

**For:** FAS National Office Employees

**FY 2004 Executive Potential Program (EPP)**

**Approved by:** Deputy Administrator, Management



---

**1 Overview**

**A Program Announcement**

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

**B Program 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
- gain exposure and visibility at the highest levels of Agency leadership, as well as critical knowledge for long-term career planning
- complete developmental shadowing work assignments.

**C Description of the Program**

Exhibit 1 describes EPP.

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

---

<b>Disposal Date</b>  May 1, 2004 2-25-04	<b>Distribution</b>  All FAS National Office employees
--	--

## Notice PM-2409

### 1 Overview (Continued)

#### D Program Dates

Following are the EPP dates:

- Orientation Session: March 14-19, 2004; Norfolk, VA
- Core I: June 13-19, 2004; Cherry Hill, NJ
- Core II: November 14-19, 2004; Richmond, VA
- Close-Out/Graduation: March 13-18, 2005; Hunt Valley, MD.

#### E Program Requirements

Participants must complete all of the following program requirements:

- 360-Degree Feedback Leadership Effectiveness Inventory (LEI) Assessments
- 4 One-Week Residential Sessions
- Leadership Development Plan
- Senior Executive Mentor
- Developmental Work Assignments

**Note:** EPP candidates are expected to complete a minimum of 2 sixty-day developmental assignments.

- 5 Senior Executive Interviews and 1 Three-Day Shadowing Assignment of a High Level Official
- Benchmarking to Identify Outstanding Leadership Practices in Public Service, Business, Industry, and Academia
- Experimental Learning Teams/Projects.

#### F Contact

Contact Mary Baskerville-Phillips, FFAS/EEP Program Coordinator, HRD, TDB at 202-418-9045 for additional detailed information.

## Notice PM-2409

### 2 Nomination Process

#### A Nominee Qualifications

Nominees for EPP **must**:

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

#### B Applying for EPP

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

**Nomination Package 1** is required by FAS to determine the nominee's eligibility to attend the training. Nomination Package 1 **must** consist of the following:

- completed AD-2005 (Exhibit 2), including supervisory concurrence and signature (mandatory)

**Note:** AD-2005 is available on the Intranet at <http://165.221.16.90/DAM/ffasforms/currentforms.asp>. In the "Form Number" field, ENTER "2005".

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

**Note:** You may provide the narrative written for the Graduate School Application Package. Be sure to include in **both** packages.

- list of all formal training courses taken in the last 5 years

**Note:** You may provide the same listing as required in the Graduate School Application Package. Be sure to include in **both** packages.

- provide a written statement of up to 2 pages addressing how the following abilities or competencies are supported in your current position:

- interpersonal communication (people skills)
- oral communication
- written communication
- technical competence
- leadership
- initiative.

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

**Notice PM-2409**

**2 Nomination Process (Continued)**

**B Applying for EPP (Continued)**

**Nomination Package 2** is required by the Graduate School and will not be used as part of your FAS nomination package. Nomination Package 2 (Exhibit 3) **must** be completed for submission to the Graduate School. See Exhibit 3 for more details on the requirements by the Graduate School. Nomination package 2 consists of the following:

- Exhibit 3, Graduate School, USDA, Application Package for the 2004/2005 EPP, included with the electronic copy of AD-2005

**Note:** Complete all 4 pages of the application.

- current OF-612, SF-171, **or** detailed resume signed and dated by the applicant with a current home address, office and home telephone number.

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

Only employees who follow the Agency's nomination procedures in this notice will be considered for selection to participate in this program. **Do not apply directly to the USDA Graduate School.**

**C Submitting Nomination Packages**

Send **the original and 4 copies** of the completed nomination packages using either regular mail or FedEx. **FAXed copies will not be accepted.**

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

**D Deadline**

All nomination packages **must be** received in HRD, TDB by **COB, Wednesday, March 11, 2004**. Nomination packages received after this date will not be considered. Substitution of nomination packages items **will not** be permitted after the deadline. **FAXed nomination packages will not be accepted.**

## Notice PM-2409

### 3 Selection Process

#### A Participant Slots

FAS may support up to **2 nominees** for EPP, if budget permits.

#### 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 representative (nonvoting) observer during this process.

#### C Assessment Panel Membership

The Assessment Panel:

- will review and rank employee nominations using criteria established Agencywide 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 which makes selection recommendations to the FAS Administrator or designee who 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 of 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 accommodations will be on a case-by-case basis.

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

#### 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.

## Notice PM-2409

### 3 Selection Process (Continued)

#### E Program Cost

Tuition cost for the 2004 EPP is **\$5,200 per participant**. All program costs will be included in the tuition cost, however the following items of exceptions **are not included** in the tuition costs:

- reading materials required by EPP and optional reading materials
- **Note:** Divisions may pay for these reading materials if budgets permit.
- meals, with the exception of the final graduation luncheon
- workshops and seminars related to the EPP learning experience
- per diem, lodging, and travel to the EPP:
  - orientation session
  - Core Curriculum I and II training sessions
  - 60-day developmental assignments, if per diem, lodging, and travel is applicable
  - workshops and seminars expenses, as appropriate.

Tuition for FAS employees will be paid from the Agencywide management fund.

#### F Selection Notification

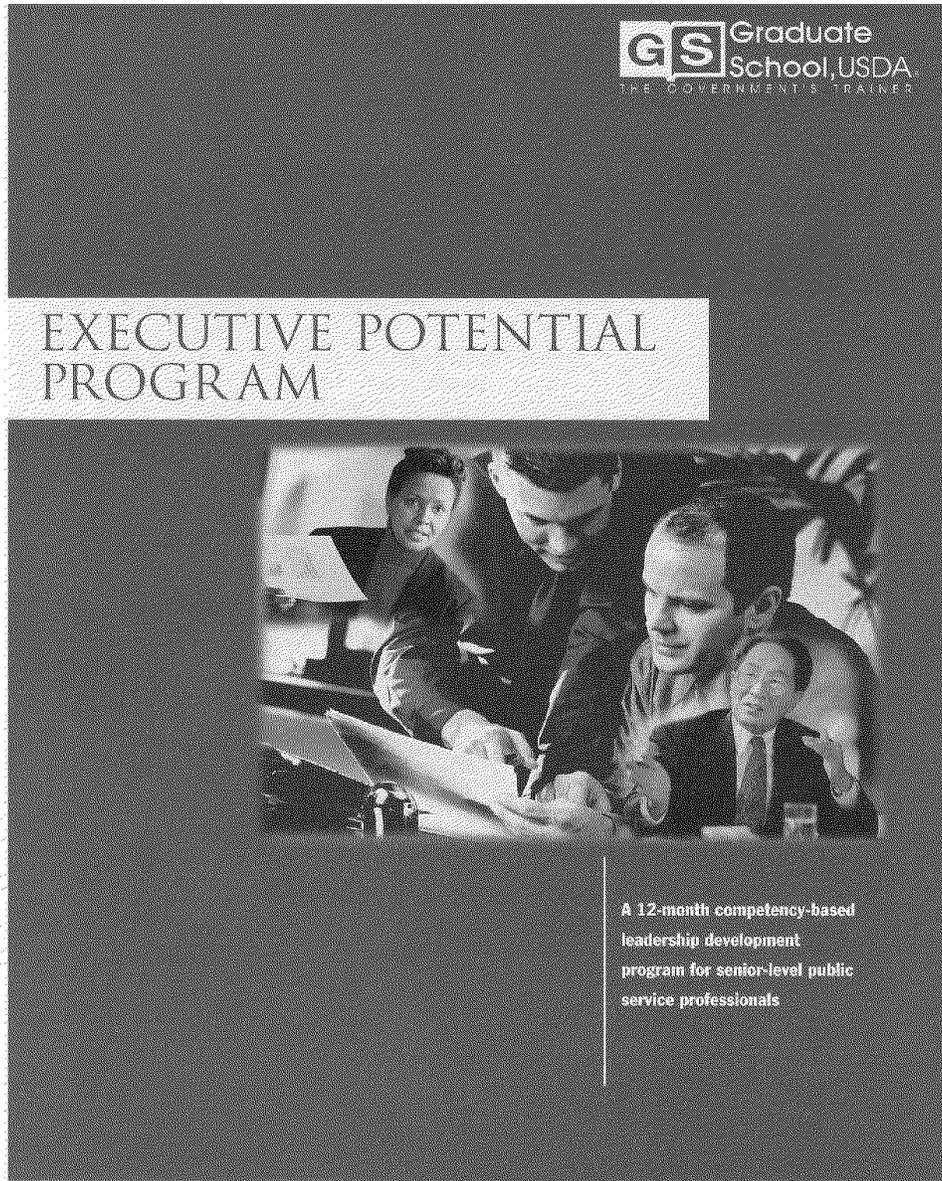
HRD, TDB will notify employees whose names are forwarded to the USDA Graduate School for consideration. The USDA Graduate School will send selected written notification of their acceptance.

#### G Accommodations

Persons with disabilities who require accommodations to attend and/or participate in EPP should **contact Mary Baskerville-Phillips, FFAS/EPP Coordinator**, at any of the following:

- 202-418-9045 (voice)
- 202-418-9107 (TDD)
- e-mail message to [Mary Baskerville-Phillips] by **COB, Wednesday, March 4, 2004**.

Executive Potential Program Information Brochure



Executive Potential Program Information Brochure (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
Continuous Learning	Leveraging Diversity	Customer Service	Human Resources Management	Interpersonal Skills
External Awareness	Integrity/Honesty	Democracy	Technology Management	Oral Communication
Flexibility	Team Building	Entrepreneurship		Partnering
Resilience		Problem Solving		Political Savvy
Service Motivation		Technical Credibility		Written Communication
Strategic Thinking				
Vision				

BECOME PART OF THE NE



Executive Potential Program Information Brochure (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 and Leadership Concepts:

- Leading Change
- Leading People
- Managing for Results
- Building Coalitions/Communication
- Emotional Intelligence
- Systems Thinking

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 ECQs. 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.

**EPP Educational Partnerships**

The Executive Potential Program is partnering with various educational organizations to enhance and expand the curriculum and learning opportunities for program participants.

**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 and dialogue with “best practice” leaders from federal, state and local governments, major corporations, universities and nonprofit organizations. 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.

**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.

**A FACE OF LEADERSHIP**



Executive Potential Program Information Brochure (Continued)

**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. Nomination packages must include:

- A completed EPP application package. Applications are available at [www.grad.usda.gov](http://www.grad.usda.gov)
- Current OF-612, resume or equivalent documentation of work history.
- Training forms or payment documents with complete billing information and authorizing signatures.

Organizations should ensure that nominees are selected in a fair and equitable manner, should name a Program Coordinator to maintain records of participant's developmental activities and serve as a liaison with the Graduate School on program matters. The nomination deadline and other program dates are posted on the Graduate School, USDA Web site.

Withdrawals are accepted at no cost prior to the nomination deadline. For withdrawals made after the nomination deadline and up to two weeks prior to Orientation, organizations will be assessed a \$1,000 fee if no substitution is made. Withdrawals made less than two weeks prior to Orientation with no substitution will be assessed the full tuition. There will be no refund for withdrawal after the orientation session.

**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

**For more information, please contact:**

Graduate School, USDA  
 Leadership Development Academy  
 Executive Potential Program  
 600 Maryland Avenue, S.W., Suite 330  
 Washington, DC 20024-2520  
 Phone: (202) 314-3580 Fax: (202) 479-6813/14  
 E-mail Address: [epp@grad.usda.gov](mailto:epp@grad.usda.gov)  
[www.grad.usda.gov](http://www.grad.usda.gov)



“The Executive Potential Program gave me the opportunity to transform impossibilities into realities.”  
*Phyllis Byrd, Department of Energy  
 Executive Potential Program Graduate*

**GRADUATE SCHOOL, USDA**

The Graduate School, USDA takes pride in its reputation as an innovative institution for continuing education. Offering more than 1500 courses to help individuals improve job performance and further their careers, it also helps organizations increase their efficiency, effectiveness and productivity. The school was established in 1921 by the secretary of agriculture to provide opportunities for continuing education and career advancement. Self-sustaining and receiving no appropriated funds, the school's only source of income is tuition and fees. Since its beginning the school has expanded far beyond its origins and has helped more than two million people meet their continuing education objectives. The Graduate School is open to all adults regardless of their place of employment or educational background. Information about the Graduate School, USDA is available at [www.grad.usda.gov](http://www.grad.usda.gov).

AD-2005, EPP Nomination Form (Package 1 Information)

This form is available electronically.

<b>AD-2005</b> (02-26-04)		U.S. DEPARTMENT OF AGRICULTURE Farm Service Agency  <b>Executive Potential Program                  Nomination Form</b>  <b>Note: Deadline March 11, 2004</b>	
1. Indicate appropriate agency (Check One): FSA <input type="checkbox"/> FAS <input type="checkbox"/>			
2A. Applicant's Name and Home Address (Include Zip Code)		3A. Division/Staff (Include Office Address and Zip Code)	4. Room No. and STOP Code
2B. Home Telephone No. (Include Area Code)		3B. Work Telephone No. (Include Area Code)	3C. Work FAX No. (Include Area Code)
5. Title of Present Position		6A. Grade (GS or CO and Grade)	6B. Are you a Career Employee? YES <input type="checkbox"/> NO <input type="checkbox"/>
7. 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: Union officials on 100% official time do not need supervisory concurrence and signature.</b>			
8A. Supervisor Print Name		8B. Supervisor's Signature	8C. Date (MM-DD-YYYY)
8D. State Executive Director Print Name (Required for all State and County Federal and Non-Federal Employees)		8E. State Executive Director's Signature	8F. Date (MM-DD-YYYY)
9. 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. * You may provide the same narrative written for the Graduate School application package. Please be sure to include in both packages.</li> <li>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):                         <ul style="list-style-type: none"> <li>- Interpersonal communication.</li> <li>- Written communication.</li> <li>- Oral communication.</li> <li>- Technical competence.</li> <li>- Leadership.</li> <li>- Initiative.</li> </ul> </li> <li>C. List all formal training courses taken in the last 5 years. *You may provide the same listing as required in the Graduate School application package. Please be sure to include in both packages.</li> <li>D. Exhibit 3 (Graduate School, USDA 2004/2005 Executive Potential Program Application.)</li> </ul> Please submit this nomination form and information listed in Items 9A through 9D including the original and four (4) copies. All completed nomination packages must be received in the Training and Development Branch by <b>COB March 11, 2004.</b>			
<b>10. Please send the original and four (4) copies of the completed nomination package using either of the methods listed below:</b>			
If sending by Regular U.S. Mail, send to:  Mary Baskerville-Phillips USDA, FSA, HRD, TDB STOP 0574 1400 Independence Avenue, S.W. Washington, DC 20250-0574  TELEPHONE: 202-418-9045		OR	
If sending by Special Delivery, hand carry or FEDEX, send to:  Mary Baskerville-Phillips USDA, FSA, HRD, TDB 2101 L. Street, NW, Suite 303-A Washington, DC 20037-1526  TELEPHONE: 202-418-9045			
<b>NOTE: FAXED COPIES WILL NOT BE ACCEPTED.</b>			

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.

Graduate School, USDA, Application Package for the 2004/2005 Executive Potential Program



**GS GRADUATE SCHOOL**  
USDA.

**2004/2005 Executive Potential Program  
Application**

(To Be Completed by the Applicant)

Nomination Deadline: March 11, 2004

<b>Name</b>	
-------------	--

<b>Home Address</b>		<b>Work Address</b>	

<b>Work Phone</b>		<b>Work Fax</b>	
-------------------	--	-----------------	--

<b>E-Mail</b>	
---------------	--

<b>Title</b>		<b>Series</b>		<b>Grade</b>	
--------------	--	---------------	--	--------------	--

<b>Social Security Number</b>			
-------------------------------	--	--	--

<b>Education</b>	<input type="checkbox"/>	<b>HS</b>	<input type="checkbox"/>	<b>AA</b>	<input type="checkbox"/>	<b>BA/BS</b>	<input type="checkbox"/>	<b>Masters</b>	<input type="checkbox"/>	<b>Ph.D</b>
------------------	--------------------------	-----------	--------------------------	-----------	--------------------------	--------------	--------------------------	----------------	--------------------------	-------------

<b>Years of Government Service</b>		<b>Years of Supervisory</b>	
------------------------------------	--	-----------------------------	--

<b>Does your agency offer developmental courses on-line?</b>	<input type="checkbox"/>	<b>Have you ever taken an on-line course?</b>	<input type="checkbox"/>
--	--------------------------	---	--------------------------

<b>Do you have access to any of the following services?</b>	<input type="checkbox"/>	<b>TVU</b>	<input type="checkbox"/>	<b>NetG</b>	<input type="checkbox"/>	<b>Skillsoft</b>	<input type="checkbox"/>	<b>Other</b>
---	--------------------------	------------	--------------------------	-------------	--------------------------	------------------	--------------------------	--------------

<b>Immediate Supervisor's Name</b>	
------------------------------------	--

<b>Supervisor's Title</b>		<b>Supervisor's Mailing Address</b>	
---------------------------	--	-------------------------------------	--

<b>Supervisor's Telephone Number</b>	
--------------------------------------	--

<b>Supervisor's E-Mail</b>	
----------------------------	--

<b>Agency Nominating Official</b>	
-----------------------------------	--

<b>Nominating Official's Title</b>		<b>Agency Mailing Address</b>	
------------------------------------	--	-------------------------------	--

<b>Nominating Official's Telephone Number</b>	
---	--

**Graduate School, USDA, Application Package for the 2004/2005 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 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:**

**Graduate School, USDA, Application Package for the 2004/2005 Executive Potential Program  
(Continued)**

*Formal Training*  
(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.

--

<b>Supervisor's Signature</b>	
<b>Supervisor's Title and Telephone Number</b>	

**Graduate School, USDA, Application Package for the 2004/2005 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.

--

<b>Supervisor's Signature</b>	
<b>Supervisor's Title and Telephone Number</b>	

**\* All application materials must be submitted to the Graduate School, USDA through the appropriate agency channels and must be accompanied by a 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.**