reunion
Finding NOAA’s Future Leaders Ready For the PCO-LDP

- Focused on personal/professional growth
- Self-motivated, organized, team players
- Excellent, concise writers
- Respectful of authority yet can advise leadership tactfully
- The face of your line
- Act as mentor for many others after assignment
6 Months Before Position Transition

- Cast the biggest net possible
  - Email (from DAA/AA) to all employees in the line announcing opportunity
  - Inquiries are discussed with current PCO representative
- Current PCO representative begins monthly interviews with DAA/AA regarding next assignment
2-5 Months Before Position Transition

- 2-3 day shadowing opportunities
  - Candidates separately shadow current PCO representative
    - Mondays are particularly good days
  - Meet/Greet opportunity
  - Candidates feel out PCO and vice versa
  - Travel costs for non-local candidates paid by NOAA or Line Office
- Current PCO representative continues monthly meetings with DAA/AA regarding next assignment
2 Months Before Position Transition

- NOAA team interviews top 3 candidates
  - Interview team will include:
    - NOAA Deputy Chief of Staff
    - NOAA DUS Staff representative
    - Current PCO representative
    - Appropriate (one) NOAA policy representative
    - Line representative chosen by DAA
  - Current PCO representative finalizes next assignment plans with DAA/AA
6 Weeks Before Position Transition

- Selection of new representative is made
- New representative begins transition efforts at “home” site to prepare for PCO assignment
  - Handing off duties/assignments
- Current PCO representative begins planning for upcoming training of new representative and transition to next assignment
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One Week Before Position Transition

- New representative arrives and conducts one full week of shadowing
  - Hand-off of duties/assignments
  - Handle administrative issues
  - Personal introductions to HCHB NOAA employees
Length of PCO-LDP Assignment

- PCO assignments are approximately one year.
  - Full year provides representatives opportunity to experience all annual responsibilities.
  - Stagger staff transitions based on Line Office and/or calendar.
  - Nature of job allows new representatives to benefit from “veteran” representatives.
Benefits to NOAA

- Building a cadre of NOAA’s future leaders with:
  - Broad based knowledge of all NOAA programs
  - Understanding of the internal and external pressures influencing NOAA policy
  - Connections across all line offices
- Assisting NOAA Leadership to serve the Nation needs