

**For:** FAS National Office Employees and All FSA Federal Employees and County Employees

**2002 New Leader Program (NLP)**

**Approved by:** Deputy Administrator, Management



**1 Overview**

**A**

**Purpose**

This notice announces that HRD, Training and Development Branch (TDB) is accepting nominations for 2002 NLP.

**B**

**Contact**

If there are questions about this notice, contact Tanya Coram-Howard, TDB at 202-418-9044 or TDD 202-418-9107.

**2 NLP Overview and Dates**

**A**

**Program Overview**

NLP is a 6-month leadership development program for Federal/County employees at the GS/CO-7 through GS/CO-11 level who have just entered leadership positions or have a high potential for leadership positions.

Each participant develops and follows a customized individual learning plan. Participants practice and develop skills in real-world situations. Classroom training supplements learning that occurs on the job.

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<p><b>Disposal Date</b></p> <p>July 1, 2002</p>	<p><b>Distribution</b></p> <p>FAS National Office Employees and All FSA Federal Employees and County Employees; State Offices relay to County Offices</p>
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## 2 NLP Overview and Dates (Continued)

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### A Program Overview (Continued)

NLP:

- is designed around a model of effective leadership competencies, the Leadership Effectiveness Framework
  
  - will focus on the following basic competencies:
    - leadership
    - problem solving
    - self-direction
    - flexibility
    - interpersonal skills
    - decisiveness
    - written communication
    - oral communication
    - technical competence
    - teaming
    - customer service
    - conflict management
    - working effectively in a diverse workforce.
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### B Program Dates

There will be 2 six-month programs for 2002.

- Program I will begin February 2002 (subject to change)
- Program II will begin May 2002 (subject to change).

Each program includes 3 separate 1-week residential seminars located within 200 miles of the Washington, D.C. area.

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### 3 Program Components

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**A**  
**Program**  
**Requirements**

Participants must complete all of the following program requirements:

- Core Classroom Curriculum
- **Note:** See subparagraph B for an outline of the 3 one-week seminars.
- Self-Study Developmental Assignments
- Individual Needs Assessments
- Individual Development Plan
- Leadership Development Team Activity
- 1-Week Shadowing Assignment
- Management Readings
- 30-day developmental assignment within the Agency, but outside position of record.

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**3 Program Components (Continued)**

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**B**

**Seminar Outline** An outline of each seminar is in the following table.

<b>Week I--Core I</b>	<b>Week II--Core II</b>	<b>Week III--Core III</b>
<b>Orientation and Skill Building</b>	<b>Teams at Work</b>	<b>Team Presentations, Close-Out, and Graduation</b>
<p>Participants are assigned to a leadership development team during this session and, as a team, explore a program-related issue.</p> <p>Participants will also focus on:</p> <ul style="list-style-type: none"> <li>• individual development needs</li> <li>• self-direction</li> <li>• team building</li> <li>• leadership skills</li> <li>• team formation</li> <li>• interpersonal skills.</li> </ul>	<p>Core II takes place 6 weeks after orientation and concentrates on:</p> <ul style="list-style-type: none"> <li>• team performance</li> <li>• conflict management</li> <li>• decision making and problem solving</li> <li>• interpersonal communications</li> <li>• customer service</li> <li>• diversity in the workplace</li> <li>• flexibility</li> <li>• presentation skills.</li> </ul>	<p>This is the final week of the program. The emphasis is on:</p> <ul style="list-style-type: none"> <li>• oral communications</li> <li>• self-direction</li> <li>• leadership teams delivering their presentations.</li> </ul>

**C**

**Additional NLP Information**

Exhibit 1 contains information from the NLP brochure.

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## 4 Nomination Process

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### A Nominee Qualifications

Nominees for NLP must:

- be permanent full-time employees

**Note:** Schedule B employees, with re-employment rights, are also eligible to apply.

- be at the GS/CO-7 through GS/CO-11 or equivalent level
- be 1 of the following:
  - first-line supervisors
  - team leaders
  - administrative support
  - project leaders
  - potential leaders
  - members of self-directed work teams
- have the potential and motivation to complete all requirements and participate fully in all components of NLP.

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### B Nomination Procedure

Eligible employees may apply by submitting a nomination package containing the following:

- completed AD-2014 (Exhibit 2), including supervisory concurrence and signature (if county employee, SED signature is required).

**Notes:** Union officials on 100 percent official time do not need supervisory concurrence and signature.

AD-2014 is available from the FFAS Employee Forms Site accessible from <http://intranet.fsa.usda.gov>.

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4 Nomination Process (Continued)

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**B**  
**Nomination**  
**Procedure**  
**(Continued)**

- statement assessing the nominees potential written by the first-line supervisor or appropriate Agency official
- current resume, OF-612, or SF-171, which includes the following:
  - full name
  - home address
  - applicant's signature
  - date signed
- provide a 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 how abilities or competencies in the following areas are supported:

- leadership
  - initiative
  - interpersonal communication
  - oral
  - written
  - technical competence.
- list of all formal training courses taken in the last 5 years.
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**C**  
**Accommodations**

Persons with disabilities who require accommodations to attend or participate in this training should contact Tanya Coram-Howard at 202-418-9044 or TDD 202-418-9107 by **COB October 31, 2001.**

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**4 Nomination Process (Continued)**

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**D**

**Where to Send  
Nomination  
Packages**

Send the **original** and 3 copies of the completed nomination package using either of the following methods. **FAXed copies will not be accepted.**

<b>IF sending by...</b>	<b>THEN use the address...</b>
regular mail	TANYA CORAM-HOWARD USDA, FSA, HRD, TDB STOP 0574 1400 INDEPENDENCE AVENUE SW WASHINGTON, DC 20250-0574.
FedEx	TANYA CORAM-HOWARD USDA, FSA, HRD, TDB SUITE 303-A 2101 L STREET NW WASHINGTON, DC 20037-1526.

**E**

**Deadline Date**

All nominations must be **received** in HRD, TDB by **COB November 1, 2001**. Nominations received after this date will not be considered. Substitution of nomination items will not be permitted after the deadline.

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**5 Selection Process**

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**A**

**Participants by  
Organization**

Employees selected will be organizationally distributed as follows:

- FAS may support up to 3 nominees
  - FSA may support up to 20 nominees.
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**B**

**Participant  
Selection**

Participants will be selected as follows.

- Panels will review and rank employee nominations using Agency-wide criteria. Candidates will be considered without discrimination for any nonmerit reason such as race, color, religion, sex, national origin, age, marital status, or disability.
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5 Selection Process (Continued)

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**B  
Participant  
Selection  
(Continued)**

- The work of candidates while on official time, performing labor relations representational functions, must be viewed with neutrality.
- FAS and FSA Partnership Council-related work shall be viewed as administrative duty, and thus shall be subject to evaluation by the panel.
- Recommendations are made to the Administrator based on the following table.

IF the nominee is an employee of...	THEN the...
FSA	panel recommends final participants and refers participants to the Administrator or designee for approval for the allotted number of spaces approved.
FAS	<ul style="list-style-type: none"> <li>• Executive Advisory Group makes recommendations to the Administrator</li> <li>• Administrator or designee selects final participants.</li> </ul>

**C  
Panel  
Membership**

HRD, TDB will facilitate panels. Separate panels will be established for each Agency. The panel consists of:

- 3 voting agency employees
- 1 nonvoting HRD, TDB representative
- 1 nonvoting EEO representative
- 1 nonvoting union representative. **Union participation will be based on Agency's selection panel.**

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

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5 Selection Process (Continued)

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**D**

**Program Costs**

Tuition for the 2002 NLP is \$2,295 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.
- Non-Federal employees should use non payroll allotments and the normal checkwriting process. Allotment increases to cover tuition costs may be requested from BUD.

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

**Note:** Meals **are not** included in the tuition costs. Meal costs for graduation luncheon is included in the tuition costs.

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**E**

**Selection  
Notification**

HRD, TDB will notify nominees whose names are forwarded to the Graduate School, USDA for consideration. The Graduate School, USDA will send selectees written notification of their acceptance.

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**F**

**Labor  
Management  
Obligations**

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.

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## Information From NLP Brochure

## OTHER PROGRAM COMPONENTS

### INDIVIDUAL NEEDS ASSESSMENT

Participants will complete two self-assessments.

- **Leadership Effectiveness Inventory**—to assess competencies and managerial skills
- **Myers-Briggs Type Indicator**—to facilitate team building exercises

Participants use the results to understand how they and others view their strengths and weaknesses. This information forms the basis for an individual development plan tailored to meet each participant's developmental needs.

### INDIVIDUAL DEVELOPMENT PLAN

Each participant will create an Individual Development Plan which becomes the road map for their development during the program. Classroom instruction and counseling guide participants in the development of the plan. Participants must coordinate plan preparation with their first-line supervisor and agency program coordinator to ensure appropriate support.

The Individual Development Plan will include a series of developmental activities with the individual's agency. These self directed activities give insight into the agency mission, culture and organizational structure; reinforce the formal classroom training; and ensure that the agency and individual meet development needs for the future.

### MANAGEMENT READINGS

In order to broaden knowledge of the management field and strengthen analytical skills, participants will read and write a review of two books on management issues.

### MANAGEMENT INTERVIEWS

Participants must interview a federal manager at the GS 13 level or above. This interview will provide an additional opportunity for participants to have visibility at the management level and gain critical information for long-term career planning and development.

### SHADOWING ASSIGNMENT

The New Leader Program includes a one-week "shadowing" assignment of a federal manager at the GS 13 through Senior Executive Service (SES) level. Participants will observe a manager in action to understand how the concepts learned in the program apply in real world situations.

### 30-DAY DEVELOPMENT ASSIGNMENT

Participants will complete a 30-day developmental assignment within their agency, but outside of their position of record. This component enables participants to develop competencies outside of their area of technical expertise.

### LEARNING TEAM ACTIVITIES

Participants are assigned to learning teams during the Orientation Session. Each team will explore a program-related issue and make a one-hour team presentation of this issue during the final week of the program. This activity is designed to strengthen leadership and interpersonal skills, stimulate commitment to personal development, value and increase the understanding of diversity and provide a forum to explore current issues facing leaders in the federal workplace.



"Developing my Individual Development Plan really made me think in terms of what I needed to do for the remainder of my career with the Federal government and made me understand the need for everyone to develop goals throughout their life."

*Jeannine Paulos, Army/Tooele Army Depot*

AD-2014, 2002 New Leader Program (NLP) Nomination Form

**REPRODUCE LOCALLY.** Include form number and date on reproductions.

<b>AD-2014</b> (09-25-01)		U. S. DEPARTMENT OF AGRICULTURE <b>2002 NEW LEADER PROGRAM (NLP)</b> <b>NOMINATION FORM</b> Note: Deadline November 1, 2001		
1. Indicate appropriate Agency ( <i>Check</i> ) FSA <input type="checkbox"/> FAS <input type="checkbox"/>		2. Indicate choice of NLP Session ( <i>Check only one</i> ) Feb. 2002 <input type="checkbox"/> May 2002 <input type="checkbox"/>		
3. Name	4. Duty Station	5. Stop Code		
6. Title	7. Grade	8. Telephone Number (    )		
9. 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. <b>Travel/lodging cost will be funded by the employee's office travel budget.</b>  <b>NOTE:</b> Union officials on 100% official time do not need supervisory concurrence and signature.				
A. Supervisor's Signature		Date		
B. State Executive Director's Signature (Required for all County Employees)		Date		
10. Other required information to be included with this nomination form: <ul style="list-style-type: none"> <li>A. A statement written by the first-line supervisor or Agency Nominating Official that assesses the applicant's potential.</li> <li>B. Current resume, OF-612, or SF-171 which includes the following:                         <ul style="list-style-type: none"> <li>• Full name</li> <li>• Home address</li> <li>• Signature of applicant</li> <li>• Date</li> </ul> </li> <li>C. Written statement of 2 pages addressing how this training will improve your performance in your current and expected job assignments. Emphasis should be on how abilities or competencies in the following areas are supported:                         <ul style="list-style-type: none"> <li>• Oral communications</li> <li>• Written communications</li> <li>• Interpersonal communications</li> <li>• Leadership</li> <li>• Initiative</li> <li>• Technical competence</li> </ul> </li> <li>D. List of all formal training courses taken in the last 5 years.</li> </ul>				
11. Please submit this nomination form, and all other "required" information listed above (the original and 3 copies), by November 1, 2001				
Tanya Coram-Howard USDA FSA HRD Training and Development Branch Stop 0574 1400 Independence Avenue SW Washington DC 20250-0574		OR	FEDEX Tanya Coram-Howard USDA FSA HRD Suite 303-A 2101 L ST NW Washington DC 20037-1526	