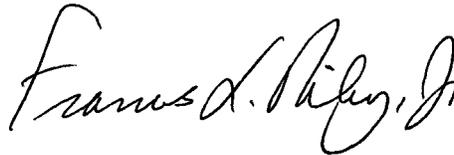


For: FAS National Office Employees

**2004 Aspiring Leader Program (ALP) for FAS**

Approved by: Deputy Administrator, Management



**1 Overview**

**A Program Announcement**

HRD, Training and Development Branch (TDB) is accepting nominations for the FY 2004 ALP sponsored by the Graduate School, USDA. ALP is a competency-based leadership development program designed to develop employees into more effective leaders through a series of developmental experiences. The program is designed to enhance the employee's teaming, leadership, and management skills so that they can become more effective team members, project leaders, and office managers. This program is announced for FAS employees at the GS-5 through GS-7 levels or equivalent.

**B Purpose**

This notice provides:

- information about the nomination and selection processes for ALP
- a description of ALP (Exhibit 1).

**Note:** Participants will be **away from their positions for a minimum of 2 months** during the 6-month period. Additional work time will be needed to complete some activities and to meet other requirements that must be accomplished. Carefully consider these time requirements with your first-line supervisor **before** submitting a nomination package.

**C Contact**

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

<b>Disposal Date</b>	<b>Distribution</b>
July 1, 2004	All FAS National Office Employees

## Notice PM-2392

### 2 Nomination Process

#### A Nominee Qualifications

Nominees for the program must:

- be full-time, permanent FAS employees
- be at the GS-5 through GS-7 level or equivalent level
- demonstrate leadership potential.

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

#### B Nomination Procedure

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

- completed AD-2021 (Exhibit 2), including supervisory signature (**mandatory**)

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

AD-2021 is available at the FFAS Employee Forms Online Website at <http://165.221.16.90/DAM/ffasforms/forms.html>.

- written statement of up to 2 pages addressing how the following abilities or competencies are supported in your current position
  - leadership
  - initiative
  - interpersonal communication (people skills)
  - oral communication
  - written communication
  - technical competence

**Note:** When providing written statements, address each ability or competency individually.

## Notice PM-2392

### 2 Nomination Process (Continued)

#### B Nomination Procedure (Continued)

- current OF-612, SF-171, or resume signed and dated by the applicant with current home address
- list of all formal training courses taken in the last 5 years

**Note:** Do not submit a completed SF-182 until the nominee is notified of selection for ALP.

- signed statement written by the first-line supervisor or the appropriate Agency official assessing the applicant's potential for leadership or managerial responsibilities.

**Note:** Only employees who follow the nomination procedures in this notice will be considered for selection to participate in this program. **Do not apply directly to the Graduate School, USDA.** FedEx all nomination packages to Tanya Coram-Howard.

#### C Where to Send Nomination Package

Because of major mail delays, send the **original and 3 copies** of the completed nomination package using FedEx or hand deliver to the following address:

TANYA CORAM-HOWARD  
USDA, FSA, HRD, TDB  
SUITE 303-A  
2101 L STREET NW  
WASHINGTON, DC 20037-1526.

**Note:** FAXed copies of nomination packages will **not** be accepted.

#### D Deadline

All nominations must be **received** in HRD, TDB by **COB December 12, 2003**. 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

FAS may support up to 3 nominees.

#### B Participant Selection

Participants will be selected as follows.

HRD, TDB specialist will assemble an Assessment Panel consisting of at least 2 members who occupy positions at a grade level not lower than the full performance level of the Long Term Training Program (LTTP) being filled. There will be an EEO (nonvoting) observer present and there may be a union (nonvoting) representative observing during this process.

#### C Panel Membership

The Assessment Panel:

- will review and rank employee nominations using criteria established Agency-wide for LTTP's
- has the final responsibility for determining best qualified candidates based on valid LTTP related criteria and employee's application package.

**Note:** The Assessment Panel refers best-qualified candidates to the Executive Advisory Group (EAG) which makes selection recommendations to the FAS Administrator. The Administrator or designee selects final participants. **No panel will be held if the number of nominations received does not exceed the number of slots available.**

USDA prohibits discrimination in all its programs and activities on the basis of race, color, national origin, sex, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) This agency provides reasonable accommodations to applicants with disabilities. The decision on granting reasonable accommodation will be on a case-by-case basis.

The work of candidates while on official time, performing labor relations representational functions, must be viewed with neutrality.

#### 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.

**3 Selection Process (Continued)**

**E Program Costs**

Tuition for the 2004 ALP is \$2,495 per participant.

**Notes:** Tuition for FAS employees will be paid from the Agency wide management fund. Individual training budgets will not be charged. The employees division will pay travel, lodging cost, and per diem.

Travel and a minimum of 3 trips (various locations) are required.

**F Reasonable Accommodation**

Persons with disabilities who require accommodations to attend or participate in this training should contact Tanya Coram-Howard at 202-418-9044 or TDD at 202-418-9107.

**Note:** Some accommodation services, such as a sign language interpreter, require at least 3 days notice to schedule.

**G Selection Notification**

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

**Description of 2004 ALP****PROGRAM DESIGN**

The Aspiring Leader Program is a 6-month program open to women and men at the GS 5 through 7 levels.

The program is tailored to each participant's developmental needs, focusing on the Graduate School's, USDA Leadership Effectiveness Inventory (LEI), for leadership/managerial skills and personality assessment. In addition to LEI other program components include the following:

- **leadership development team activity and presentation**
- **developmental work assignments**
- **shadowing assignments**
- **management interviews**
- **management readings**
- **management book reviews.**

**PROGRAM CURRICULUM**

The Aspiring Leader Program is structured around three 5-day residential seminars held within a 250-mile radius of the Washington, D.C., metropolitan area. During residential sessions, participants attend a different seminar each day with topics reflecting core leadership competencies. In addition to the core classroom curriculum, individual developmental assignments will need to be completed outside of the participant's normal work hours. Classroom learning and individual assignments allow participants to tailor the program to specifically meet their developmental needs.

**Orientation and Skill Building**

Participants will begin with a 1-week orientation session to establish a working relationship between other participants and program staff. Held at a residential training site, this session will outline program requirements, policies, expectations, and opportunities.

**Teams At Work**

This session takes place approximately 6 weeks after the initial session and concentrates on team performance, conflict management, decision making, problem solving, interpersonal skills, customer service, diversity and cultural awareness in the workplace, flexibility, and presentation skills.

**Team Presentations, Closeout, and Graduation**

In this session, emphasis is placed on oral communication, self-direction, and leadership skills. Teams deliver presentations. Participants, supervisors, managers, program coordinators, team advisors, and mentors attend a graduation ceremony and luncheon.

**Description of 2004 ALP (Continued)****PROGRAM COMPONENTS****Individual Needs Assessments**

Before attending the orientation session, participants will complete LEI to assess their level of strengths and developmental needs and Myers-Briggs Type Indicator to facilitate team-building exercises.

**Leadership Development Plan**

Each participant will design a Personalized Leadership Development Action Plan (PDAP), which will act as a blueprint and road map throughout the course of the program. This plan will be tailored to his or her individual needs and consist of customized developmental objectives and experiences that will assist the participant's growth and utilize the program's integrated approach to leadership development. The PDAP should include all program requirements and other continual learning activities.

**Learning Team Activities**

During the orientation session, participants will be assigned to Leadership Development Teams. 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 to provide a forum to explore current issues facing leaders in the Federal workplace.

**30-Day Developmental Assignments**

Participants will complete a 30-day developmental assignment within their agencies, but outside their position of record. The developmental assignment does not have to be completed within 30 consecutive days.

**Shadowing Assignment**

In addition to the 3 residential sessions, the program includes a 1-week "shadowing" assignment of a Federal manager at the GS 11 through 13 levels. The participant will observe a manager in action, focusing on their management style and how they interact with their employees.

**Management Interviews**

Participants will interview a minimum of 3 Federal managers at the GS 11 through 13 levels. These interviews will provide an additional opportunity for you to have visibility at the management level and gain critical information for long-term career planning and development.

**Description of 2004 ALP (Continued)****PROGRAM COMPONENTS (Continued)****Management Readings**

To broaden knowledge of the management field and strengthen analytical skills, participants will read and write a review of 2 books on management issues.

**Close-Out Week Activities**

During the final week of ALP, teams will deliver presentations.

**PROGRAM SCHEDULE**

**Orientation:** April 18-23, 2004

**Teams at Work:** July 11-16, 2004

**Graduation:** September 26-October 1, 2004

**AD-2021, 2004 Aspiring Leader Program for FAS Employees Nomination Form**

This form is available electronically:

<b>AD-2021</b> (11-18-03)		U.S. DEPARTMENT OF AGRICULTURE Farm Service Agency	
<b>2004 ASPIRING LEADER PROGRAM FOR FAS EMPLOYEES                  NOMINATION FORM</b>			
<b>Note: Deadline December 12, 2003</b>			
1A. Applicant's Name and Home Address <i>(Include Zip Code)</i>		2A. Division/Staff <i>(Include Office Address and Zip Code)</i>	3. Room No. and STOP Code
1B. Home Telephone No. <i>(Include Area Code)</i>		2B. Work Telephone No. <i>(Include Area Code)</i>	2C. Work FAX No. <i>(Include Area Code)</i>
4. Title of Present Position		5A. Grade	5B. Are you a Career Employee? YES <input type="checkbox"/> NO <input type="checkbox"/>
6. 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. Travel/lodging costs will be funded by the employee's office travel budget.			
<b>NOTE:</b> Union officials on 100% official time do not need supervisory concurrence and signature.			
7A. Supervisor Print Name		7B. Supervisor's Signature	7C. Date <i>(MM-DD-YYYY)</i>

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

A. A signed statement written by the first-line supervisor or Agency Nominating Official that assesses the applicant's potential.

B. Provide a written statement of up to 2 pages addressing how the following abilities or competencies are supported in your current position *(Note: When providing the written statements, address the following abilities or competencies individually):*

- Leadership
- Initiative
- Interpersonal Communications (People Skills)
- Oral Communication
- Written Communication
- Technical Competence

C. Current OF-612 or SF-171 or resume signed and dated by the applicant with current home address.

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

Please submit this nomination form and information listed in Items 9A through 9D including the original and three (3) copies. All completed nomination packages must be received in the Training and Development Branch by **COB December 12, 2003**.

<b>9. Please send the original and three (3) copies of the completed nomination package using either of the methods listed below:</b>		
If sending by Regular U.S. Mail, send to:  Tanya Coram-Howard USDA, FSA, HRD, TDB STOP 0574 1400 Independence Avenue, S.W. Washington, DC 20250-0574  TELEPHONE: 202-418-9044	OR	If sending by Special Delivery, hand carry or FEDEX, send to:  Tanya Coram-Howard USDA, FSA, HRD, TDB 2101 L. Street, NW, Suite 303-A Washington, DC 20037-1526  TELEPHONE: 202-418-9044

**NOTE: FAXED COPIES ARE NOT ACCEPTED.**

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