

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

**Executive Leadership Program**  
Administered by the Graduate School

<b>Objective:</b>	To develop the competencies needed to assume positions as team leaders, supervisors, or managers.
<b>Eligibility:</b>	Federal employees at the GS-11 to GS-13 or equivalent Pay Band levels who have little or no supervisory experience.  <b>DOE/NNSA</b> Employees are eligible to participate in only one career developmental program at a time; must have career/career-conditional status; and must be serving in permanent full-time competitive appointments.
<b>Program Overview:</b>	This program is based on the U.S. Office of Personnel Management's Leadership Effectiveness Framework (LEF), a model for effective leadership/managerial performance. The program helps participants acquire or enhance the LEF competencies needed to become a successful government leader and manager. Participants will complete the following activities: individual needs assessment; leadership development plans; leadership development team activities; developmental work assignment; shadowing assignment; executive interviews; management readings; and four residential training sessions. In order to complete all the components of the program, participants will be away from their position of record for a minimum of three months. Dates and locations for the training sessions will be posted at the Graduate School website below. This program does not involve a promotion or change in position.
<b>Components:</b>	Major components of this program, in addition to four weeks of residential training, leadership readings, and leadership development team activities, include the following: <ul style="list-style-type: none"> <li>• Sixty-day developmental work assignment</li> <li>• Three-day shadowing assignment</li> <li>• Five executive interviews</li> <li>• Program impact paper</li> </ul>
<b>Cost:</b>	Tuition is \$4,275 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.  <b>NNSA Applicants:</b> N/A
<b>Program Cycle:</b>	A nine-month program that will begin on September 19, 2010.  <b>NNSA Applicants:</b> N/A
<b>Continued Service Agreement:</b>	Successful applicants may be required to sign a <a href="#">Continued Service Agreement</a> in order to participate in this program. The form is available on the Human Capital web site via the link above, and should be included with the nomination package.  <b>NNSA Applicants:</b> N/A

<p><b>Nomination Procedures for DOE and NNSA Employees:</b></p>	<p><b>DOE Applicants: Step 1:</b> Employees must coordinate their application package through his or her training <a href="#">liaison/coordinator</a> as well as their supervisor. <b>Step 2:</b> 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 <b>Course #000155, Session #0014</b>. For those organizations not currently using the training workflow process, please follow your existing interoffice registration process. <b>Step 3:</b> When the training request is approved, complete a nomination package; it must include a résumé, a completed Graduate School program <a href="#">application form</a>, and a training request form (SF182). <b>Step 4:</b> Submit nomination materials to Aleta Haynes, HC-22 via email, <a href="mailto:Aleta.Haynes@hq.doe.gov">Aleta.Haynes@hq.doe.gov</a>. NOTE: Incomplete or late applications will not be accepted.</p> <p><b>NNSA Applicants:</b> Application deadline has closed for this fiscal year.</p> <p><b>NOTE: Employees should not register on the Graduate School website.</b></p>
<p><b>Points of Contact:</b></p>	<p><b>DOE:</b> Aleta Haynes, Corporate Training Officer, HC-22, <a href="mailto:Aleta.Haynes@hq.doe.gov">Aleta.Haynes@hq.doe.gov</a>, or (202) 287-5499.</p> <p><b>NNSA:</b> Anthony M. Torres, Career Development Specialist, NNSA Service Center, OHCMS Learning and Career Development Department, (505) 845-5600, <a href="mailto:atorres@doeal.gov">atorres@doeal.gov</a>, or Karen Frisby, Career Development Specialist, (505) 845-4041, <a href="mailto:KFrisby@doeal.gov">KFrisby@doeal.gov</a>.</p>
<p><b>Nomination Due Date:</b></p>	<p><b>DOE Applicants:</b> Close of business, July 27, 2010.</p> <p><b>NNSA Applicants:</b> N/A</p>
<p><b>Cancellation Policy:</b></p>	<p>Withdrawals and substitutions 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 \$1,000 processing fee if no substitution is made. There are no refunds for withdrawal after the orientation session begins. Substitutions may be made anytime until the session begins.</p>
<p><b>Additional Information:</b></p>	<p>More detailed information on the program is available on the Graduate School Website <a href="#">Graduate School—Executive Leadership Program</a></p>