

LDCs Leadership and Organizational Performance (LOP) Branch

**To view positions available during the next assignment year, please return to the
Special Assignments page and open the Shopping List**

Job Descriptions

LDCs Leadership and Organizational Performance (LOP) Branch - LAMS Instructor

- **Four LAMS Instructor positions are located at the LDC in New London, CT.**
- **Three LAMS Instructor positions are located at TRACEN Yorktown, VA.**
- **Four LAMS Instructor positions are located at TRACEN Petaluma, CA.**

As an Instructor for the LDCs Leadership and Organizational Performance (LOP) Branch the person selected for this position will play a key role in developing the leadership knowledge and skills of members throughout the Coast Guard. Specifically, this position is focused on delivering the 5 Day Leadership and Management School (LAMS) Course. This course is designed to enhance supervisory skills for first line supervisors through an instructor led student centered training approach. As a member of the LOP staff you will have the unique opportunity to travel to a wide variety of Coast Guard units. Typically instructors travel an average of 18 weeks per year. As a LAMS Instructor you will be an important member of a team that has a profound impact on the leadership development of over 3800 Junior Officers, Petty Officers, Civilians, Auxiliarists as well as members from other agencies.

LDCs Leadership and Organizational Performance (LOP) Branch - Leadership and Organizational Performance Instructor

**Positions exist at each location in AY13. See the special assignment web site for
position numbers.**

As an Instructor for the LDCs Leadership and Organizational Performance (LOP) Branch the person selected for this position will play a key role in developing the leadership knowledge and skills of members throughout the Coast Guard. Specifically, this position is focused on delivering the 5 Day Team Leader / Facilitator Course as well as the 2 Day Commandant's Performance Excellence Criteria (CPEC) Orientation Course. These courses are designed to enhance the Leadership and Management knowledge and skills on topics related to Teamwork, Group Dynamics, Meeting Management, Process Improvement (Six Sigma), and Organizational Development. As a member of the LOP staff you will have the unique opportunity travel to a wide variety of Coast Guard units. Typically instructors travel an average of 18 weeks per year. As an LOP Instructor you

will be an important member of a team that has a profound impact on leadership and organizational development throughout the Coast Guard.

Minimum Qualifications

- You MUST be tour complete in Assignment Year 2013 to apply.
- You MUST be an E-7 (not above the cut for E-8).
- You MUST meet the Special Assignments criteria outlined in Military Assignments and Authorized Absences, COMDTINST M1000.8, Arts. 1.E.2.a and 1.E.6.
- Must be a current Government Travel Charge Cardholder in good standing or be qualified to receive a Government Travel Charge Card.
- **If you are not a graduate of the CPO Academy or a DoD Senior Enlisted Course you will be required to apply via an STTR immediately following selection for this duty.**

Timeline

Full applications and E-Resumes are due NLT 15 Jul 2012.

AY13 Applicant Packages – Assemble as follows (top to bottom):

- CO Endorsement – See Note 1 for guidance.
- Member's Memo – See Note 2 for guidance.
- Employee Review Summary (printed from Direct Access). Remember to click on the "Refresh" button and then "Review All" before printing this summary.
- Career Resume (2 pages) Start with current unit and work towards date of entry into the Service. Assignment history should include unit, dates, rank, position/duties, education, and training. Ensure home and work phone numbers are placed at the top of this resume. Use the template provided in Coast Guard macros using the following path found by clicking on the File drop down menu, then click New Document which will open a new document tool on the right. Click: On my computer>CG macros>Other Document>Professional Resume.
- Photos: Two full length digital photos wearing the Tropical Blue Long uniform. One side and one front view. **For personnel assigned to PATFORSWA; pictures may be taken in Desert BDU's.**

Note 1: Command Endorsement (New Page Endorsement format): Endorsements are essential to the selection process and shall address each of these elements in bullet or paragraph format:

- Statement that the member meets the minimum qualifications in Military Assignments and Authorized Absences, COMDTINST M1000.8, Arts. 1.E.2.a and 1.E.6.

- Communications Skills: Overall speaking ability, tact, diplomacy, confidence, and general interaction when speaking with large and small groups.
- Leadership: The candidates interaction with others and influence amid personnel in the work place; their temperament and ability to take charge in a group setting.
- Military Appearance and Bearing: Grooming, fitness, and presence in uniform.
- Opinion of the Applicants potential to perform the duties.

Note 2: Coast Guard Memorandum not to exceed two pages. Use each bullet as the topic for a paragraph.

- Specifically address why you are interested in becoming an instructor.
- What your intended contributions will be in the areas of:
 - (1) Relationships (ability to network with peers, those junior and senior to you, and members of other branches of service);
 - (2) Expectations (personal and professional goals you want to accomplish while on staff);
 - (3) Academics (how you have pursued professional development – certifications, formal education, non-traditional education, any degrees you currently hold or are working toward).
 - (4) Character (how you have demonstrated your value systems and are in alignment with CG Core Values) and;
 - (5) Health (your fitness regime and what you do to remain healthy and mentally well-balanced).
- The date you graduated from the CPOA or a DoD Senior Enlisted course.

Send your package as a .pdf electronic file to CWO Mike Dignan at: James.M.Dignan@uscg.mil. Files must contain signatures. A duplicate hard copy is not necessary or desired. No faxing please.

If you are unable to send the package electronically, please mail it to:

Commander (PSC-epm-2)
 CG Personnel Service Center
 Attn: Special Assignments
 U. S. Coast Guard STOP 7200
 4200 Wilson Blvd, Suite 1100
 Arlington, VA 20598-7200

Be advised that mail is delayed up to two weeks due to the security procedures within the DHS Sorting Facility.

E-Resume and Shopping List

The official shopping list contains the position numbers that have expected vacancies. Command Endorsement to the E-Resume should read: “Highly recommended for LAMS Instructor (or Leadership and Organizational Performance Instructor) Duty. Member meets the minimum requirements outlined in COMDTINST M1000.8 Arts. 1.E.2.a and 1.E.6. Package under separate cover.”

Competition

Applicants must submit a package to PSC-epm-2 by the established deadline. After eligibility screening is conducted, packages are forwarded to the Program Manager who will complete a telephonic interview. The Program Manager works closely with PSC-epm-2 to develop a list of “best qualified” applicants.

What is “best qualified?”

Selections are made on the basis of best qualified from ALL ratings. Competitive applicants are usually at the mid-career level with demonstrated leadership roles, higher education accomplishments or are currently pursuing higher education goals. An applicant must demonstrate excellent public speaking skills and have the highest moral and ethical standards, financial responsibility, embody the Coast Guard core values, exhibit exemplary grooming and fitness, as well as maturity, even temperament, and outstanding judgment. Your current Assignment Priority does not influence the outcome of the “best qualified” list.

Training

No pipeline training requirements. Training is provided at the unit level throughout the tour. **If you are not a graduate of the CPO Academy or a DoD Senior Enlisted Course you will be required to apply via an STTR immediately following selection for this duty.**