

For: FSA Federal and County Employees

2007 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 2007 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 FSA ELP Program Coordinator at 202-401-0347.

Disposal Date	Distribution
September 1, 2006	FSA Federal and county employees; State Offices relay to County Offices

Notice PM-2545

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 "2006/2007 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 Forms web site at <http://dc.ffasintranet.usda.gov>.

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

Note: When providing written statements, **address the abilities or competencies 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

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

- list of all formal training courses taken in the last 5 years
- a business case, 1 page minimum, written and signed by the first-line supervisor or the appropriate Agency official stating how ELP will benefit the employee and their agency

Note: The business case should also assess the applicant's potential and need for this training and development experience.

- supervisory signature where required (**mandatory**).

Note: Only employees who follow the Agency's nomination procedures in this notice will be considered for selection to participate in ELP.

C Where to Send Nomination Package

Because of a major mail delay, send the **original and 2 copies** of the completed nomination package using FedEx to the following address:

REGINA DUNCAN
USDA, FSA, HRD, TDB
1280 MARYLAND AVE SW
4TH FLOOR, SUITE 490
WASHINGTON DC 20024

Note: Do not apply directly to the USDA Graduate School. FedEx all nomination packages to Regina Duncan. Faxed copies of nomination packages will **not** be accepted.

D Deadline

All nominations must be **received** in HRD, TDB by **COB July 14, 2006**. 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

An 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 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 bases of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program. (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 to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, DC 20250-9410, or call 800-795-3272 (voice) or 202-720-6382 (TDD). USDA is an equal opportunity provider and employer.

FSA 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 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 2007 ELP is \$3,295 per participant.

Notes: Tuition does **not** include travel, meals, or lodging

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 up to \$10,000 per participant. State and County Offices will be responsible for funding any additional travel costs over \$10,000 within their travel budgets. Office should provide a detailed estimate of each trip along with their requests. Requests shall be submitted to BUD through DAFO.

Travel and a minimum of 4 trips (various locations) are required.

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

For County Offices that have transitioned from COE to NFC, SF-182's should have an appropriation fund in item 21, using a 14-digit line of accounting, such as "687SSCCC010000". Refer to 98-FI, Exhibit 13 for County Office organization codes.

F Accommodation

Persons with disabilities who require accommodations to attend or participate in this training should contact Regina Duncan at 202-401-0347 or TDD at 202-205-9057.

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 and information on the orientation.

Description of 2007 ELP for Mid-Level Employees**PROGRAM DESIGN**

Ensure your future as a manager by enrolling in the Executive Leadership Program (ELP), a 9-month nationwide program for individuals at the GS 11-13 levels who have little or no supervisory experience. ELP provides residential training, developmental work experiences, needs assessment, and career planning tailored to the Federal environment, providing the skills, experience, and exposure to help the participant move to a higher level.

PROGRAM CURRICULUM

The core curriculum of ELP is delivered during 4 residential seminars with classes based on the U.S. Office of Personnel Management's Leadership Effective Framework (LEF), a model for effective leadership/managerial performance. The program will help participants acquire or enhance the LEF competencies needed to become a successful government leader and manager.

Orientation Session

Participants will begin with a 1-week orientation session to establish a working relationship with other participants and program staff. Held at a residential training site, the session will outline program requirements, policies, expectations and opportunities. Participants will also attend 5 classes addressing advanced leadership skills.

Leadership Training Sessions

Two leadership training sessions focus on developing leadership competencies and understanding the art of leadership through innovative classroom instruction, simulations, and seminars with best practice leaders from the private and Federal sector.

Graduation Week Activities

During the final week of the program, participants will participate in the following activities to complete the program experience:

- leadership development team briefings - each team will conduct a 1-hour briefing based on a current leadership or policy issue in the Federal government
- transitioning workshop - an opportunity for participants to review the program year and transition into the next phase of their career
- graduation ceremony - agency program coordinators, supervisors, agency officials, and guests are invited to celebrate the participants success.

OTHER PROGRAM COMPONENTS**Individual Needs Assessments**

Participants will complete the Leadership Effectiveness Inventory (LEI) to assess their level of leadership and managerial skills and may also complete the Myers-Briggs Type Indicator® (MBTI) personality assessment. The results of these assessments are returned to each participant at the orientation session to help design their personal leadership development plan.

Description of 2007 ELP for Mid-Level Employees (Continued)**OTHER PROGRAM COMPONENTS (Continued)****Leadership Development Plan**

Each participant will design a leadership development plan which is used as a roadmap for their development. A plan format, including provisions for defining and meeting specific career development objectives is provided. The ELP 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 a leadership development team 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 briefing on a current leadership or policy issue in the Federal government.

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 work days. Assignments must be completed during the program period. Participants must complete 2 separate assignments (not one 90-day combined assignment) to satisfy the program requirement.

Shadowing Assignment

Each participant will complete a 1-week assignment "shadowing" a Federal manager or 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/executives, including 2 executives in the participants sponsoring agency, a member of SES, and a female manager. The executive interviews 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.

Leadership 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 leadership reading list is provided at the orientation session.

Description of 2007 ELP for Mid-Level Employees (Continued)**OTHER PROGRAM COMPONENTS (Continued)****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 in each of the program components. The participant's first-line supervisor and the ELP director will receive a copy of the 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 2007 ELP for Mid-Level Employees is scheduled for August 20 through August 25, 2006, in Philadelphia, PA. The class of 2007 ELP for Mid-Level Employees will end June 24, 2007.

AD-2030, 2007 Executive Leadership Program for FSA Employees Nomination Form

This form is available electronically.

AD-2030
(06-22-06)

U.S. DEPARTMENT OF AGRICULTURE
Farm Service Agency

2007 EXECUTIVE LEADERSHIP PROGRAM FOR FSA EMPLOYEES

NOMINATION FORM

Note: Deadline July 14, 2006

Important Notice: Supervisors shall contact the FSA Budget Division to insure that funding is available to support the nominee. If funding is not available **do not submit the nominee for consideration** to participate in this program. Travel/lodging costs will be funded by the employee's office travel budget.

PART A – GENERAL INFORMATION

1. If completed by field office, employees should enter name of State and County of Applicant:

STATE:

COUNTY:

2. Applicant's Name and Home Address (Include ZIP Code)		4. Division/Staff (Include Office Address and ZIP Code)	5. Room No. and STOP Code
3. Home Telephone No. (Include Area Code)		6. Work Telephone No. (Include Area Code)	7. Work FAX No. (Include Area Code)
8. Title of Present Position	9. Grade (GS or CO and Grade)	10. Are you a Career Employee? YES <input type="checkbox"/> NO <input type="checkbox"/>	
11. Supervisory signature is required before submitting your name for consideration for this training. Supervisor shall sign to indicate that they have reviewed your nomination package. NOTE: Union officials on 100% official time do not need supervisory concurrence and signature.			
11A. Supervisor Print Name	11B. Supervisor's Signature	11C. Date (MM-DD-YYYY)	
11D. State Executive Director Print Name (Required for all FSA State and County Federal and Non-Federal Employees)	11E. State Executive Director's Signature	11F. Date (MM-DD-YYYY)	

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotope, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA is an equal opportunity provider and employer.

AD-2030, 2007 Executive Leadership Program for FSA Employees Nomination Form (Continued)

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PART B - INSTRUCTIONS

12. Required information to be included with this nomination form:

A. Provide a written statement 1 page minimum 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 Communication (People Skills)
- Oral Communication
- Written Communication
- Technical Competence

Your written statement must be signed by your first line supervisor.

B. (*PART C*) A business case 1 page minimum written and signed by your first line supervisor or the appropriate Agency official stating how the program will benefit the employee and their agency. The business case should also assess the applicant's potential and need for this training and development experience.

C. Current OF-612 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. Exhibit 3 (*Graduate School, USDA 2007 Executive Leadership Program Application*).

Please submit this nomination form and information listed in Items 12A through 12E including the original and two (2) copies. All completed nomination packages must be received in the Training and Development Branch by COB July 14, 2006.

PART C - BUSINESS CASE

The business case must be 1 page minimum written and signed by the applicant's first line supervisor or the appropriate Agency official stating how the program will benefit the employee and their agency. The business case should also assess the applicant's potential and need for this training and development experience.

Statements for the Business Case are as follows:

1. How will this program benefit the applicant?
2. How will the applicant's completion of this program benefit your office?
3. How will the applicant's completion of this program benefit the agency?

13A. Supervisor Print Name

13B. Supervisor's Signature

13C. Date (MM-DD-YYYY)

14. Please send the original and two (2) 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, TDB
 STOP 0574
 1400 Independence Avenue, S.W.
 Washington, DC 20250-0574

If sending by Special Delivery, hand carry or FEDEX, send to:

Regina Duncan
 USDA, FSA, HRD, TDB
 1280 Maryland Ave, SW 4th Floor Suite 490
 Washington, DC 20024

OR

NOTE: FAXED COPIES ARE NOT ACCEPTED.

2006/2007 Executive Leadership Program Application

GS GRADUATE SCHOOL
USDA

2006/2007 Executive Leadership Program Application
(To Be Completed by the Applicant)

Name _____

Home Address (Kept confidential upon request)

Work Address

Work Phone _____ Work Fax _____ Home Phone _____

E-mail _____

Title _____ Series _____ Grade _____

Social Security Number _____ - _____ - _____ Education HS AA BA/BS Masters

Years of Government Service _____

Immediate Supervisor's Name _____

Supervisor's Title _____ Telephone Number _____

E-mail _____

Supervisor's Mailing Address

Agency Program Coordinator

Telephone Number _____ Fax Number _____

E-mail _____

Agency Program Coordinator Address

2006/2007 Executive Leadership Program Application (Continued)

Purpose for Applying
(To Be Completed by the Applicant)

Part A: Please state your purpose for applying. How your participation in the **Executive Leadership Program** support your career goals.

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.

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 an SF-612, 171 or resume and an approved agency training form such as an SF-182, 1556 or 350. Letters of recommendation will also be accepted.