

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

Aspiring Leader
Administered by the USDA Graduate School

Objective:	This training announcement is to solicit federal employees at the GS-5 to GS-7 level. The Aspiring Leader Program prepares federal employees to be team leaders, supervisors, and managers by strengthening basic competencies and managerial skills such as oral and written communication, interpersonal skills, self-direction, customer service, flexibility, leadership, problem solving, and decisiveness.
Eligibility:	Federal employees at the GS-5, GS-6, and GS-7 levels. 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.
Program Overview:	This leadership development program is coordinated Department-wide by the Office of Learning and Workforce Development (HC-2o) and is administered by the U.S. Department of Agriculture (USDA) Graduate School. The Aspiring Leader Program is structured around three five-day seminars located in the Washington, D.C., metropolitan area . Sessions are scheduled for the weeks of April 5, May 10, and June 21, 2010. Because teamwork is critical to good management, participants are assigned to a Leadership Development Team during the first seminar. Working on a team strengthens leadership and interpersonal skills, stimulates commitment to personal development, and provides a forum for exploring and addressing current issues facing supervisors and managers in the federal workplace. Each team prepares and delivers a one hour presentation on a management-related topic. Program participants will continue in their present positions and perform their normal duties. This program does not involve a promotion or a change in position.
Components:	Major components of this program, in addition to the three, one-week training seminars and leadership development team activities, include an individual needs assessment, a leadership development plan, and management readings. In addition, the program contains the following activities: <ul style="list-style-type: none"> • Two management interviews with federal managers at the GS-11 to GS-13 levels • One-week shadowing assignment of a federal manager at the GS-11 to GS-13 levels
Cost:	Tuition is \$2,758 and is the responsibility of the participant's organization, as are travel and per diem expenses. <u>NNSA Applicants:</u> NNSA is corporately funding 1 or more slots if funding allows, 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/Locations:	Orientation: April 5-9, 2010 in Washington DC Session 2: May 10-14, 2010 in Washington DC Graduation: June 21-25, 2010 in Washington DC Orientation: August 16-20, 2010 in Washington DC Session 2: September 20-24 in Washington DC Graduation: November 1-5, 2010 in Washington DC
Nomination Procedures for DOE and NNSA Employees:	Step 1: Employees must coordinate their application package through his or her training liaison/coordinator as well as your 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 #000153, Session #0015 . 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 USDA application form , and a training request form (SF182). Step 4: Submit nomination materials to Aleta Haynes, Corporate

	<p>Training Officer, HC-22 via email, aleta.haynes@hq.doe.gov or fax (202) 586-0636.</p> <p>NOTE: Employees should not register on the USDA website.</p> <p><u>NNSA Applicants:</u> The application package is available at the ALP webpage and includes all forms and instructions required to be considered for this developmental opportunity. Applicants must select one of two ALP sessions: April 2010 to June 2010, or August 2010 to November 2010. 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 USDA website.</p>
Points of Contact:	<p>Aleta Haynes, Corporate Training Officer, Office of the Chief Human Capital Officer, Learning Strategy and Policy Division, (202) 287-5499 or aleta.haynes@hq.doe.gov.</p> <p><u>NNSA:</u> Arielle Powers, LCDD, (505) 845-5860 or apowers@doeal.gov or Shari Moya, LCDD, (505) 845-4246, smoya@doeal.gov.</p>
Continued Service Agreement	<p>To participate in this program, successful applicants must sign a <u>continued service agreement</u> prior to the start of the program. The form is available on the ETS web site via the link above, and should be included with the nomination package.</p> <p><u>NNSA Selectee(s):</u> The NNSA Continued Service Agreement (CSA) will be imposed at the time of selection.</p>
Nomination Due Date:	<p>March 6, 2010.</p> <p><u>NNSA Applicants:</u> NNSA application packages are due to Arielle Powers, NNSA Service Center Learning and Career Development Department (LCDD) by 4:00pm Mountain Time, January 29, 2010. Please submit your application package electronically to Arielle Powers at apowers@doeal.gov and send original via internal mail to U.S. DOE NNSA Service Center, Learning and Career Development Department, ATTN: Arielle Powers. Late or incomplete nominations <i>will not</i> be accepted.</p>
Cancellation Policy:	<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><u>NNSA Applicants:</u> Before applying, the applicant and their 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 their chain of command. Candidate cannot exit the program unless prior approval has been granted.</p>
Additional Information:	<p>More detailed information on the program is available on the Graduate School USDA Website Graduate School, Aspiring Leader Program.</p>