

**For:** FAS and FSA National Office Employees, KCMO, KCCO, and APFO

**2000 Executive Potential Program**

**Approved by:** Acting Deputy Administrator, Management



**1 Overview**

**A  
Program  
Announcement**

HRD, Training and Development Branch (TDB) is accepting nominations for the 2000 Executive Potential Program. The program was established to provide management training and developmental experiences to high potential GS-13 through GS-15 level individuals or equivalent.

**B  
Program  
Curriculum**

The 2000 Executive Potential Program provides participants with opportunities to:

- build skills in team building, negotiation, conflict resolution, leadership, and empowerment
- complete and receive feedback from managerial assessment instruments
- design an Individual Development Plan
- complete developmental work assignments.

**C  
Description of  
Program**

Exhibit 1 describes the 2000 Executive Potential Program.

**Note:** Participants may be away from their positions for about 6 months over the course of the Program.

Continued on the next page

<p><b>Disposal Date</b></p> <p>February 1, 2000</p>	<p><b>Distribution</b></p> <p>All FAS and FSA National Office Employees, KCMO, KCCO, and APFO</p>
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## Notice PM-2143

### 1 Overview (Continued)

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#### D

##### Contact

If there are questions about this notice, contact Mary Phillips, HRD, TDB, on 202-418-9045.

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### 2 Nomination Process

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#### A

##### Nominee Qualifications

Nominees for the 2000 Executive Potential Program must:

- be full time permanent Federal employees
  - be at the GS-13 through 15 level or equivalent
  - demonstrate significant managerial or executive potential.
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#### B

##### Nomination Procedure

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

- completed Executive Potential Program Nomination Form (Exhibit 2), including supervisory concurrence and signature
- written statement of up to 2 pages addressing how this training will improve performance in current and expected job assignments

**Note:** Emphasis should be on employee's abilities in the following areas:

- oral, written, and interpersonal communication
  - leadership
  - initiative.
- list of all formal training courses taken in the last 5 years
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**Notice PM-2143**

**2 Nomination Process (Continued)**

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**B  
Nomination  
Procedure  
(Continued)**

- completed OF-612

**Note:** Include:

- home and work addresses
  - the following information in OF-612, block 13:
    - brief accounting of languages
    - special skills
    - interests
  - a brief supervisory narrative providing:
    - an evaluation of current performance and duties
    - a supervisory statement assessing the nominee's potential for supervisory or managerial duties.
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**C  
Submitting  
Nomination  
Package**

Use either of the following methods to ensure that the original and 6 copies of the nomination package is received in HRD by November 23, 1999.

Method	Address
mail	Mary Phillips USDA, FSA, HRD, TDB STOP 0574 1400 Independence Avenue, SW. Washington, DC 20250-0574.
hand delivery	Mary Phillips, Suite 303A 2101 L Street, NW Washington, D.C.

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**D  
Deadline Date**

All nominations must be received in HRD, TDB by **COB November 23, 1999**. Nominations received after this date will **not** be considered. Substitution of nomination items will not be permitted after the deadline.

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**Notice PM-2143**

**3 Selection Process**

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**A**

**Participants by Organization**

FAS may submit 1 nomination and FSA may submit 2 nominations for the 2000 Executive Potential Program.

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**B**

**Participant Selection**

Participants will be selected as follows.

- Panels will review and rank employee nominations using criteria established Agency-wide. Candidates will be considered without discrimination for any nonmerit reason such as race, color, religion, sex, national origin, age, marital status, or disability.
- FAS and FSA Partnership Council-related work shall be:
  - viewed as administrative duty
  - subject to assessment and evaluation by the panel.
- Recommendations are made to the Administrator based on the following.

<b>IF an employee of...</b>	<b>THEN the...</b>
FAS	Executive Advisory Group makes recommendations based on panel rankings.
FSA	panel rankings are forwarded to the Administrator.

- Each Administrator or designee will select a final participant.

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**Notice PM-2143**

**3 Selection Process (Continued)**

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**C**

**Panel  
Membership**

HRD, TDB will select and facilitate panels. Separate panels will be established for each Agency. Each panel will consist of:

- 3 voting Agency employees
- 1 nonvoting HRD, TDB representative
- 1 nonvoting EEO representative
- 1 nonvoting Union representative.

**Note:** No panel will be held if the number of applications does not exceed the number of positions available.

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**D**

**Selection  
Notification**

HRD, TDB will notify nominees of selection.

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**E**

**Accommodations**

Persons with disabilities who require accommodations to attend or participate in this training should contact Mary Phillips on 418-9045 or 418-9107 (TDD) by November 23, 1999.

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Program Summary

# 2001 Executive Potential Program

## Prepare for Your Future

Have you already proven your professional, supervisory and managerial abilities? Are you prepared for the next step? If you have demonstrated exceptional leadership potential, the Executive Potential Program will prepare you for higher level positions. This program is for those who are ready to transition into leadership. Invest in yourself and complement your professional abilities. This 12-month program is open to all GS 13-15 level employees.

## Designed for Mid-Level Employees

The Executive Potential Program is a competency-based leadership development program designed to enhance the competencies needed to become a successful leader. Participants will be provided with new and challenging experiences that will lead to leadership growth and senior-level positions. The program is based on OPM's Executive Core Qualifications (ECQs) and the Graduate School, USDA's Leadership Effectiveness Framework/Inventory (LEF/LEI).

## Experiential Learning

The program employs experiential learning supported by classroom instruction. Program components include:

- 360-degree feedback assessment/LEI
- Four one-week residential sessions
- Leadership Development Plan (LDP)
- Senior Executive Mentor
- Developmental work assignments
- Experiential Learning Teams/Projects
- Benchmarking
- Senior executive interviews and shadowing assignments

## SES Executive Core Qualifications

Leading Change	Leading People	Results Driven	Business Acumen	Building Coalitions/ Communications
Creativity & Innovation	Conflict Management	Accountability	Financial Management	Influencing/Negotiating
Continual Learning	Cultural Awareness	Customer Service	Human Resource Management	Interpersonal Skills
External Awareness	Integrity/Honesty	Decisiveness	Technology Management	Oral Communication
Flexibility	Team Building	Entrepreneurship		Partnering
Resilience		Problem Solving		Political Savvy
Service Motivation		Technical Credibility		Written Communication
Strategic Thinking				
Vision				

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## Program Summary (Continued)

### Residential Sessions

The curriculum consists of four one-week intensive residential sessions. The orientation session focuses on individual development needs, team building, leadership skills, experiential learning project identification and project planning. Program requirements, policies, expectations and opportunities are outlined during this session. The remaining three residential sessions will concentrate on the ECQs:

- Leading Changes
- Leading People
- Managing for Results
- Building Coalitions/Communication

Formal/informal discussions continue into the evening. Typically, all of the residential sessions are held outside Washington, DC. Benchmarking may be conducted in Boston, Philadelphia, St. Louis or Dallas.

### Leadership Development Plan

Each participant will design a Leadership Development Plan (LDP). As part of developing the plan, participants will complete a 360-degree leadership assessment instrument, which will result in feedback from supervisors and peers/subordinates. This feedback is critical for identifying individual and organizational developmental needs for the year-long LDP.

The Myers-Briggs Type Indicator (MBT) will also be completed to supplement the leadership assessment. An SES coach will guide participants through the development of their plans.

### Developmental Assignments

These assignments will provide exposure and visibility at the highest levels of agency leadership, and provide opportunities to gain critical information for long-term career planning and development. Each participant is required to complete:

- A minimum of four months of developmental assignments away from the position of record, divided into two 60-day segments
- Four interviews of senior executives
- 3-day shadowing assignment of a high-level agency official
- Experiential Learning Project

### Project (Time) Requirements

To complete the minimum requirements of the Executive Potential Program, each participant may be expected to be away from his or her position of record for a minimum of 6 months over the course of the program. Scheduling of developmental activities may be timed to minimize disruptions in department or agency work flow.

### Participant Qualifications

The program is open to full-time permanent federal employees at the GS 13-15 level who have demonstrated significant leadership potential. Waivers to the grade requirements will be considered on an individual basis at agency request.

### Nominating Procedure

Program acceptance is based on The Graduate School's review of agency nomination packages. Nomination packages for each nominee must include:

- Current OF-612 or detailed resume
- A complete Graduate School, USDA EPP Application Package
- Training form SF-182, 350 or 1556 complete with all billing information and signatures

Each agency should ensure that nominees are selected in a fair and equitable manner.

### Tuition

Tuition for the 12-month program is \$4,900 per participant. Orientation will begin on Sunday, April 2, 2000.

Tuition payment does not include travel or lodging costs. Travel and lodging costs for the four residential sessions are the responsibility of the employing agency. Lodging costs will be at or below per diem rates. Participants will be provided breakfast and lunch each day while in residence at Orientation, Core I, and the Benchmarking session at no cost to the agency. Evening meals will not be included. All travel and per diem costs for the Graduation session activities will be the responsibility of the employing agency. A luncheon will be provided at no cost to the agency on Graduation Day.

Nomination Form

REPRODUCE LOCALLY. Include form number and date on reproductions.

2000 Executive Potential Program

NOMINATION FORM

Note: Deadline November 23, 1999

1. Indicate appropriate agency (Check).		
FSA <input type="checkbox"/>	FAS <input type="checkbox"/>	
2. Name and Home Address	3. Division/Staff (Include Office Address)	4. Room No. and STOP Code
5. Title	6. Grade Career Employee YES <input type="checkbox"/> NO <input type="checkbox"/>	7. Telephone Number W H
8. 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.		
Supervisor's Signature		Date
Print Supervisor's Name and Title		
9. Other required information to be included with this nomination form:		
A. Written statement of up to 2 pages addressing how this training will improve your performance in your current and expected job assignments. Emphasis should be on your abilities in the following areas listed below:		
<ul style="list-style-type: none"> <li>• oral, written, and interpersonal communication</li> <li>• leadership</li> <li>• initiative.</li> </ul>		
B. List of all formal training courses taken in the last 5 years.		
C. A brief supervisory narrative providing an:		
<ul style="list-style-type: none"> <li>• evaluation of current performance and duties</li> <li>• supervisory statement assessing nominee's potential for supervisory or managerial duties.</li> </ul>		
10. Please submit this nomination form, and all other information listed in item 9 (the original and 6 copies), by November 23, 1999.		
US Postal Service delivery:	or Hand delivery:	
<b>USDA, FSA, HRD, TDB</b> <b>Attn: Mary Phillips</b> <b>1400 Independence Avenue SW, Stop 0574</b> <b>Washington DC 20250-0574</b>	<b>Mary Phillips</b> <b>USDA FSA HRD</b> <b>Suite 303-A</b> <b>2101 L ST NW</b> <b>Washington DC 20037-1526</b>	