

For: FSA Employees and National Office FAS Employees

Executive Potential Program

Approved by: Deputy Administrator, Management



1 Overview

**A
Program
Announcement**

HRD, Training and Development Branch (TDB) is accepting nominations for the Executive Potential Program. The Program was established to provide management training and developmental experiences to high potential GS-13 through GS-15 level individuals or equivalent.

**B
Program
Curriculum**

The Executive Potential Program provides participants with opportunities to:

- build skills in team building, negotiation, conflict resolution, leadership, and empowerment
- complete and receive feedback from managerial assessment instruments
- design an Individual Development Plan
- complete developmental work assignments.

**C
Description of
Program**

Exhibit 1 describes the Executive Potential Program.

Note: Participants may be away from their positions for about 6 months over the course of the Program.

**D
Contact**

If there are questions about this notice, contact Julia Jackson, HRD, TDB, on 202-418-9049.

<p>Disposal Date</p> <p>April 1, 2001</p>	<p>Distribution</p> <p>All FSA Employees and National Office FAS Employees; State Offices relay to County Offices</p>
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Notice PM-2221

2 Nomination Process

A Nominee Qualifications

Nominees for the Executive Potential Program must:

- be full time permanent Federal employees
 - be at the GS-13 through GS-15 level or equivalent
 - demonstrate significant managerial or executive potential.
-

B Nomination Procedure

Eligible employees may apply for the Program by submitting Nomination Packages 1 and 2.

Nomination Package 1 is required by FAS and FSA and should contain the following:

- completed AD-2005 (**Exhibit 2**), including supervisory concurrence and signature
- written statement of up to 2 pages addressing how this training will improve performance in current and expected job assignments

Note: Emphasis should be on the employee's abilities in the following areas:

- oral, written, and interpersonal communication
 - leadership
 - initiative.
- list of all formal training courses taken in the last 5 years

Note: Applicants may provide the same list as required in the Graduate School Nomination Package 2 (Exhibit 3). **Ensure to include it in both packets.**

- completed OF-612

Note: Include the following:

- home and work addresses
 - the following information in OF-612, block 13:
 - brief accounting of languages
 - special skills
 - interests.
-

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Notice PM-2221

2 Nomination Process (Continued)

**B
Nomination
Procedure
(Continued)**

- a brief supervisory narrative providing:

 - an evaluation of current performance and duties

- a supervisory statement assessing the nominee's potential for supervisory or managerial duties.

Note: Applicants may provide the narrative written for the Graduate School Nomination Package 2 (Exhibit 3). Ensure to cover potentials as defined in both packets. **Ensure to include it in both packets.**

Nomination Package 2 is required by the Graduate School and must be completed for submission to the Graduate School. See **Exhibit 3**. Nomination Package 2 contains the following sheets:

- Graduate School - Application Package
 - Graduate School - Purpose for Applying
 - Graduate School - Developmental Accomplishments
 - Graduate School - Formal Training/Awards
 - Evaluation of Performance (supervisor must complete)
 - Assessment of Potential (supervisor must complete).
-

**C
Submitting
Nomination
Package**

Send the original and 6 copies of the completed nomination packages using either of the following methods. **FAXed copies will not be accepted.**

IF sending by...	THEN use the address...
regular mail	JULIA JACKSON USDA, FSA, HRD, TDB STOP 0574 1400 INDEPENDENCE AVENUE SW WASHINGTON, DC 20250-0574
FedEx	JULIA JACKSON USDA, FSA, HRD, TDB SUITE 303-A 2101 L STREET NW WASHINGTON, DC 20037-1526

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Notice PM-2221

2 Nomination Process (Continued)

D

Deadline Date All nominations must be received in HRD, TDB by **COB December 8, 2000**. Nominations received after this date will **not** be considered. Substitution of nomination items will not be permitted after the deadline.

3 Selection Process

A

Participants by Organization FAS may submit 2 nominations and FSA may submit 2 nominations for the Executive Potential Program.

B

Participant Selection Participants will be selected as follows.

- Panels will review and rank employee nominations using criteria established Agency-wide. Candidates will be considered without discrimination for any nonmerit reason, such as race, color, religion, sex, national origin, age, marital status, or disability.
- FAS and FSA Partnership Council-related work shall be:
 - viewed as administrative duty
 - subject to assessment and evaluation by the panel.
- Recommendations are made to the Administrator based on the following.

IF the nominee is an employee of...	THEN the...
FAS	Executive Advisory Group makes recommendations based on panel rankings.
FSA	Administrator or designee selects final participation.

- Each Administrator or designee will select the final participants.
-

Continued on the next page

Notice PM-2221

3 Selection Process (Continued)

C

Panel Membership

HRD, TDB will select and facilitate panels. Separate panels will be established for each Agency. Each panel will consist of:

- 3 voting Agency employees
- 1 nonvoting HRD, TDB representative
- 1 nonvoting EEO representative
- 1 nonvoting Union representative.

Note: No panel will be held if the number of applications does not exceed the number of positions available.

D

Labor Management Obligation

Where exclusive representation exists, bargaining may be requested to the extent allowed by applicable statutes. Where contract language already addresses these policies and procedures for bargaining unit employees, contract language prevails.

E

Program Costs

Tuition for the Executive Potential Program is \$4,900 per participant.

- Tuition for FAS employees will be paid from the Agency-wide management fund.

Note: Individual training budgets will not be charged.

- Tuition for FSA employees will be coded to each individual office.

Tuition does **not** include travel and lodging costs, which will be funded by the employee's office travel budget.

Note: Although meals are not included in the tuition costs, the meal cost for the graduation luncheon is included in the tuition costs.

F

Selection Notification

HRD, TDB will notify nominees of selection.

G

Accommodations

Persons with disabilities who require accommodations to attend or participate in this training should contact Julia Jackson on 202-418-9049 or 202-418-9107 (TDD) by December 8, 2000.

Description of the Executive Potential Program

Executive Potential Program

Leadership Challenge

Have you already proven your professional, supervisory and managerial abilities? Are you prepared for the next step? If you have demonstrated exceptional leadership potential, the Executive Potential Program will prepare you to face new challenges. Effective leadership requires a conceptual framework and the skills necessary to effect change. If you are ready to transition into leadership, invest in yourself and complement your professional abilities. This intensive 12-month program is open to all GS 13-15 level employees.

The Program

The Executive Potential Program is a competency-based leadership development program that is designed to enhance the competencies needed to become a more effective leader. Participants will be provided with new and challenging experiences that will give them the opportunity to learn firsthand how to become a more effective leader. The program is based on OPM's Executive Core Qualifications (ECQs) and

"Participants willing to immerse themselves in this program will discover rich opportunities for career development and personal fulfillment. Sponsoring organizations will reap the benefits of highly motivated, focused and skilled participants returning to their organizations. Through a variety of vehicles such as peer feedback, developmental assignments, experiential learning projects and team leadership roles, the EPP provides participants with the keys to self awareness and the tools to refine their leadership skills. This program challenges its participants to step outside their comfort level, to sample new environments and to stretch, grow, contribute and make a difference!"



Walt Besecker, SES Faculty Coach
Graduate School, USDA

the Graduate School, USDA's Leadership Effectiveness Framework/Inventory (LEF/LEI). The LEI is a 360-degree leadership assessment instrument, which will result in feedback from self, supervisor, and peers.

SES Executive Core Qualifications				
Leading Change	Leading People	Results Driven	Business Acumen	Building Coalitions/Communication
Creativity & Innovation	Conflict Management	Accountability	Financial Management	Influencing/Negotiating
Continuous Learning	Cultural Awareness	Customer Service	Human Resource Management	Interpersonal Skills
External Awareness	Integrity/Honesty	Decisiveness	Technology Management	Oral Communication
Flexibility	Team Building	Entrepreneurship		Partnering
Resilience		Problem Solving		Political Savvy
Service Motivation		Technical Credibility		Written Communication
Strategic Thinking				
Vision				

This program provides the training you need to address significant leadership issues. In the course of this challenging and stimulating educational experience, you will learn how to:

- Identify opportunities that call for leadership
- Unlock your personal leadership potential
- Accept and meet new challenges
- Utilize leadership theories, strategies, and tools

The Executive Potential Program is designed to develop senior-level employees into more effective leaders through a series of learning experiences. Throughout the year, participants will explore a wide range of leadership strategies and learn practical tools for exercising leadership.

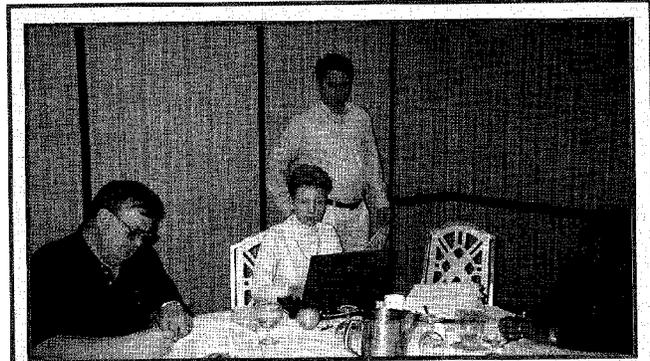
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Description of the Executive Potential Program (Continued)

The Curriculum

The curriculum employs experiential learning, supported by classroom instruction. Participants engage in classroom discussion, group exercises, learning teams, plus individual reading and reflections. Program components include:

- 360-degree feedback assessment/LEI
- Four one-week residential sessions
- Leadership Development Plan (LDP)
- Senior Executive Mentor
- Developmental work assignments
- Experiential Learning Teams/Projects
- Benchmarking
- Senior executive interviews and shadowing assignments



Throughout the program, participants will work individually as well as collectively on a number of assignments.

Residential Sessions

The curriculum consists of four intensive one-week residential sessions. The orientation session focuses on individual development needs, team building, leadership skills, experiential learning, project identification and project planning. Program requirements, policies, expectations and opportunities are outlined during this session. The remaining three residential sessions will concentrate on the following ECQs:

- Leading Change
- Leading People
- Managing for Results
- Building Coalitions/Communication

Formal/informal discussions continue into the evening. Most residential sessions are held outside of the Washington, D.C. area. Benchmarking may be conducted in major cities.



Faculty member, Dr. Carolyn Hines, discusses transformational leadership with a participant.

Continued on the next page

Description of the Executive Potential Program (Continued)

Agency Program Coordinator Support

Each agency should appoint a Program Coordinator to maintain records of the participant's developmental activities. The Program Coordinator will serve as a liaison with the Graduate School on program matters.

Program (Time) Requirements

To complete the minimum requirements of the Executive Potential Program, each participant may be expected to be away from his or her position of record for a minimum of six months over the course of the program. Scheduling of developmental activities may be timed to minimize disruptions of department or agency work flow.

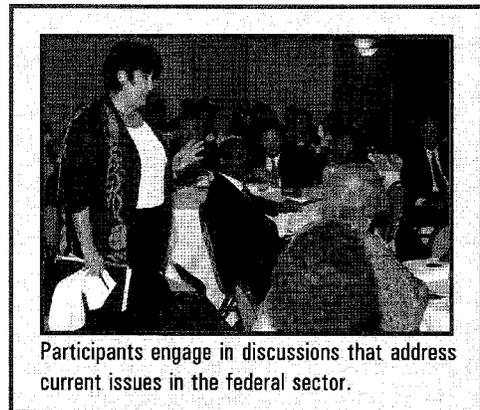
Participant Qualifications

The program is open to full-time permanent federal employees at the GS 13-15 level who have demonstrated significant leadership potential. The Graduate School makes every effort to insure that all of its programs are barrier free. Agencies are encouraged to nominate persons with disabilities.

Nominating Procedure

Program acceptance is based on the Graduate School's review of agency nomination packages. Nomination packages for each nominee must include:

- A completed Graduate School, USDA EPP application package
- Current OF-612 or detailed resume



Participants engage in discussions that address current issues in the federal sector.



Participants present the Department of Energy's Agency Coordinator, Mary Jo Edwards, with a certificate of appreciation at the 2000 graduation ceremony.

Leadership Excellence

AD-2005, Executive Potential Program Nomination Form

REPRODUCE LOCALLY. Include form number and date on reproductions.

AD-2005
(11-15-00)

U.S. DEPARTMENT OF AGRICULTURE

**Executive Potential Program
Nomination Form**

Note: Deadline December 8, 2000

1. Indicate appropriate agency (Check One).

FSA

FAS

2. Name and Home Address

3. Division/Staff (Include Office Address)

4. Room No. and STOP Code

5. Title

6. Grade

Career Employee

7. Telephone Number

YES

NO

W

H

8. Please notify your supervisor that you are submitting your name for consideration of the training listed above. Have your supervisor sign below to indicate that they have been notified.

Supervisor's Signature

Date

Print Supervisor's Name and Title

9. Other required information to be included with this nomination form:

A. Written statement of up to 2 pages addressing how this training will improve your performance in your current and expected job assignments. Emphasis should be on your abilities in the following areas listed below:

- oral, written, and interpersonal communication
- leadership
- initiative.

B. List of all formal training courses taken in the last 5 years.

C. A brief supervisory narrative providing an:

- evaluation of current performance and duties
- supervisory statement assessing nominee's potential for supervisory or managerial duties.

D. Exhibit 3 (Nomination Package 2)

10. Please submit this nomination form, and all other information listed in item 9 (the original and 6 copies), by **December 8, 2000.**

US Postal Service delivery:

USDA, FSA, HRD, TDB
Attn: Julia Jackson
1400 Independence Avenue SW, Stop 0574
Washington DC 20250-0574

or Hand delivery/FedEx

Julia Jackson
USDA FSA HRD
Suite 303-A
2101 L ST NW
Washington DC 20037-1526

Nomination Package 2 for the Graduate School



GRADUATE SCHOOL USDA

The Government's Trainer

Application Package for the 2002 Executive Potential Program (To Be completed by the Applicant)

Name _____

Home Address _____ (Kept confidential upon request)

Work Address _____

Work Phone _____ Work Fax _____

E-Mail _____

Title _____ Series _____ Grade _____

Social Security Number _____ Education ___ HS ___ AA ___ BA/BS ___ Masters ___ Ph.D.

Years of Government Service _____ Years of Supervisory Experience _____

*All application materials must be submitted to the USDA Graduate School through the appropriate agency channels and must be accompanied by a SF- 612, 171 or resume and an approved training form such as a SF-182, 1556 or 350. Letters of recommendation will also be accepted.

Continued on the next page

Nomination Package 2 for the Graduate School (Continued)



GRADUATE
SCHOOL
USDA

The Government's Trainer

Application Package for the
2002 Executive Potential Program

Purpose for Applying

(To Be completed by the Applicant)

Applicant's Name _____

Part A:

Please state your purpose for applying, how will your participation in the Executive Potential Program support your career goals over the next 3-5 years.

Part B:

How will your participation in the Executive Potential Program support the accomplishment of your agency's mission upon completion of the program.

Continued on the next page

Nomination Package 2 for the Graduate School (Continued)



GRADUATE
SCHOOL
USDA

The Government's Trainer

Application Package for the
2002 Executive Potential Program
Developmental Accomplishments
(To Be completed by the Applicant)

Applicant's Name _____

Describe three career or personal developmental accomplishments that you have had within the past 5 years and under each accomplishment list the self-study, on-the-job training, formal training courses, developmental assignments or other learning activities that you undertook to achieve each one. Finally explain how the accomplishment contributed to a developmental objective.

Accomplishment #1:

Accomplishment #2

Accomplishment #3

Continued on the next page

Nomination Package 2 for the Graduate School (Continued)



GRADUATE
SCHOOL
USDA

The Government's Trainer

Application Package for the
2002 Executive Potential Program
Formal Training / Awards
(To Be completed by the Applicant)

Applicant's Name _____

PART A:

Please list all formal training courses (programs) you have completed in the last five years that relate to your leadership, supervisory or managerial development.

PART B:

Please list awards and recognition you have received both on and off the job.

Continued on the next page

Nomination Package 2 for the Graduate School (Continued)



GRADUATE
SCHOOL
USDA

The Government's Trainer

Application Package for the
2002 Executive Potential Program
Evaluation of Performance
(To Be completed by the Supervisor)

Applicant's Name _____

Narrative Evaluation of the Applicants Performance

Please provide a written narrative of the applicant's current performance.

Supervisor's Signature _____

Supervisor's Title & Telephone Number _____

Continued on the next page

Nomination Package 2 for the Graduate School (Continued)



GRADUATE
SCHOOL
USDA

The Government's Trainer

Application Package for the
2002 Executive Potential Program
Assessment of Potential
(To Be completed by the Supervisor)

Applicant's Name _____

This assessment should focus on indicators of potential such as educational pursuits, self-study, formal training, developmental work assignments, membership and leadership on teams, special assignments, and involvement in voluntary civic/community activities demonstrating leadership qualities.

Supervisor's Signature _____

Supervisor's Title & Telephone Number _____