

For: FSA Federal and County Employees

2005 Executive Leadership Program (ELP)

Approved by: Deputy Administrator, Management



1 Overview

A Program Announcement

HRD, Training and Development Branch (TDB) is accepting nominations for the FY 2005 ELP, which is sponsored by the USDA Graduate School. ELP is a developmental program that provides leadership and managerial training and development opportunities for high-potential full-time, permanent GS-11 through GS-13 or equivalent levels Federal and county employees preparing them for future positions as leaders and managers.

B Purpose

This notice provides:

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

Note: Participants will be **away from their positions for a minimum of 5 months** during the 12-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 Regina Duncan, HRD, TDB at 202-418-9053.

Disposal Date November 1, 2004	Distribution FSA Federal and county employees; State Offices relay to County Offices
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Notice PM-2422

2 Nomination Process

A Nominee Qualifications

Nominees for the program must:

- be full-time, permanent Federal and County employees
- be at the GS-11 through GS-13 level or equivalent level
- be a nonsupervisor, or new supervisor, with less than 1 year's supervisory experience during their entire Federal or County career
- demonstrate leadership and management potential.

B Nomination Procedure

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

- completed AD-2030 (Exhibit 2), including supervisory signature (**mandatory**)
- completed Class of 2005 Executive Leadership Program Application (Exhibit 3)

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

AD-2030 is available from the FFAS Employee Forms Online Website at <http://165.221.16.90/DAM/ffasforms/forms.html>. The Class of 2005 ELP Application will be received when AD-2030 is accessed from this website.

- 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.**

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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 ELP.

- 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 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.** FedEx all nomination packages to Regina Duncan.

C Where to Send Nomination Package

Because of a major mail delay, send the **original and 3 copies** of the completed nomination package using FedEx to the following address:

REGINA DUNCAN
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 July 22, 2004**. 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

FSA may support up to 15 nominees.

3 Selection Process (Continued)

B Participant Selection

Participants will be selected as follows.

HRD/TDB specialist will assemble a Merit Promotion 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. To ensure diversity, the Merit Promotion Panel includes minority group members and/or women.

The TDB Specialist will serve as facilitator with responsibility for ensuring the requirements of merit promotion procedures are followed and to assist in expediting the process. Neither the supervisor, the selecting official, nor the approving official of the LTTP may be a member of the panel. They may, however, be asked to appear before the panel to answer any questions regarding LTTP. There will be an EEO (nonvoting) observer present and there may be a union (nonvoting) representative observing during this process.

C Panel Membership

The Merit Promotion 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. They refer best-qualified candidates to the Administrator, or designee, for approval for the allotted number of spaces approved. **No panel will be held if the number of nominations received does not exceed the number of slots available.**

Note: The Department of Agriculture (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 martial 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.

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3 Selection Process (Continued)

E Program Costs

Tuition for the 2005 ELP is \$3,950 per participant.

Notes: Tuition, travel, lodging costs, and per diem for FSA, GS, and County Office employees shall be coded to their originating office. Upon notification that candidates have been selected, the originating office may request an increase in their travel allotment consistent with the travel costs associated with participation in ELP. Request shall be submitted to the FSA Budget Division.

Travel and a minimum of 4 trips are required. These are to Maryland, Virginia, and New York.

Note: Upon notification that a County Office (COF) employee has been selected, SF-182's should no longer have an appropriation/fund in block 21. SF-182, block 21 should read "**COF Employee**". The tuition costs associated with the training should be paid through the originating offices county administrative funding allotment. This change will alleviate the possibility of duplicate payments.

F Accommodation

Persons with disabilities who require accommodations to attend or participate in this training should contact Regina Duncan at 202-418-9053 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 USDA Graduate School for consideration. The USDA Graduate School will send selectees written notification of their acceptance.

Description of 2005 ELP for Mid-Level Employees

PROGRAM DESIGN

The Executive Leadership Program for Mid-Level Employees is a 12-month program open to women and men at the GS 11 through 13 levels. This program is designed for non-supervisors with less than 1 year's supervisory experience during their careers within the Federal government.

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

- **leadership development plan**
- **leadership development team activity and presentation**
- **developmental work assignments**
- **shadowing assignments**
- **executive interviews.**

PROGRAM CURRICULUM

The Executive Leadership Program for Mid-Level Employees is structured around four 5-day residential seminars held within a 250-mile radius of the Washington, D.C., metropolitan area. Based on the U.S. Office of Personnel Management's Leadership Effective Framework (LEF), a model for effective leadership/managerial performance, this program will help participants acquire or enhance the LEF competencies needed to become successful leaders and managers within the Federal government.

Orientation Session

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.

Leadership Training Session

The Leadership Training Session (formerly called "Core Training Session") is a 2-week residential session that assesses each participant's developmental needs in relation to the roles and responsibilities of leaders/managers. During this session, participants will finalize their Leadership Development Plan, addressing the developmental needs they will need to strengthen during their tenure with the Executive Leadership Program for Mid-Level Employees.

The Outstanding Leadership Practices Seminar

The Outstanding Leadership Practices Seminar is a 1-week training session where participants will be placed into bench marking teams and observe first-hand organizations that have proven reputations for outstanding leadership practices.

PROGRAM COMPONENTS

Individual Needs Assessments

Before attending the orientation session, participants will complete LEI to assess their level of leadership and managerial skills. Participants will also complete personality assessment. The results will be used as the basis for each participant's Leadership Development Plan.

Description of 2005 ELP for Mid-Level Employees (Continued)**PROGRAM COMPONENTS (Continued)****Leadership Development Plan**

Each participant will design a Leadership Development Plan that will be used as a roadmap for their development during ELP. A Leadership Development Plan format, including provisions for defining and meeting specific career development objectives, will be provided. The ELP for Mid-Level Employees Director will guide each participant in the design of their plan. Each participant will coordinate plan preparation with their first-line supervisor and agency program coordinator to ensure appropriate support.

Leadership Development Team Activity

During the orientation session, participants will be assigned to Leadership Development Teams. These teams are designed to strengthen leadership and interpersonal skills, stimulate commitment to personal development, and provide a forum to explore current issues facing managers/executives in the Federal workplace. Each team will design and deliver a 1-hour presentation on 1 of the 27 LEI components. This presentation will be conducted during the Close-Out Week Activity.

Developmental Work Assignments

Developmental Work Assignments are designed to provide exposure to different leadership/managerial experiences and perspectives.

At a minimum, participants will complete one 30-day and one 60-day developmental assignment outside of their position of record. These assignments can be counted as either calendar or actual workdays. Assignments must be completed during the program year. Participants must complete 2 separate assignments (not one 90-day combined assignment) to satisfy this program requirement.

Shadowing Assignment

Each participant will complete a 1-week assignment “shadowing” a Federal manager/executive at the GS-13 to Senior Executive Service (SES) level. By observing managers/executives in action, participants will gain exposure to managerial duties, responsibilities, and approaches. Participants will observe how the concepts learned in the program are applied in real-world situations.

Executive Interviews

Participants will interview 5 or more Federal managers, including a member of SES and a female manager. The executive interviews will provide an additional opportunity for participants to interact at the highest levels of management and to gain critical information for long-term networking and career planning.

Description of 2005 ELP for Mid-Level Employees (Continued)**PROGRAM COMPONENTS (Continued)****Management Readings**

Participants will read and review 3 or more books on leadership and management issues. This component will help participants broaden their knowledge of the field and strengthen their analytical skills. A management reading list is provided at the orientation session.

Program Impact Paper

Participants will prepare a paper discussing their experiences during the program year and how those experiences will impact their career plans and goals. The program impact paper will also include a discussion of their progress with each of the program components. The participant's first-line supervisor, agency program coordinator, and ELP for Mid-Level Employees office will also receive a copy of the program impact paper.

Close-Out Week Activities

During the final week of ELP, participants will participate in the following activities to round out their program experience.

- Leadership In the New Millennium - an opportunity to learn from experts and executives on the future of leadership in the Federal government.
- Leadership Development Team Presentations - each team will conduct a 1-hour presentation based on 1 of the 27 LEI competencies.
- Post-LEI/Transitioning Workshop - an opportunity for participants to review the program year and transition into the next phase of their career, as well as receive the results of LEI that they complete with their supervisor again at the end of the program year.
- Graduation Ceremony - agency program coordinators, supervisors, agency officials, and guests are invited to celebrate each participant's success.

ENTRY DATES

The orientation session for the class of 2005 ELP for Mid-Level Employees is scheduled for August 8, 2004, through August 13, 2004, for classes 1 through 4 and August 15, 2004, through August 20, 2004, for classes 5 through 8.

The class of 2005 ELP for Mid-Level Employees will end during the month of September 2005.

2005 ELP for Mid-Level Employees AD-2030

This form is available electronically.

AD-2030 (06-24-04)	U.S. DEPARTMENT OF AGRICULTURE Farm Service Agency 2005 EXECUTIVE LEADERSHIP PROGRAM FOR FSA EMPLOYEES NOMINATION FORM Note: Deadline July 22, 2004
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1. All State Employees please indicate State and County:

STATE: _____ COUNTY: _____

2A. Applicant's Name and Home Address Code (Include Zip Code)	3A. Division/Staff (Include Office Address and Zip Code)	3B. Room No. and STOP Code
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2B. Home Telephone No. (Include Area Code)	3C. Work Telephone No. (Include Area Code)	3D. Work FAX No. (Include Area Code)
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4. Title of Present Position	5A. Grade (GS or CO and Grade)	5B. Are you a Career Employee? <input type="checkbox"/> YES <input type="checkbox"/> NO
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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.

NOTE: Union officials on 100% official time do not need supervisory concurrence and signature.

7A. State Executive Director Print Name	7B. State Executive Director's Signature	7C. Date (MM-DD-YYYY)
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8. Other required information to be included with this nomination form:

A. A 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.

E. Graduate School, USDA 2005 Executive Leadership Program Application.

Please submit this nomination form and information listed in Items 8A through 8E including the original and three copies. All completed nomination packages must be received in the Training and Development Branch by COB July 22, 2004.

9. Please send the original and three (3) copies of the completed nomination package using either of the methods listed below:

If sending by Regular U.S. Mail, send to: Regina Duncan USDA, FSA, HRD, TDS Stop 0574 1400 Independence Avenue, S.W. Washington, DC 20250-0574 TELEPHONE: 202-418-9053	OR	If sending by Special Delivery, hand carry or FEDEX, send to: Regina Duncan USDA, FSA, HRD, TDB 2101 L. Street, N.W., Suite 303-A Washington, DC 20037-1526 TELEPHONE: 202-418-9053
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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, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice or TDD). USDA is an equal opportunity provider and employer.

2005 ELP Application



**2005 Executive Leadership Program for FSA
Employees Application**
(To Be Completed by the Applicant)

Nomination Deadline: July 22, 2004

First Name:	Last Name:
Home Address (Include Zip Code)	Work Address (Include Zip Code)

Work Phone (Area Code)	Work Fax (Area Code)
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Home Phone (Area Code)	E-MAIL
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Series:

Social Security Number

Education **HS** **AA** **BA/BS** **Masters** **Ph.D.**

Years of Government Service

Immediate Supervisor's Name

Supervisor's Title:	Supervisor's Mailing Address (Include Zip Code)
Supervisor's Telephone Number (Area Code)	
Supervisor's E-Mail Address	
Agency Program Coordinator:	
Agency Program Coordinator's Telephone Number (Area Code)	Agency Mailing Address (Include Zip Code)
Agency Program Coordinator's Fax Number (Area Code)	
Agency Program Coordinator's E-Mail Address	

2005 ELP Application (Continued)

PURPOSE OF APPLYING
(To Be Completed by the Applicant)

Please state your purpose for applying. How will your participation in the 2005 Executive Leadership Program for FSA Employees support your career goals?

APPLICANT'S SIGNATURE

DATE (MM-DD-YYYY)