

For: FSA Federal and County Employees

2005 Aspiring Leader Program (ALP)

Approved by: Deputy Administrator, Management



1 Overview

A Program Announcement

HRD, Training and Development Branch (TDB) is accepting nominations for the FY 2005 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 uses an integrated approach to leadership development through providing assessment, experiential learning, and individual development opportunities. This program is announced for Federal and county 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 1 month** during the 3-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.

Disposal Date	Distribution
July 1, 2005	FSA Federal and County employees; State Offices relay to County Offices, 1 to each Federal County Office employee

Notice PM-2439

2 Nomination Process

A Nominee Qualifications

Nominees for the program must:

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

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 Web Site 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-2439

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 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 November 30, 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 30 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 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 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.**

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.

Note: 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.

Notice PM-2439

3 Selection Process (Continued)

E Program Costs

Tuition for the 2005 ALP is \$2,495 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 ALP. Submit requests to the FSA Budget Division.

Travel and a minimum of 3 trips (Washington, DC) are required.

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

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 2005 ALP**PROGRAM DESIGN**

The Aspiring Leader Program is a 3-month program open to women and men at the GS-5 through GS-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**
- **management interviews**
- **management readings**
- **management book reviews.**

PROGRAM CURRICULUM

The Aspiring Leader Program is structured around three 3-day residential seminars held in Washington, DC. 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 in Washington, DC., this session will outline program requirements, policies, expectations, and opportunities.

Teams At Work

This session takes place approximately 4 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 2005 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 use the program's integrated approach to leadership development. 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.

Shadowing Assignment

In addition to the 3 residential sessions, the program includes a shadowing assignment of a Federal manager at the GS-11 through GS-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 GS-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 2005 ALP (Continued)

PROGRAM COMPONENTS (Continued)

Management Readings

In order 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 4-8, 2005

AD-2021, 2005 Aspiring Leader Program for FSA Employees Nomination Form

The following is an example of AD-2021.

<p>AD-2021 (11-04-04)</p>		<p>U.S. DEPARTMENT OF AGRICULTURE Farm Service Agency</p>	
<p>2005 ASPIRING LEADER PROGRAM FOR FSA EMPLOYEES NOMINATION FORM</p>			
<p>Note: Deadline November 30, 2004</p>			
<p>1. All State Employees please indicate State and County.</p>		<p>STATE: _____ COUNTY: _____</p>	
<p>2A. Applicant's Name and Home Address (Include Zip Code)</p>		<p>3A. Division/Staff (Include Office Address and Zip Code)</p>	<p>4. Room No. and STOP Code</p>
<p>2B. Home Telephone No. (Include Area Code)</p>		<p>3B. Work Telephone No. (Include Area Code)</p>	<p>3C. Work FAX No. (Include Area Code)</p>
<p>5. Title of Present Position</p>		<p>6A. Grade (GS or CO and Grade)</p>	<p>6B. Are you a Career Employee? YES <input type="checkbox"/> NO <input type="checkbox"/></p>
<p>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.</p> <p>NOTE: Union officials on 100% official time do not need supervisory concurrence and signature.</p>			
<p>8A. Supervisor Print Name</p>		<p>8B. Supervisor's Signature</p>	<p>8C. Date (MM-DD-YYYY)</p>
<p>8D. State Executive Director Print Name (Required for all FSA State and County Federal and Non-Federal Employees)</p>		<p>8E. State Executive Director's Signature</p>	<p>8F. Date (MM-DD-YYYY)</p>
<p>9. Other required information to be included with this nomination form:</p> <p>A. A signed statement written by the first-line supervisor or Agency Nominating Official that assesses the applicant's potential.</p> <p>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):</p> <ul style="list-style-type: none"> - Leadership - Initiative - Interpersonal Communications (People Skills) - Oral Communication - Written Communication - Technical Competence <p>C. Current OF-612 or SF-171 or resume signed and dated by the applicant with current home address.</p> <p>D. List of all formal training courses taken in the last 5 years.</p> <p>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 November 30, 2004.</p>			
<p>10. Please send the original and three (3) copies of the completed nomination package using either of the methods listed below:</p>			
<p>If sending by Regular U.S. Mail, send to:</p> <p>Tanya Coram-Howard USDA, FSA, HRD, TDB STOP 0574 1400 Independence Avenue, S.W. Washington, DC 20250-0574</p> <p>TELEPHONE: 202-418-9044</p>		<p>If sending by Special Delivery, hand carry or FEDEX, send to:</p> <p>Tanya Coram-Howard USDA, FSA, HRD, TDB 2101 L. Street, NW, Suite 303-A Washington, DC 20037-1526</p> <p>TELEPHONE: 202-418-9044</p>	
<p>NOTE: FAXED COPIES ARE NOT ACCEPTED.</p>			
<p><small>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 mental 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) 720-5364 (voice or TDD). USDA is an equal opportunity provider and employer.</small></p>			