

**U. S. DEPARTMENT OF ENERGY
AND
NATIONAL NUCLEAR SECURITY ADMINISTRATION
TRAINING ANNOUNCEMENT**

New Leader Program
Administered by the Graduate School

Overview:	The New Leader Program (NLP) is a six-month leadership program designed to develop future public service leaders by providing assessment, experiential learning, and individual development opportunities. The program provides a solid training and development foundation of leadership skills and team building, which are enhanced by agency developmental experiences.
Objective:	This program is for federal employees at the GS-7 through GS-11 grade levels who have recently entered leadership positions or have a high potential for leadership. The New Leader Program is for participants who wish to develop, enhance, or improve their leadership skills. Individuals should be nominated for this program based on their potential and motivation to complete all requirements and to participate fully in all components of this intensive six-month program.
Components:	Major components of the program include the completion of the Graduate School's Leadership Effectiveness Inventory (LEI). Based on the results of the assessment, participants develop a Personal Development Action Plan (PDAP), and three intensive one-week residential sessions. During the orientation session, participants are assigned to a learning team; each team will explore a program-related issue and make a one-hour team presentation of this issue during the final week of the program. In addition, participants must complete the following activities: a 30-day developmental assignment outside of their position of record; two management book reviews; a shadowing assignment; and management interviews.
Eligibility:	Full-time, permanent Federal employees at the GS-7 through GS-11 or equivalent Pay Band levels who have demonstrated significant leadership potential. DOE/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. This program does not involve a promotion or a change in position.
Cost:	Tuition is \$3,425 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. <u>NNSA Applicants:</u> NNSA is corporately funding one or more slots based on funding availability. This includes tuition and travel related expenses. If an EM, OST, or NA-30 employee is selected, their tuition and travel related expenses will be obligated to their respective appropriation account.
Program Dates and Locations:	A six-month program that begins March 13, 2011 (NLP 2011-1) and August 7, 2011 (NLP 2011-2). Orientation, NLP 2011-1: March 13-18, 2011, Chesapeake, VA Session 2: June 12-17, 2011, Newport News, VA Graduation: September 18-23, 2011, Towson, MD Orientation, NLP 2011-2: August 7-12, 2011, Newport News, VA Session 2: November 13-18, 2011, Virginia Beach, VA Graduation: January 29-February 3, 2012, Hunt Valley, MD

<p>Nomination/ Application Procedure for DOE and NNSA Employees:</p>	<p>DOE Employees: Step 1: Employees must coordinate their application package through their training liaison/coordinator as well as their supervisor. Step 2: For those organizations currently using the Corporate Human Resource Information System (CHRIS) training workflow, please use workflow to submit your request for training enrollment in Course #000154, Session #0021 (NLP 2011-1) or #0022 (NLP 2011-2). For those organizations not currently using the training workflow process, please follow your existing interoffice registration process. Step 3: When the training request is approved, complete a nomination package; it must include a résumé, a completed application form, and a training request form (SF182). Step 4: Submit nomination materials to Aleta Haynes, HC-22, via email—Aleta.Haynes@hq.doe.gov. NOTE: Late or incomplete applications will not be accepted.</p> <p>NNSA Applicants: The application package is available at the NLP webpage and includes all forms and instructions required to be considered for this developmental opportunity. Applicants must select one of two NLP sessions: March 2011 to September 2011, or August 2011 to February 2012. It is critical that employees and supervisors/managers are clear on and follow the NNSA Application Process in order to avoid the possibility of eliminations or non-selection.</p> <p>NOTE: Employees should not register on the Graduate School website.</p>
<p>Due Dates:</p>	<p>DOE Applicants: February 2, 2011 (NLP 2011-1) and June 29, 2011 (NLP 2011-2), by Noon. NOTE: Graduate School sessions fill up quickly, and may be full prior to application due date. Late applications will not be accepted.</p> <p>NNSA Applicants: NNSA application packages are due to Ariele Powers, NNSA Service Center Learning and Career Development Department (LCDD) by 4:00pm Mountain Time, January 13, 2011. Please submit your application package electronically to Ariele Powers at apowers@doeal.gov and send original via internal mail to U.S. DOE NNSA Service Center, Learning and Career Development Department, ATTN: Ariele Powers. Late or incomplete nominations <i>will not</i> be accepted.</p>
<p>Points of Contact:</p>	<p>DOE: Aleta Haynes, HC-22, at Aleta.Haynes@hq.doe.gov, or at (202) 287-5499.</p> <p>NNSA: Ariele Powers, NNSA Service Center, LCDD, (505) 845-5860 or apowers@doeal.gov or Shari Moya at (505) 845-4246 or smoya@doeal.gov .</p>
<p>Continued Service Agreement:</p>	<p>To participate in this program, successful applicants may be required to sign a continued service agreement prior to the start of the program. The form is available on the Human Capital website, and should be included with the nomination package.</p> <p>NNSA Selectee(s): The NNSA Continued Service Agreement (CSA) will be imposed at the time of selection.</p>
<p>Cancellation Policy:</p>	<p>Withdrawals are accepted at no cost if made more than 14 days before the program begins. If you cancel less than 14 days before the program begins, there is a \$500 processing fee if no substitution is made. There will be no refund for withdrawal after the orientation session. Substitutions may be made anytime until the session begins.</p> <p>NNSA Applicants: Before applying, the applicant and his/her management should give careful consideration to the time commitment of the program. Selected candidates will be required to complete all aspects of the program. If candidate is unable to attend or must withdraw from the program, the home organization will be responsible for reimbursing the corporate funds (to include tuition and travel related expenses), plus the candidate will be responsible for CSA service pay back if he/she has to withdraw from the program. In either case, the candidate must notify the NNSA point of contact immediately, provide a written detailed explanation, and must be coordinated through his/her chain of command. Candidate cannot exit the program unless prior approval has been granted.</p>
<p>Additional Information:</p>	<p>More detailed information on the program is available on the Graduate School Website Graduate School—New Leader Program.</p>