

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

***Executive Potential Program*
Administered by the USDA Graduate School**

Overview:	EPP is a competency-based program with a curriculum based on experiential learning and supported by classroom instruction. Program participants are expected to be away from their current positions for a minimum of six months over the course of the program.
Objective:	This training announcement is for federal employees at the GS-13 through GS-15 grade levels to participate in the Executive Potential Program (EPP) through the USDA Graduate School. The EPP is a year-long competency-based leadership program designed to develop senior-level public service employees into more effective leaders. The Program is based on the Office of Personnel Management's Executive Core Qualifications (ECQs) and the Graduate School, USDA's Leadership Effectiveness Inventory (LEI).
Components:	One component of the program is the completion of the USDA Graduate School's LEI. Based on the results of the assessment, participants develop a leadership development plan. Another component is attendance at four intensive one-week residential sessions. During the orientation session, participants are assigned to an Action Learning Team; the team researches a current issue and gives a presentation upon project completion. The program also includes benchmarking visits to identify outstanding leadership practices. In addition, participants must complete two 60-day developmental assignments outside of their position of record. Other program components include a senior executive mentor, senior executive interviews, and shadowing assignments.
Eligibility:	<p>Full-time, permanent Federal employees at the GS-13 through GS-15 or equivalent levels who have demonstrated significant leadership potential.</p> <p>NNSA applicants are eligible to participate in only one career development 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.</p>
Cost:	<p>Tuition is \$6,392 and is the responsibility of the participant's organization, as are travel and per diem expenses.</p> <p>NNSA Employees: NNSA will corporately fund one or more slots if funding allows including all tuition and travel-related costs. If an EM, OST or NA-30 employee is selected, their tuition and travel-related expenses will be obligated to their respective appropriation account.</p>
Program Dates and Locations:	<p>A twelve-month program that begins April 25, 2010. Week-long program dates/locations:</p> <ul style="list-style-type: none"> • April 25-30, 2010 in Gettysburg, PA • August 1-6, 2010 in Richmond, VA • November 14-19, 2010 in San Antonio, TX • April 10-15, 2011 in Baltimore, MD

<p>Nomination/ Application Procedures for DOE and NNSA Employees:</p>	<p>Step 1: 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 #000156, Session #0011. For those organizations not currently using the training workflow process, please follow your existing interoffice registration process. Step 2: 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 (SF-182). Each package must be coordinated through his or her training liaison/coordinator and approved by the head of the participant's organization. Step 3: Submit nomination materials to Aleta Haynes, Corporate Training Officer, HC-22 via email, Aleta.Haynes@hq.doe.gov, or fax (202) 586-0636.</p> <p>NNSA Employees*: The application package is available at the EPP webpage and includes all forms and instructions required to be considered for this career development opportunity. Please contact Molly Saenz, Career Development Consultant, NNSA Service Center, OHCMS, Learning & Career Development Department (LCDD), (505) 845-4306, msaenz@doeal.gov or Patricia Patt, (505) 845-4489, ppatt@doeal.gov. Late or incomplete applications will not be accepted.</p> <p>*NOTE: Employees should not register on the USDA website.</p>
<p>Due Dates:</p>	<p>DOE Applicants: February 12, 2010 NNSA Applicants: January 15, 2010, 4:00 pm (Mountain Time).</p>
<p>Points of Contact:</p>	<p>DOE: Aleta Haynes, (202) 287-5499 or Aleta.Haynes@hq.doe.gov, Corporate Training Officer, Office of the Chief Human Capital Officer, Learning Strategy and Policy Division, HC-22.</p> <p>NNSA: Molly Saenz, Career Development Consultant, NNSA Service Center, OHCMS/Learning & Career Development Department, (505) 845-4306, msaenz@doeal.gov or Patricia Patt, (505) 845-4489, ppatt@doeal.gov.</p>
<p>Continued Service Agreement:</p>	<p>Successful applicants may be required to sign a Continued Service Agreement in order to participate in this program. For DOE employees, the form is available on the ETS web site via the link above, and should be included with the nomination package.</p> <p>NNSA Employees: The CSA will be imposed at the time of selection.</p>
<p>Cancellation/ Withdrawal Policy:</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>NNSA Applicants: 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 it must be coordinated through their chain of command. Candidate cannot exit the program unless prior approval has been granted.</p>
<p>Additional Information:</p>	<p>This course is approved for 12 graduate credits applied to a Master's of Science in Management through Thomas Edison State College, Trenton, N.J. For more information, view their Web site at http://www.tesc.edu.</p> <p>More detailed information on the program is available on the USDA Graduate School Website Graduate School, USDA - Executive Potential Program</p>