

**DEPARTMENT OF ENERGY
AND
NATIONAL NUCLEAR SECURITY ADMINISTRATION (NNSA)**

Excellence in Government Fellows Program

Administered by the Partnership for Public Service and
Center for Government Leadership

Objective:	This training announcement is to solicit candidates for the Excellence in Government Fellows Program. Fellows build the leadership and management skills to lead people, communicate effectively, form partnerships, remain focused and flexible in changing work environments, and achieve important results. They leave the program knowing how to formulate a vision consistent with an agency's mission; set goals and take actions towards achieving them; and measure and achieve results in complex environments.
Eligibility:	Federal employees at the GS-14/GS-15 or equivalent Pay Band levels. Exceptional managers at the GS-13 level may also apply. NNSA employees are eligible to participate in only one career developmental program at a time and must have completed their probationary period before applying to the program; must meet grade eligibility at the time the program is announced; and, applying to this program does not involve a promotion or change in position.
Components:	The Excellence in Government Fellows program strengthens the leadership skills of federal employees through a proven combination of innovative coursework, best practices benchmarking, challenging action-learning projects, executive coaching and government-wide networking. This program meets the interagency training requirements for OPM-approved candidate development programs. The program brings world-class public, private and non-profit sector leaders together to help Fellows learn to apply leading management principles – including the government's Executive Core Qualifications. The Fellows benchmark some of the most successful organizations for a behind-the-scenes look at their strategies for delivering results. Fellows reinforce lessons taught in the classroom by working with agency executives to tackle complex issues confronting our country. Fellows receive targeted support from experts and experienced government leaders. In addition, Fellows will have access to the Partnership's extensive network of public, private and non-profit sector leaders. Fellows join a community of leaders, who support continued learning through networking, online forums and other ongoing professional development opportunities. During the 12-month program, Fellows remain in their full-time jobs, meet every six weeks and spend a total of approximately 20 days in session. Fellows also devote up to five hours per week to an assigned project. The curriculum allows Fellows to actually apply what they are learning and generate a return on the investment in the program for themselves and their agencies. Fellows build new leadership skills as well as a clear understanding and renewed commitment to the vision, values, and missions of their agencies. Graduates join a network of more than 2,000 former Fellows across the federal government who remain connected through special events and online resources. The benefits of the program extend beyond individuals and agencies by contributing to a better performing, results-oriented government.
Cost:	DOE Applicants: Tuition is \$9,900 and is the responsibility of the participant's organization, as are travel and per diem expenses. Travel costs will vary based on the participant's physical location. Time Commitment: Approximately 20 program days during the program year

	<p>(approx 3-5 day sessions about every six weeks). The estimated cost for each trip is roughly \$2,500 per Fellow.</p> <p>NNSA Applicants: NNSA will corporately fund two slots (to include tuition, travel and per diem-related expenses):</p> <ul style="list-style-type: none"> • Fall Session, October 2010 (one slot) • Spring Session, April 2011 (one slot) <p>If an EM, OST or NA-30 employee is selected, their respective organization will be responsible for their tuition, travel and per diem-related expenses.</p>
Program Cycle:	A twelve-month program which begins October 2010 (Fall Session) and April 2011 (Spring Session).
Continued Service Agreement:	<p>DOE Applicants: Successful applicants must sign a <u>Continued Service Agreement</u> (also located on the following website): http://humancapital.doe.gov/resources/Continued_Service_Agreement_Form.pdf, in order to participate in this program. The form should be included with the nomination package.</p> <p>NNSA Applicants: The NNSA Continued Service Agreement (CSA) will be provided to the selectee(s) at the time of selection.</p>
Nomination/Application Procedure	<p>DOE Employees: Step 1: Prior to preparing an application, employees should coordinate approval from their supervisor through the organization training liaison/coordinator. Step 2: Complete a nomination package to include a resume or professional vitae, a completed CEG <u>application form</u> (http://apps.ourpublicservice.org/cgl/), a statement of recommendation from a senior leader, and an essay addressing why you are applying. Step 3: Submit nomination materials to Aleta Haynes, HC-22, Learning Strategy and Policy Division, via e-mail, Aleta.Haynes@hq.doe.gov or fax (202) 586-8052. Step 4: If you are selected, and your organization uses the Corporate Human Resource Information System (CHRIS) training workflow, use workflow to submit your request for training enrollment in Course #001562, Session #0008 (Fall Session) or Course #001562, Session #0009 (Spring Session). For those organizations not currently using the training workflow process, please follow your existing interoffice registration process.</p> <p>NNSA Applicants: Application package is available at the <u>Excellence in Government Program</u> (http://scweb.na.gov/training/ExcellenceInGovernmentFellowsProgram.shtm) web page and includes all forms and instructions required to be considered for this career development opportunity. It is critical that employee and supervisor/manager are clear on and follow the NNSA application procedure in order to avoid the possibility of elimination or non-selection.</p>
Withdrawal and Declination Procedures	<p>DOE Employees: Participants are required to complete all components of the program. If a participant is unable to attend or must withdraw from the program, the participant's organization is still responsible for tuition payment.</p> <p>NNSA Applicants: Before applying, the applicant and their management should consider the time commitment of the program. Selected candidates will be required to complete all aspects of the program. If a candidate is unable to attend or must withdraw from the program, the home organization will be responsible for reimbursing the corporate funds (tuition and travel-related expenses). In either case, the candidate must notify the NNSA point of contact immediately and provide a written, detailed explanation that must be coordinated through their chain of command. Candidate cannot exit the program unless prior approval has been granted.</p>

Points of Contact:	<p>DOE: Aleta Haynes, Corporate Training Officer, HC-22, Learning Strategy and Policy Division, at (202) 287-5499 or Aleta.Haynes@hq.doe.gov.</p> <p>NNSA: Molly Saenz, Career Development Specialist, NNSA Service Center, OHCMS, Learning & Career Development Department, (505) 845-4306, msaenz@doeal.gov, or Patricia Patt, (505) 845-4489, ppatt@doeal.gov.</p>
Nomination/Application Due Date:	<p>DOE Applicants: August 20, 2010, by close of business.</p> <p>NNSA Applicants: Applications are due to Molly Saenz by 4pm (Mountain Time) on August 5, 2010. Please submit your application electronically to the LCDDGeneral@doeal.gov and send original via internal mail to U.S. DOE/NNSA Service Center, OHCMS, Learning and Career Development Department, Attn: Molly Saenz. Late or incomplete applications will not be accepted.</p>
Additional Information:	<p>Detailed information is available on the Excellence in Government website (http://ourpublicservice.org/OPS/programs/cgl/eig_fellows.shtml).</p>