UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
Washington DC 20250

Notice PM-2724

For: FSA Federal and County Employees

2009 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 2009 ELP sponsored by the Graduate School, USDA. ELP is a 9-month nationwide 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: To complete ELP, participants will be **absent from** their position of record for a minimum of **3 months**. Participants **must** finish **all** program components. No exceptions will be made. Additional work time will be needed to complete some activities and to meet other requirements that **must** be accomplished. Participants must carefully consider these time requirements with their first-line supervisor **before** submitting a nomination package.

C Contact

If there are questions about this notice, contact Brian Marincic, HRD, TDB, FSA ELP Program Coordinator at 202-401-0353.

Disposal Date	Distribution
October 1, 2009	FSA Federal and county employees; State Offices relay to County Offices

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 supervisory experience during their entire Federal or county career
- demonstrate leadership and management potential.

B Nomination Process

Eligible employees shall do **all** of the following:

- nominate themselves using the required nomination forms along with supervisory approval
- complete FSA's nomination package including **all** of the following:
  - completed AD-2030 (Exhibit 2), including supervisory signature **(mandatory)**

    Note: AD-2030 is available at **http://dc.ffasintranet.usda.gov**.

  - completed 2009 Graduate School USDA, Executive Leadership Program Application (Exhibit 3)

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

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

2 Nomination Process (Continued)

B Nomination Procedure (Continued)

- a 1-page minimum written statement addressing how the following abilities or competencies are supported in their current position:

  Note: When providing the written statement, address the abilities or competencies **individually**.

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

- a business case 1-page minimum, written and signed by the first line supervisor or the appropriate FSA official, stating how the program will benefit the employee and FSA; the business case should also assess the applicant's potential and need for this training and development experience

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

- a current OF-612, SF-171, or resume signed and dated by the applicant with current home address

- supervisory signature where required (**mandatory**); SED's signature is **required** for State and County Office employees.

Note: Only employees who follow FSA'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:

BRIAN M. MARINCIC
USDA, FSA, HRD, TDB
1280 MARYLAND AVE SW STE 490
WASHINGTON DC 20024.

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

2 Nomination Process (Continued)

D Deadline

All nominations must be **received** in HRD, TDB by **COB July 13, 2009**. 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.

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.

Note: The Assessment Panel 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.**

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 required 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, D.C. 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.

3 Selection Process (Continued)

C 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.

D Program Costs

Tuition for the 2009 ELP is **$4,275** 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. Tuition costs should be absorbed within their office allotment. Offices may request travel reimbursement up to $10,000 from BUD once travel expenses have been incurred. FSA Federal and County Offices will be responsible for funding any additional travel costs over $10,000 within their travel budgets. Office budget contacts should submit requests to BUD using the allotment change request model in PCM to request funding.

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

E Accommodation

Persons with disabilities who require accommodations to attend or participate in Executive Potential Program should contact Brian Marincic at 202-401-0353.

Note: Some accommodation services, such as a sign language interpreter, require at least 3 workdays notice to schedule.

F 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 and information on the orientation.

Description of 2009 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.

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 in the new millennium – an opportunity to learn from experts and executives on the future of leadership in the federal government
- 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 participant's 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 2009 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 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.

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 2009 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.

Program Schedule for Session 2:

Orientation Session: Sep. 13 – 18, 2009 – Baltimore, MD
Leadership Training: Dec. 6 – Dec. 11, 2009 – Valley Forge, PA
Leadership Training: Mar. 7 – 12, 2010 – Location to be determined
Graduation: Jun. 6 – 11, 2010 – Norfolk, VA

Nomination Deadline: July 13, 2009

AD-2030, 2009 Executive Leadership Program for FSA Employees

This form is available electronically.

AD-2030
(06-12-09)

U.S. DEPARTMENT OF AGRICULTURE
Farm Service Agency

2009 EXECUTIVE LEADERSHIP PROGRAM FOR FSA EMPLOYEES

NOMINATION FORM

Note: Deadline July 13, 2009

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*
8. Title of Present Position	9. Grade *(GS or CO and Grade)*	10. Are you a Career Employee? YES ☐ NO ☐

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, 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, 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, 2009 Executive Leadership Program for FSA Employees (Continued)

AD-2030 (06-12-09) Page 2

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 2008 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 13, 2009.**

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:

Brian M. Marincic
USDA, FSA, HRD, TDB
STOP 0574
1400 Independence Avenue, S.W.
Washington, DC 20250-0574

OR

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

Brian M. Marincic
USDA, FSA, HRD, TDB
1280 Maryland Ave, SW 4th Floor Suite 490
Washington, DC 20024

NOTE: FAXED COPIES **ARE NOT** ACCEPTED.

2009 Executive Leadership Program Application

GS GRADUATE SCHOOL USDA

Executive Leadership Program Application

(To Be Completed by the Applicant)

~~**Please indicate the session you are applying for:**~~

~~I am registering for Session 1 _____~~

I am registering for Session 2 ☐

~~**Program Schedule for Session 1**~~

~~*Nomination Deadline: Mar 21, 2008*~~

~~Orientation Session: Apr 27 – May 2, 2008~~
~~Leadership Training: Jul 13 – 18, 2008~~
~~Leadership Training: Oct 19 – 24, 2008~~
~~Graduation: Feb 8- 13, 2009~~

Program Schedule for Session 2

Nomination Deadline: July 13, 2009

Orientation Session: Sep 13 – 18, 2009
Leadership Training: Dec 6 – Dec 11, 2009
Leadership Training: Mar 7 – 12, 2010
Graduation: Jun 6 – 11, 2010

Name _____

Home Address (Kept confidential upon request)

_____

_____

_____

Work Address _____

_____

_____

_____

Work Phone _____ Work Fax _____ Home Phone _____

E-mail _____

Title _____ Series _____ Grade _____

Date Of Birth _____

~~Social Security Number_____-_____-_____~~ Education ☐HS ☐AA ☐BA/BS ☐MASTERS

Years of Government Service

Students needing Special Accommodation Services are required to go to the Graduate School, USDA website and complete the Form: **Student Request for Special Accommodation Services.** Please submit with your application.

Immediate Supervisor's
Name _____

Supervisor's Title _____ Telephone Number _____

E-mail _____

Supervisor's Mailing Address

_____

_____

2009 Executive Leadership Program Application (Continued)

2009 Executive Leadership Program Application (Continued)

Agency Program Coordinator
Brian Marincic

Telephone Number 202-401-0353 Fax Number 202-205-9048

E-mail Brian.Marincic@wdc.usda.gov

Agency Program Coordinator Address
STOP 0574
1400 Independence Ave SW Ste 490
Washington DC 20250-0574

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.

2009 Executive Leadership Program Application (Continued)

2009 Executive Leadership Program Application (Continued)

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 _____

PAYMENT
*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. Credit cards may be used for payment. Information for credit payment should include:

CREDIT CARD PAYMENT
Payment: *(Please check one)*

☐ VISA/MasterCard ☐ American Express ☐ Diners Club ☐ Government I.M.P.A.C. Card

_____ _____ $ _____
Account Number Expiration Date Amount

_____ _____
Name as it appears on the card Signature