

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

2002 Executive Potential Program (EPP)

Approved by: Deputy Administrator, Management



1 Overview

**A
Program
Announcement**

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

**B
EPP
Curriculum**

EPP 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
EPP
Description**

Exhibit 1 describes EPP.

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

<p>Disposal Date</p> <p>April 1, 2002</p>	<p>Distribution</p> <p>All FSA Federal and County Employees, and National Office FAS Employees</p>
--	---

Notice PM-2288

1 Overview (Continued)

D

Contact

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

2 Nomination Process

A

Nominee Qualifications

Nominees for EPP must:

- 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 EPP by submitting Nomination Packages 1 and 2.

Nomination Package 1:

- **is required by FAS and FSA to determine the nominee's eligibility to attend the training**
- consists of 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 your current and expected job assignments

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

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

Continued on the next page

2 Nomination Process (Continued)

**B
Nomination
Procedure
(Continued)**

Nomination Package 2:

- **is required by the Graduate School and will not be used as part of the FAS/FSA nomination process**
 - must be completed for submission to the Graduate School
 - consists of the following:
 - Graduate School, USDA, Application Package for the 2002 EPP (Exhibit 3)
- Note:** All 4 pages must be completed.
- current OF-612 or detailed resume.
-

**C
Submitting
Nomination
Package**

Send the original and 6 copies of the completed nomination packages using either of the following methods.

Important: 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

**D
Deadline Date**

All nominations **must** be received in HRD, TDB by **COB January 31, 2002**. Nominations received after this date will not be considered. Substitution of nomination items will not be permitted after the deadline.

Notice PM-2288

3 Selection Process

**A
Participants by
Organization**

FAS may submit 2 nominations and FSA may submit 2 nominations for EPP.

**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 the designee will select the final participants.

**C
Panel
Membership**

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: A panel will not be held if the number of applications does not exceed the number of positions available.

Continued on the next page

Notice PM-2288

3 Selection Process (Continued)

D

**Labor
Management
Obligation**

Where exclusive representation exists, bargaining may be requested at 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 EPP is \$4,900 per participant.

Federal employee's tuition should be coded to their originating office.

Non-Federal employees should use County Office administrative funding. Allotment increases to cover tuition costs may be requested from BUD.

Tuition does not include travel costs. Travel costs will be funded by the employee's office travel budget.

F

**Selection
Notification**

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 January 31, 2002.

Executive Potential Program Information (Continued)

EXECUTIVE POTENTIAL PROGRAM

The Program

The Executive Potential Program is a yearlong competency-based leadership program designed to develop senior-level public service employees into more effective leaders. The Program is based on the Office of Personnel Management's Executive Core Qualifications (ECQs) and the Graduate School USDA's Leadership Effectiveness Inventory (LEI). Participants engage in classroom discussions, group exercises, learning teams and independent studies. According to Walt Besecker, SES Faculty Coach for the Graduate School, USDA, "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." With a curriculum based on experiential learning and supported by classroom instruction, the individual components include:

- 360-Degree Feedback Assessment LEI
- Four One-Week Residential Sessions
- Leadership Development Plan
- Senior Executive Mentor
- Developmental Work Assignments
- Experiential Learning Teams/Projects
- Benchmarking
- Senior Executive Interviews and Shadowing Assignments

The Leadership Effectiveness Inventory

The LEI is a systematic assessment tool designed to measure competency and determine developmental needs for organizations and individuals in public service. The LEI assesses individual proficiency levels in over 100 specific leadership tasks and activities against the 27 competencies that comprise the Leadership Effectiveness Framework. The participant, their supervisor and five peers complete the LEI to eliminate perceptual biases inherent in most assessment tools. The participant is then able to develop an effective leadership development plan based on objective data.

Experiential Learning Teams/Projects

During orientation, participants are assigned to a Learning Team. Each team will obtain sponsorship from a senior level manager and act as consultants researching a current sponsoring organization issue. Upon project completion each team gives a report and presentation to the Graduate School and the sponsor. Experiential Learning Projects strengthen leadership and interpersonal skills, and encourage participants to become more self-directed, action oriented and visionary. They also provide a forum for exploring issues facing federal leaders and for practicing leadership techniques.

EXECUTIVE CORE QUALIFICATIONS				
Leading Change	Leading People	Results Driven	Business Acumen	Building Coalitions/Communication
Creativity & Innovation	Conflict Management	Accountability	Financial Management	Influencing/Negotiating
Continual Learning	Leveraging Diversity	Customer Service	Human Resources 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				



Continued on the next page

Executive Potential Program Information (Continued)

“ The Executive Potential Program opened many doors for me — doors I didn’t know existed.”
Lee Rainer, Department of State, Executive Potential Program Graduate

Residential Sessions

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

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

Expert consultants from the federal and academic community conduct workshops and half-day seminars where participants will learn effective techniques and methods for exercising essential leadership competencies related to the ECQ’s. Formal and informal discussions continue into the evening. Residential sessions are held outside of the Washington, D.C. area.

Developmental Assignments

Participants must complete two 60-day developmental assignments away from their current position. During these assignments, participants learn to adapt and successfully lead in a new position and culture by utilizing the techniques and methods presented at residential sessions. In addition, each participant must conduct five senior executive interviews and complete a three-day assignment shadowing a high-level official. These assignments provide exposure and visibility at the highest levels of agency leadership as well as critical knowledge for long-term career planning.

Benchmarking

The Executive Potential Program uses benchmarking processes to identify outstanding leadership practices in public service, business, industry and academia. Participants will have an opportunity to visit federal, state and local governments, major corporations, universities and nonprofit organizations and dialogue with “best practice” leaders. Through benchmarking, Executive Potential Program participants become skilled at using dialogue to gain insight beyond their individual understanding, an essential skill for leaders responsible for strategic planning.

EPP Educational Partnerships

The Executive Potential Program is partnering with Virginia Polytechnic Institute (VPI), the National Academy of Public Administration (NAPA) and others to enhance and expand the curriculum and learning opportunities for program participants. Optional two and a half-day seminars focusing on multifaceted leadership topics are offered periodically.



Continued on the next page

Executive Potential Program Information (Continued)

Program Time Requirements

Participants are expected to be away from current positions for a minimum of six months over the course of the program. Participants may schedule developmental activities to minimize disruptions of their normal workflow.

Program Acceptance

The program is open to any full-time, permanent public service employee or contract employee at the GS13-15 or equivalent level who has demonstrated significant leadership potential. Acceptance is based on the Graduate School's review of organization nomination packages.

The Leadership Development Academy

The Leadership Development Academy provides organizations and individuals at all levels with innovative programs, tools, information and experiences to enhance the practice of leadership in the public sector. The Academy's competency-based programs are refined and updated continually. Our goal is to assist in developing public service leaders who can successfully manage today's issues and are prepared for tomorrow's challenges.

Leadership Development Academy Programs include:

- Senior Executive Service Programs
- The Congressional Fellows Program
- The Executive Potential Program
- The Executive Leadership Program for Mid-Level Employees
- The New Leader Program
- The Aspiring Leader Program
- The Leadership Effectiveness Inventory
- Dimensions of Leadership Conference



“ The Executive Potential Program gave me the opportunity to transform impossibilities into realities. ”

*Phyllis Byrd, Department of Energy
Executive Potential Program Graduate*

AD-2005, Executive Potential Program Nomination Form

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

AD-2005
(01-16-02)

U.S. DEPARTMENT OF AGRICULTURE

**Executive Potential Program
Nomination Form**

Note: Deadline January 31, 2002

1. Indicate appropriate agency (Check One).

FSA FAS

2. Applicant's Name and Home Address

3. Division/Staff (Include Office Address)

4. Room No. and STOP Code

5. Title of Present Position

6A. Grade

6B. Are you a Career Employee?
YES NO

7A. Work Telephone Number
()

7B. Home Telephone Number
()

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.

9A. Supervisor's Signature

9B. Date

9C. Print Supervisor's Name and Title

9D. Supervisor's Mailing Address

10. 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:

- Interpersonal communication.
- Written communication.
- Leadership.
- Oral communication.
- Initiative.
- Technical competence.

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

C. Exhibit 3 (Nomination Package 2).

Please submit this nomination form and information listed in Item 10 (the original and 6 copies). All completed nomination packages must be received in the Training and Development Branch by COB January 31, 2002.

11. Please send the original and six copies of the completed nomination package using either of the methods listed below:

<p>If sending by Regular U.S. Mail, send to:</p> <p>Julia Jackson USDA, FSA, HRD, TDB STOP 0574 1400 Independence Avenue, S.W. Washington, DC 20250-0574</p>	OR	<p>If sending by Special Delivery, hand carry or FEDEX, send to:</p> <p>Julia Jackson USDA, FSA, HRD, TDB 2101 L. Street, NW, Suite 303-A Washington, DC 20037-1526</p>
--	----	---

NOTE: FAXED copies are not accepted.

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice or TDD). USDA is an equal opportunity provider and employer.

Application Package for the 2002 Executive Potential Program




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 _____

Does your agency offer developmental courses on-line? _____

Have you ever taken an on-line course? _____

Do you have access to any of the following services? TVU NetG Skillsoft Other

Immediate Supervisor's Name _____

Supervisor's Title _____ Telephone Number _____

Supervisor's Mailing Address

Agency Nominating Official _____

Title _____ Telephone Number _____

Agency Mailing Address

Continued on the next page

Application Package for the 2002 Executive Potential Program (Continued)

Purpose for Applying
(To Be Completed by the Applicant)

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?

Developmental Accomplishments
(To Be Completed by the Applicant)

Describe three career or personal developmental accomplishments that you have had within the past five 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 accomplishment contributed to a developmental objective.

Accomplishment #1:

Accomplishment #2:

Accomplishment #3:

Continued on the next page

Application Package for the 2002 Executive Potential Program (Continued)

Assessment of Potential
(To Be Completed by the Supervisor)

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 and Telephone Number _____

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

Continued on the next page

Application Package for the 2002 Executive Potential Program (Continued)

Formal Training/Awards
(To Be Completed by the Applicant)

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.

Evaluation of Performance
(To Be Completed by the Supervisor)

Narrative Evaluation of the Applicant's Performance: Please provide a written narrative of the applicant's current performance.

Supervisor's Signature _____

Supervisor's Title and Telephone Number _____