

For: FSA Federal and County Employees

FY 2005 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 management training and developmental experiences to high potential GS-13 through GS-15 level employees or equivalent.

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
- complete developmental shadowing work assignments
- design an Individual Development Plan
- gain exposure and visibility at the highest levels of Agency leadership
- obtain critical knowledge for long-term career planning.

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.

<p>Disposal Date April 1, 2005</p>	<p>Distribution FSA Federal and County employees; State Offices relay to County Offices, 1 to each Federal County Office employee</p>
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1 Overview (Continued)

D Program Dates

Following are program dates for EPP:

- Orientation Session: April 3-8, 2005
- Core I: July 10-15, 2005
- Core II: November 13-18, 2005
- Close-Out/Graduation: April 2-7, 2006.

E Program Requirements

Participants must complete all of the following program requirements:

- 360-degree feedback Leadership Effectiveness Inventory (LEI) Assessments
- 4 1-week residential sessions
- Leadership Development Plan
- Senior Executive Mentor
- developmental work assignments

Note: EPP candidates are expected to complete a minimum of 2 60-calendar day developmental assignments.

- 5 senior executive interviews and 1 3-workday 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

For additional detail information about EPP, or questions about this notice, contact Mary Baskerville-Phillips, FFAS/EEP Program Coordinator, HRD, TDB by:

- telephone at 202-418-9045
- e-mail to mary.baskerville-phillips@wdc.usda.gov.

2 Nomination Process

A Nominee Qualifications

Nominees for EPP **must**:

- be a full-time, permanent Federal or county employee
- be at 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 FSA to determine the nominees eligibility to attend the training. Nomination package 1 **must** consist of the following:

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

Note: AD-2005 is available at the FFAS Employee Forms Online Web Site at <http://165.221.16.90/DAM/ffasforms/forms.html>.

- statement written by the first-line supervisor or Agency nominating official that assesses the applicant's potential

Note: You may provide the narrative written for nomination package 2. 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 nomination package 2. Be sure to include in both packages.

- 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:

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

Notice PM-2446

2 Nomination Process (Continued)

B Applying for EPP (Continued)

Nomination package 2 is required by the USDA Graduate School and will not be used as part of your FSA nomination package. Nomination package 2 **must**:

- be completed for submission to the USDA Graduate School
- consist of the following:
 - completed Graduate School 2005/2006 EPP Application (Exhibit 3)

Notes: Exhibit 3 is available from the Intranet at <http://165.221.16.90/DAM/ffasforms/currentforms.asp>. In the "Form Title Keyword" box ENTER "2005/2006 Executive."

See Exhibit 3 for more details on the requirements by the USDA Graduate School.

Complete all 4 pages.

- current OF-612 or detailed resume.

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.**

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 St NW
Suite 303-A
Washington DC 20037.

D Deadline

All nomination packages **must be** received in HRD, TDB by **COB, Tuesday, December 21, 2004**. Nomination packages received after this date will not be considered. Substitution of nomination package items **will not** be permitted after the deadline.

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.**

3 Selection Process

A Participant Slots

FSA may support up to 2 nominees for EPP.

B Participant Selection

Participants will be selected as follows:

HRD, TDB specialist will assemble a 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 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 FSA Administrator or designee for approval for the allotted number of slots available. **No panel will be held if the number of nominations received does not exceed the number of slots available.** See subparagraph A.

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 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-2446

3 Selection Process (Continued)

E Program Cost

Tuition for the FY 2005 EPP is \$5,450 per participant. Items **not** included in the \$5,450 are:

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

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

Upon notification that a CO employee has been selected, SF-182's **should no longer** have an appropriation/fund in Block 21. Block 21 should read "COF Employee." The tuition costs associated with the training should be paid through the originating offices county administrative funding allotment.

Note: This change will alleviate and/or eliminate the possibility of duplicate payments.

F Selection Notification

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

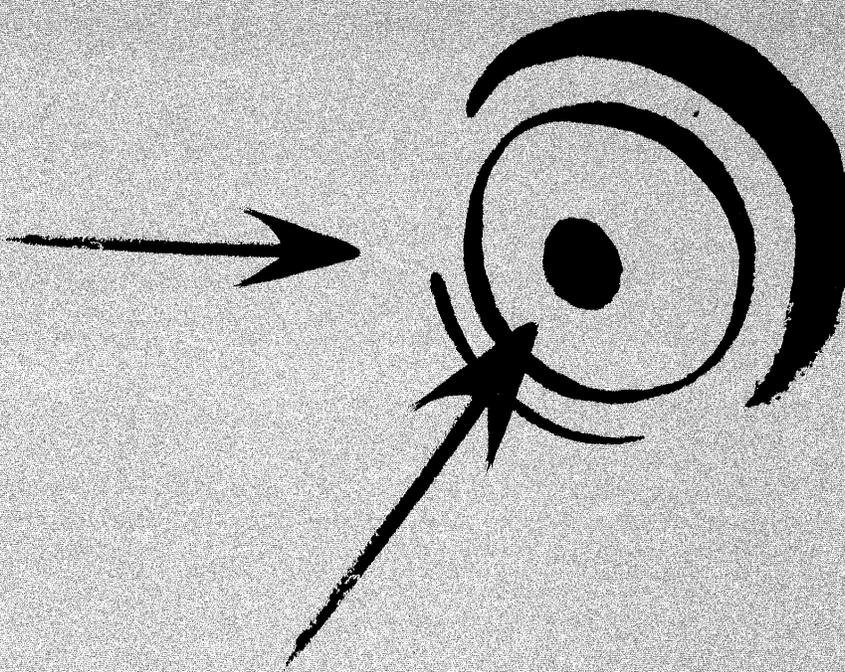
3 Selection Process (Continued)

G Accommodations

By COB, **December 7, 2004**, persons with disabilities who require accommodations to attend and/or participate in EPP should contact Mary Baskerville-Phillips, FFAS/EEP Program Coordinator, HRD, TDB by:

- telephone at 202-418-9045
- e-mail to **mary.baskerville-phillips@wdc.usda.gov**.

2005/2006 EPP Brochure



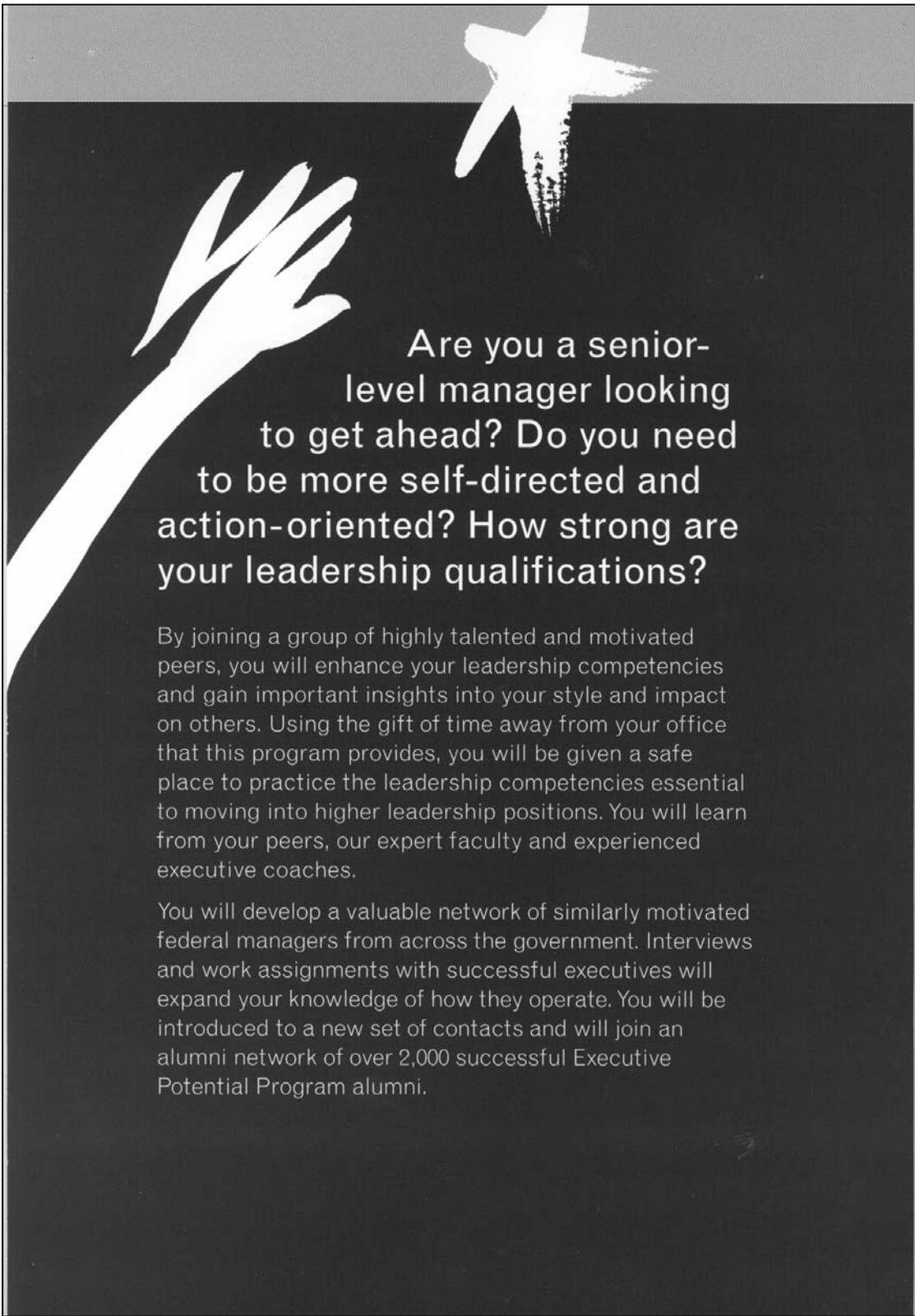
2005/2006 Executive Potential Program

Transforming
Senior
Managers
into
Leaders

GS GRADUATE SCHOOL[®]
USDA

The image features a large, stylized target graphic in the upper right quadrant, consisting of three concentric circles and a central black dot. Two arrows are shown: one pointing horizontally from the left towards the center of the target, and another pointing diagonally from the bottom-left towards the center. The background of the entire page is a light gray with a fine, repeating pattern. The title '2005/2006 Executive Potential Program' is written vertically in a large, black, serif font along the right edge. Below the target, the text 'Transforming Senior Managers into Leaders' is arranged in a stacked, left-aligned format. At the bottom left, the logo for 'GS GRADUATE SCHOOL' is displayed, with 'USDA' in smaller text below it.

2005/2006 EPP Brochure (Continued)



Are you a senior-level manager looking to get ahead? Do you need to be more self-directed and action-oriented? How strong are your leadership qualifications?

By joining a group of highly talented and motivated peers, you will enhance your leadership competencies and gain important insights into your style and impact on others. Using the gift of time away from your office that this program provides, you will be given a safe place to practice the leadership competencies essential to moving into higher leadership positions. You will learn from your peers, our expert faculty and experienced executive coaches.

You will develop a valuable network of similarly motivated federal managers from across the government. Interviews and work assignments with successful executives will expand your knowledge of how they operate. You will be introduced to a new set of contacts and will join an alumni network of over 2,000 successful Executive Potential Program alumni.

2005/2006 Executive Potential Program

2005/2006 EPP Brochure (Continued)

“The Executive Potential Program gave me the opportunity to transform possibilities into reality.”

–Phyllis Bird, Department of Energy Executive Potential Program graduate



our transformation begins when you enroll in the Executive Potential Program. This year-long leadership development program, based on leadership competencies and practices, will teach you essential leadership skills through classroom instruction and practical experience. Learn how to practice leadership using tools and techniques gained in classroom discussions, group exercises, learning teams and independent studies.

The Leadership Effectiveness Inventory

Participants in the Executive Potential Program take a systematic assessment called the Leadership Effectiveness Inventory (LEI), a tool designed to measure competencies and determine developmental needs for organizations and individuals in the public sector. The LEI assesses current proficiency levels in more than 100 leadership tasks and activities against the 27 competencies that comprise the leadership effectiveness framework.

Residential Sessions

Four intensive weeklong residential sessions focus on leadership development needs and the techniques and tools for practicing the leadership competencies of OPM's Executive Core Qualifications (ECQs). The orientation session covers individual development needs, team building, leadership skills, experiential learning and project identification and planning. The remaining sessions concentrate on teaching ECQs:

- Leading People
- Leading Change
- Results Driven
- Business Acumen
- Building Coalitions and Communications

Formal and informal training continues in the evening. The program holds residential sessions outside the Washington, D.C. area.

2005/2006 EPP Brochure (Continued)

Learning Team Projects

You will be assigned to a learning team and your team will function as consultants—researching current issues and presenting findings to a sponsoring agency and the Graduate School, USDA. As your leadership and communication skills strengthen, you will grow more self-directed and action-oriented and exhibit a greater sense of vision.

Developmental Assignments

In order to adapt and successfully lead in a new position and culture, you need practice applying the leadership techniques learned in the residential sessions. You will be given opportunities to practice in two developmental assignments of eight weeks each away from your current position.

Moreover, you will have opportunities to develop further by conducting interviews with five senior executives and completing a three-day shadowing assignment of a high-level official. These assignments provide exposure to organizational leadership and opportunities to gain knowledge for long-term career planning.

Benchmarking

Benchmarking processes identify valuable leadership practices in the public and private sectors. You will visit government agencies, corporations, universities and nonprofit organizations and discuss best practices with industry leaders.

Educational Partnerships

The Executive Potential Program partners with various educational organizations, colleges and universities to enhance the program and provide more opportunities for you. You may earn 12 graduate credits toward a Masters of Science in Management or a Certificate of Public Service Leadership from Thomas Edison State College.

Enrollment

This program is open to any full-time public service, uniformed military or contract employee at the GS 13-15 or equivalent level who has demonstrated significant leadership potential. Acceptance is based on the Graduate School's review of an individual's nomination package which includes:

- A completed application form
- Current OF-612, resume or equivalent documentation of candidate's work history
- Training forms or payment documents with complete billing information and authorizing signatures

Nominations for the class of 2005–2006 are due February 25, 2005; the program begins on April 3, 2005.

Organizations should ensure that nominees are selected in a fair and equitable manner and should identify a program coordinator to maintain records of a participant's developmental activities and coordinate the administrative details with our program staff.

For more information and to receive nomination applications, contact:

Graduate School, USDA
600 Maryland Avenue SW, Suite 330
Washington, DC 20024-2520

Web site: www.grad.usda.gov/lda

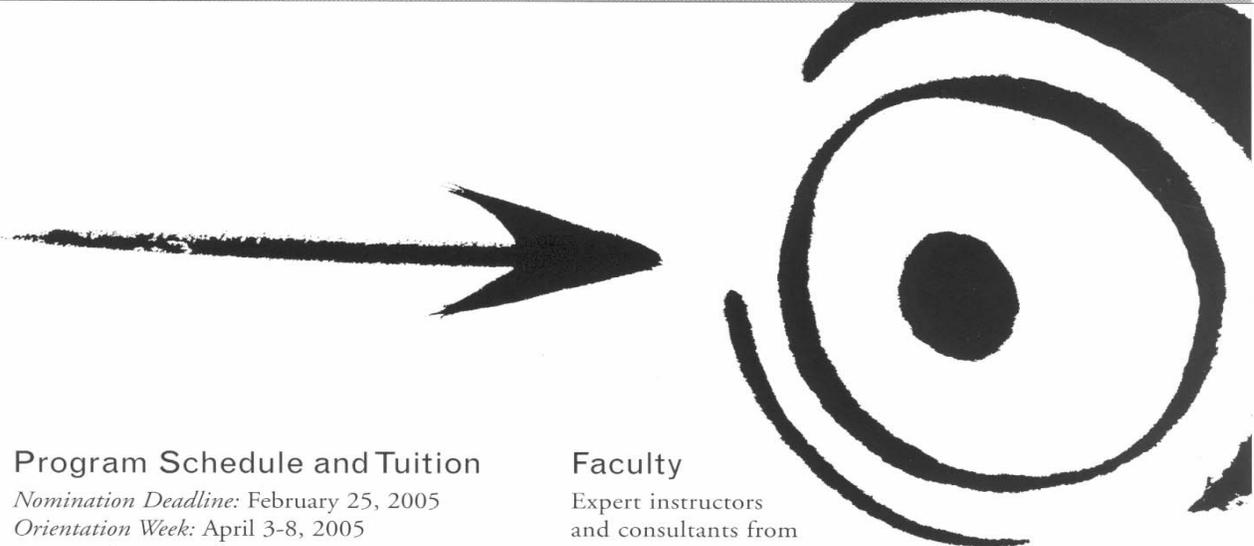
E-mail: epp@grad.usda.gov

Phone: (202) 314-3589 *Fax:* (202) 479-6813

2005/2006 EPP Brochure (Continued)

Executive Potential Program





Program Schedule and Tuition

Nomination Deadline: February 25, 2005
Orientation Week: April 3-8, 2005
Core I: July 10-15, 2005
Core II: November 13-18, 2005
Graduation: April 2-7, 2006
Tuition: \$5,450

Attendance Requirements

Participants are away from their current positions for at least six months. They may schedule their developmental activities to minimize disruptions to their work lives.

Faculty

Expert instructors and consultants from the federal and academic communities conduct the residential workshops and seminars.

Withdrawal Policy

Withdrawals are accepted at no cost prior to the nomination deadline. For withdrawals made after the nomination deadline and not less than two weeks before orientation, organizations will be assessed a \$1,000 fee if no substitution is made. Withdrawals made less than two weeks before orientation with no substitution will be assessed the full tuition. No refunds will be given after orientation begins.

EXECUTIVE CORE QUALIFICATIONS

Leading Change	Leading People	Results Driven	Business Acumen	Building Coalitions
<ul style="list-style-type: none"> • Creativity and Innovation • Continual Learning • External Awareness • Flexibility • Resilience • Service Motivation • Strategic Thinking • Vision 	<ul style="list-style-type: none"> • Conflict Management • Leveraging Diversity • Integrity and Honesty • Team Building 	<ul style="list-style-type: none"> • Accountability • Customer Service • Decisiveness • Entrepreneurship • Problem Solving • Technical Credibility 	<ul style="list-style-type: none"> • Financial Management • Human Resources Management • Technology Management 	<ul style="list-style-type: none"> • Influencing and Negotiating • Interpersonal Skills • Oral Communication • Partnering • Political Savvy • Written Communication

2005/2006 EPP 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

The Graduate School, USDA

The Graduate School, USDA takes pride in its reputation as an innovative institution for continuing education. The school was established in 1921 by the secretary of agriculture to provide individuals with opportunities for career advancement. Since that time, the school has helped more than two million people achieve their continuing education objectives.

Each year the Graduate School enrolls more than 150,000 students. The school offers nearly 1,000 courses to help individuals improve job performance and further their careers. It assists all levels of government and other organizations by increasing efficiency, effectiveness and

productivity. The Graduate School is a self-supporting organization and receives no appropriated funds. Its only sources of income are tuition and fees.

The Graduate School’s leadership curriculum provides organizations and individuals at all levels with innovative programs, courses and services to enhance the practice of leadership in the public sector. In addition to long-term development programs, we offer nearly 50 short courses in management, supervision, executive policy, congressional practices and organizational learning.

Example of AD-2005

This form is available electronically.

<p>AD-2005 (11-23-04)</p> <p style="text-align: center;">U.S. DEPARTMENT OF AGRICULTURE Farm Service Agency</p> <p style="text-align: center;">Executive Potential Program Nomination Form (for FSA)</p> <p style="text-align: center;">Note: Deadline December 21, 2004</p>		
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 <i>(GS or CO and Grade)</i>	5B. Are you a Career Employee? YES <input type="checkbox"/> NO <input type="checkbox"/>
<p>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.</p> <p>NOTE: Union officials on 100% official time do not need supervisory concurrence and signature.</p>		
7A. Supervisor Print Name	7B. Supervisor's Signature	7C. Date <i>(MM-DD-YYYY)</i>
7D. State Executive Director Print Name <i>(Required for all State and County Federal and Non-Federal Employees)</i>	7E. State Executive Director's Signature	7F. Date <i>(MM-DD-YYYY)</i>
<p>8. Other required information to be included with this nomination form:</p> <p>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.</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 <i>(Note: When providing the written statements, address the following abilities or competencies individually):</i></p> <ul style="list-style-type: none"> - Interpersonal communication. - Written communication. - Oral communication. - Technical competence. - Leadership. - Initiative. <p>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.</p> <p>D. Exhibit 3 <i>(Graduate School, USDA 2005/2006 Executive Potential Program Application.)</i></p> <p>Please submit this nomination form and information listed in Items 8A through 8D including the original and four (4) copies. All completed nomination packages must be received in the Training and Development Branch by COB December 21, 2004.</p>		
<p>9. Please send the original and four (4) 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>Mary Baskerville-Phillips USDA, FSA, HRD, TDB STOP 0574 1400 Independence Avenue, S.W. Washington, DC 20250-0574</p> <p>TELEPHONE: 202-418-9045</p>	OR	<p>If sending by Special Delivery, hand carry or FEDEX, send to:</p> <p>Mary Baskerville-Phillips USDA, FSA, HRD, TDB 2101 L. Street, NW, Suite 303-A Washington, DC 20037-1526</p> <p>TELEPHONE: 202-418-9045</p>
<p>NOTE: FAXED COPIES WILL NOT BE ACCEPTED.</p>		

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) 720-5864 (voice or TDD). USDA is an equal opportunity provider and employer.

Example of Graduate School 2005/2006 EPP Application



GS GRADUATE SCHOOL
2005/2006 Executive Potential Program
Application
 (To Be Completed by the Applicant)

Nomination Deadline: December 21, 2004

Name			
Home Address		Work Address	
Work Phone		Work Fax	
E-Mail			
Title		Series	Grade
Social Security Number			
Education <input type="checkbox"/>		HS <input type="checkbox"/>	AA <input type="checkbox"/>
BA/BS <input type="checkbox"/>		Masters <input type="checkbox"/>	Ph.D
Years of Government Service		Years of Supervisory	
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? <input type="checkbox"/>			
TVU <input type="checkbox"/>			
NetG <input type="checkbox"/>			
Skillsoft <input type="checkbox"/>			
Other			
Immediate Supervisor's Name			
Supervisor's Title		Supervisor's Mailing Address	
Supervisor's Telephone Number			
Supervisor's E-Mail			
Agency Nominating Official			
Nominating Official's Title		Agency Mailing Address	
Nominating Official's Telephone Number			

Example of Graduate School 2005/2006 EPP Application (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:

Example of Graduate School 2005/2006 EPP Application (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.

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Part B: Please list awards and recognition you have received both on and off the job.

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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.

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Supervisor's Signature	
Supervisor's Title and Telephone Number	

Example of Graduate School 2005/2006 EPP Application (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 a OF-612, SF-171 or resume and an approved training form such as an SF-182, 1556 or 350. Letters of recommendation will also be accepted.**