

# Leadership Development Program Announcement, Class of 2008

**Opens 26 October 2007 -- Closes 15 December 2007**

This announcement solicits participation in the Leadership Development Program (LDP) for Career Program 18, Engineers & Scientists (Resources & Construction) (CP-18). Program goals, eligibility requirements, application process, the LDP Curriculum and other information are described in this document. This announcement will be made annually, pending availability of funds.

## **PROGRAM GOALS**

The LDP is designed to prepare and enable high potential employees to serve in leadership positions by providing specific training and development opportunities. Our end goal is the development of diverse, mobile, cross-functional engineer leaders who are expeditionary, able to accept increasingly complex missions, and lead high-functioning teams to accomplish these missions successfully, anywhere and anytime.

## **AVAILABILITY & ALLOCATIONS**

This program will be announced annually for a maximum of 30 candidates, pending availability of funds. Commanders' selections and rankings for LDP candidates shall be based on local competition, using the forms provided in this announcement. Locally ranked applications will subsequently be assembled for rating and ranking by the candidate's MACOM Career Program Manager (MCPM) and then by the CP-18 Career Program Planning Board. Final selection decisions will be made by the Functional Chief's Representative (FCR).

## **ELIGIBILITY & APPLICATION REQUIREMENTS**

This program is open to all GS-12 through 13 (or equivalent Pay Band 2) employees who are qualified for positions included in CP-18. In addition, the following groups are eligible:

- 1) Park Rangers at the GS-09 (or equivalent Pay Band 2) level and above
- 2) Employees at lower grade levels who previously held a permanent GS-12 position.
- 3) IMCOM employees at the GS-11 (or equivalent Pay Band 2) level or higher at a garrison/installation.

Applicants must meet these eligibility requirements before the closing date of this announcement.

Applicants must be willing to complete the six-month developmental assignment outlined in this announcement. This will involve assignment to a different functional

and/or geographic area, and will usually occur in the first year of the program (approximately February thru August). Please do not apply if you are unable or unwilling to make this commitment.

## APPLICATION PROCESS

1. Candidates may submit mailed originals, or e-mailed "pdf" format copies of their completed applications, as follows: Mailed materials must be postmarked to the LDP Program Manager, HQUSACE, ATTN: CEMP-CI, Room 3W25, Washington, D.C. 20314-1000, no later than **15 December 2007**. Scanning the application into an Adobe file and emailing to the LDP Program Manager is highly encouraged. Email should be sent to [Edmond.g.gauvreau@usace.army.mil](mailto:Edmond.g.gauvreau@usace.army.mil), no later than **15 December 2007**.

2. Prior to submission of applications by candidates, Activity Career Program Managers shall obtain the commander's endorsement and forward the application packages to the MCPM and the selecting official. For other MACOM and installation nominees, the selecting official is the IMCOM Commander, MACOM commander or their designee. For USACE, the selecting official is the Division or Center Commander, or Chief of Staff, USACE. Final packages submitted by candidates should include endorsements/signatures from the MCPM and selecting officials.

3. Incomplete applications will not be considered. The following items are required:

- *Endorsement memorandum* from activity commander. The endorsement should be substantive, containing relevant information about the applicant's strengths. *Please limit memo to one page.* Selecting officials who submit applications for at-large spaces must add their own endorsement memorandum.
- *Application form* provided in this announcement. The Commander's signature reflects the activity's commitment to fund the required classroom training (when not centrally funded). This signature also reflects the Commander's willingness to release the LDP participant for the required developmental assignment.
- [Application for ACTEDS Training Opportunities - On line](#)
- [Nominee's Statement of Interest - On line](#)
- [Utilization Plan - On line](#)
- [Resume using the Army Resume Builder - Online](#)
- *Two latest performance appraisals*, including support forms for each appraisal. (Provide explanation if appraisals are not available.)
- *Individual development plan (IDP)*. The format (enclosure 3) is provided in this announcement. The applicant must ensure the IDP is complete, current, and

reflects the training and other individual development actions proposed for the LDP.

4. Applications will be reviewed for completeness and eligibility. Only *timely, complete, signed, and properly endorsed* application packages from *eligible* applicants will be forwarded to the CP-18 Career Program Planning Board (CPPB). The CPPB will rate and rank all applications and make recommendations to the Functional Chief's Representative (FCR) for decision.
5. All applicants will be notified upon the FCR's decision.

## LDP CURRICULUM

### ❖ Formal instruction:

- Supervisor Development Course (SDC), Army Online Correspondence Portal <http://cpol.army.mil/library/train/courses/sma-courses.html> (45 on-line hours)
- Army Civilian Education System (CES) Courses:**
  - Basic Leadership Course, Army Management Staff College (2 weeks residential, 27 hours distance learning)
  - Intermediate Leadership Course, Army Management Staff College (3 weeks residential, 44 hours distance learning)
  - Advanced Leadership Course, Army Management Staff College, (4 weeks residential, 57 hours distance learning) (for qualified candidates in Pay Band 2)  
<http://www.amsc.belvoir.army.mil/>
- (NOTE: if the candidate completed any of the legacy Army leadership courses, i.e. LEAD, Organizational Leadership for Executives, Sustaining Base Leadership and Management (SBLM), appropriate credit will be given for completion.
- Seminar for New Managers - Office of Personnel Management (OPM), (12 calendar days) <http://www.leadership.opm.gov/programs/Management-and-Supervisory-Skills/SNM/Index.aspx>
- One of the OPM Policy and Initiatives seminars (selected after consultation with mentor) (2-5 calendar days), <http://www.leadership.opm.gov/Programs/Policy-and-Initiatives/index.aspx>
- Executive Core Qualifications (ECQ) Writing course: Under development.

- ### ❖ Six-month Developmental Assignment: Assignments will be determined by the candidate, in consultation with their supervisor and career program manager, proposing up to three (3) developmental assignments that are outside of their current functional and geographic assignment. Alternative assignments may be chosen through swapping with other candidates, provided the assignments meet the requirements of functional and geographic diversity from the candidate's current position. The last vehicle for assignment will be as chosen by the FCR. It is desirable that assignments be at the next higher command echelon or in a different area from the candidate's current position.

- ❖ **Mentoring:** Each participant must choose a mentor for their career development and advice. The mentor shall be a member of the Senior Executive Service, a division chief at the USACE District level, or a division chief at the IMCOM/garrison. The mentor may be within or outside of their activity, but cannot be the participant's first- or second-line supervisor.

## ADMINISTRATIVE NOTES

- **Expenses for classroom training are the responsibility of the employing activity.** Tuition for the OPM courses will centrally funded subject to availability of funds. All expenses for CES courses are centrally funded by HQDA – a funding document will be sent to all candidates prior to their attendance at the residential component of CES courses.
- Salaries and overhead expenses are the responsibility of the home organization. Army policy prohibits the use of training funds to pay for labor.
- TDY costs (travel and per diem) for the six-month developmental assignment will be centrally funded by the FCR (in accordance with JTR VOL II, C4561). **All other travel and per diem costs are to be locally funded.**
- All requirements must be completed within three years from the start of the LDP. A one-time only extension of up to two years will be allowed to account for deployments, family situations, etc. Individuals who do not complete their requirements within this period, or who do not submit semi-annual reports to their ACPM, will be dismissed from the program.
- Applicants must have an active mentoring relationship with their ACPM or other approved mentor. (They must meet at least twice each year.) A record of each meeting will be made by the participant and filed with the ACPM. This record will indicate dates, subject(s) discussed and summarize guidance provided by the mentor to the participant. The ACPM shall assist the LDP participant in selecting a mentor. The mentor should be trained in mentoring skills and processes. The mentor should not be the LDP Candidate's supervisor. DA Pamphlet 690-46, Mentoring DA Civilians, should be the basis for guidance in mentoring.

**THE DEPARTMENT OF THE ARMY IS AN EQUAL OPPORTUNITY EMPLOYER.** All qualified applicants will receive appropriate consideration without regard to non-merit factors such as race, color, religion, sex, national origin, marital status except where specifically authorized by law, age, politics, disability, or sexual orientation which do not relate to successful performance of the duties of this program. Reasonable accommodation to individuals with disabilities will be provided upon request.



**Telephone:** \_\_\_\_\_  
(Commercial, w/ Area Code) (DSN if available)

**Fax:** \_\_\_\_\_  
(Commercial, w/ Area Code) (DSN if available)

**email:** \_\_\_\_\_

Typed Name of  
**ACPM:** \_\_\_\_\_

Signature of  
ACPM: \_\_\_\_\_  
(Date)

Typed Name/Rank of  
**Local Commander:** \_\_\_\_\_

Signature of  
Local Commander: \_\_\_\_\_  
(Date)

Typed Name of  
**MCPM:** \_\_\_\_\_

Signature of  
MCPM: \_\_\_\_\_  
(Date)

## LEADERSHIP DEVELOPMENT PROGRAM APPLICATION

### Command Priority

*For USACE applicants, this section must be completed by their **Division (MSC)** CP-18 Career Program Manager. (In USACE, this person serves as MACOM Career Program Manager (MCPM). For non-USACE applicants, this section must be completed by their CP-18 MCPM, who is usually at MACOM Headquarters. **If you submit more than one application, you must rank each candidate. DO NOT add any attachments.***

**This information is provided for:**

**Applicant's**

**Name:**

\_\_\_\_\_

*(Last, First, Middle Initial)*

**SSN:** \_\_\_\_\_

**1. How important is this training program at this state of the applicant's career development? Check one of the blocks:**

**critical**    **important**    **not important**

**2. Reasons for your rating:**

**3. Please make any additional comments about the applicant's work record or professional qualities which would help prioritize this application:**

**4. Consider each at large candidate you are rating and rank order this candidate.**

**Rank Order:** \_\_\_\_\_ **of** \_\_\_\_\_  
(priority) (total number of at large candidates ranked)



**(Do NOT rank applicants selected for *allocated* spaces. Do NOT include applicants selected for *allocated* spaces in this total.)**

Typed Name of  
**MCPM:**

\_\_\_\_\_

Signature of  
**MCPM:**

\_\_\_\_\_

(Date)

## **LEADERSHIP DEVELOPMENT PROGRAM APPLICATION**

### **Individual development plan (IDP) format**

**You may structure your IDP as you wish, or modify an existing IDP form, however all of the following information *must* be included:**

- 1. Personal data: Name, Series, Grade, SSN, Employing Activity, and MACOM**
- 2. Goals: short-term (1-3 years) and long-term (3-5 years)**
- 3. After discussing your goals with your supervisor, mentor and activity career program manager, jointly develop a schedule that will enable you to complete LDP required courses and the developmental assignment within the 3-year time frame. Include the following activities on your IDP:**
  - ◆ *Formal training:* Identify name of course(s), recommended source and dates planned. Include the mandatory LDP curriculum.
  - ◆ *Developmental assignments:* Describe type, length, recommended source and dates planned. Consult the CP18 ACTEDS plan to determine recommended paths for your career goal.
  - ◆ *Reassignments* needed to acquire experience: Describe type, length, source and dates planned. Consult the CP18 ACTEDS plan to determine recommended paths for your career goals.
- 4. Signatures of employee, supervisor, and activity career program manager.**
- 5. All those accepted into the LDP will be required to obtain a mentor, and consult on the IDP. Applicants who already have a mentor should discuss their IDP with them at their earliest opportunity.**