

Date: 06/15/11



Environmental Management Consolidated Business Center (EMCBC)

Subject: Career Development Program

IMPLEMENTING PROCEDURE

APPROVED: (Signature on File)

EMCBC Director

ISSUED BY: Office of Human Resources

1.0 PURPOSE

The purpose of this procedure is to establish a Department of Energy (DOE), Environmental Management (EM), Consolidated Business Center (CBC) Career Development Program.

2.0 SCOPE

The scope of this procedure is to provide guidance for filling formal Career Development opportunities within the Department of Energy (DOE), Office of Personnel Management (OPM), Graduate School, and other non-governmental programs.

3.0 APPLICABILITY

This procedure applies to all CBC employees who meet the eligibility criteria stated within this procedure.

4.0 REQUIREMENTS and REFERENCES

4.1 Requirements

4.1.1 P.L. 85-507, "The Government Employees Training Act of 1958"

4.1.2 5 USC 41, "Training"

4.1.3 5 CFR 335, "Promotion and Internal Placement"

4.1.4 5 CFR 410, "Training"

4.1.5 5 CFR 720, "Affirmative Employment Placement"

4.2 References

4.2.1 EMCBC Merit Promotion Plan, IP-323-01

5.0 DEFINITIONS & ACRONYMS

None

6.0 RESPONSIBILITIES

A diverse panel consisting of two (2) Assistant Directors and a member of the Diversity Council will review and rate candidate packages based on the scoring matrix approved by EMCBC Director, Office of Human Resources (OHR), and the Office of Civil Rights & Diversity (OCR&D).

7.0 GENERAL INFORMATION

7.1 Objective

- 7.1.1 The program opportunities are designed to develop and enhance leadership skills in preparation for leadership positions at the EMCBC. The mission and goal is to address competency gaps; expand employee knowledge; and cultivate understanding in line with organizational needs. The training is aimed to help prepare a diverse high-performance workforce that is capable to quickly adapt to a rapidly changing environment.

7.2 Eligibility

- 7.2.1 Employee must have been in his or her current position for 90 days or more to apply.

8.0 PROCEDURE

8.1 Overview

- 8.1.1 Provides a series of developmental experiences for a number of concepts. The experience provides the knowledge, skills, behaviors, and professional growth to become future leaders. Participants completing the program will be able to share experiences and knowledge that will contribute to the organization and its program success.
- 8.1.2 Announcements will be open to all EMCBC employees. The approximate duration of each of the program is six (6) months and will require the employee to sign a Service Agreement.
- 8.1.3 The program does not involve a promotion or change in position. Program participants will continue in their present position and perform their normal duties unless actively participating in the requirements of the program.

8.2 Nomination

- 8.2.1 Candidates will complete and submit the necessary application and supplemental information by the established due date to receive consideration.
- 8.2.2 A diverse panel consisting of two (2) Assistant Directors and a member of the Diversity Council will review and rate candidate packages based on the scoring matrix approved by EMCBC Director, OHR, and OCR&D.

8.3 Application Package Inclusions

- 8.3.1 Employees are to submit a resume created in USAJOBS format. USAJOB formatted resume is acceptable for consideration by submitting a printed or electronic copy.
- 8.3.2 EMCBC Career Development Program Application (Attachment A)
- 8.3.3 Individual Development Plan (IDP) for current and previous year (new employees may have only current year IDP)
- 8.3.4 Most current performance evaluation
- 8.3.5 List of completed training courses. Contact OHR for assistance.
- 8.3.6 Completed application package can be personally delivered or emailed to the OHR Planning, Development & Accountability Team.

8.4 Selection

- 8.4.1 Panel will interview each candidate based on criteria established using the approved crediting plan and make selections based of those candidates found Highly Qualified to participate in the program, and competitively selected to attend. Veteran's preference is not considered in this training announcement.
- 8.4.2 Ranking and selection will be based on the application and supporting documentation during the open period only.

9.0 RECORDS MAINTENANCE

Records generated as a result of implementing this procedure are maintained in the EMCBC Office of Human Resources in accordance with CFR 1222.

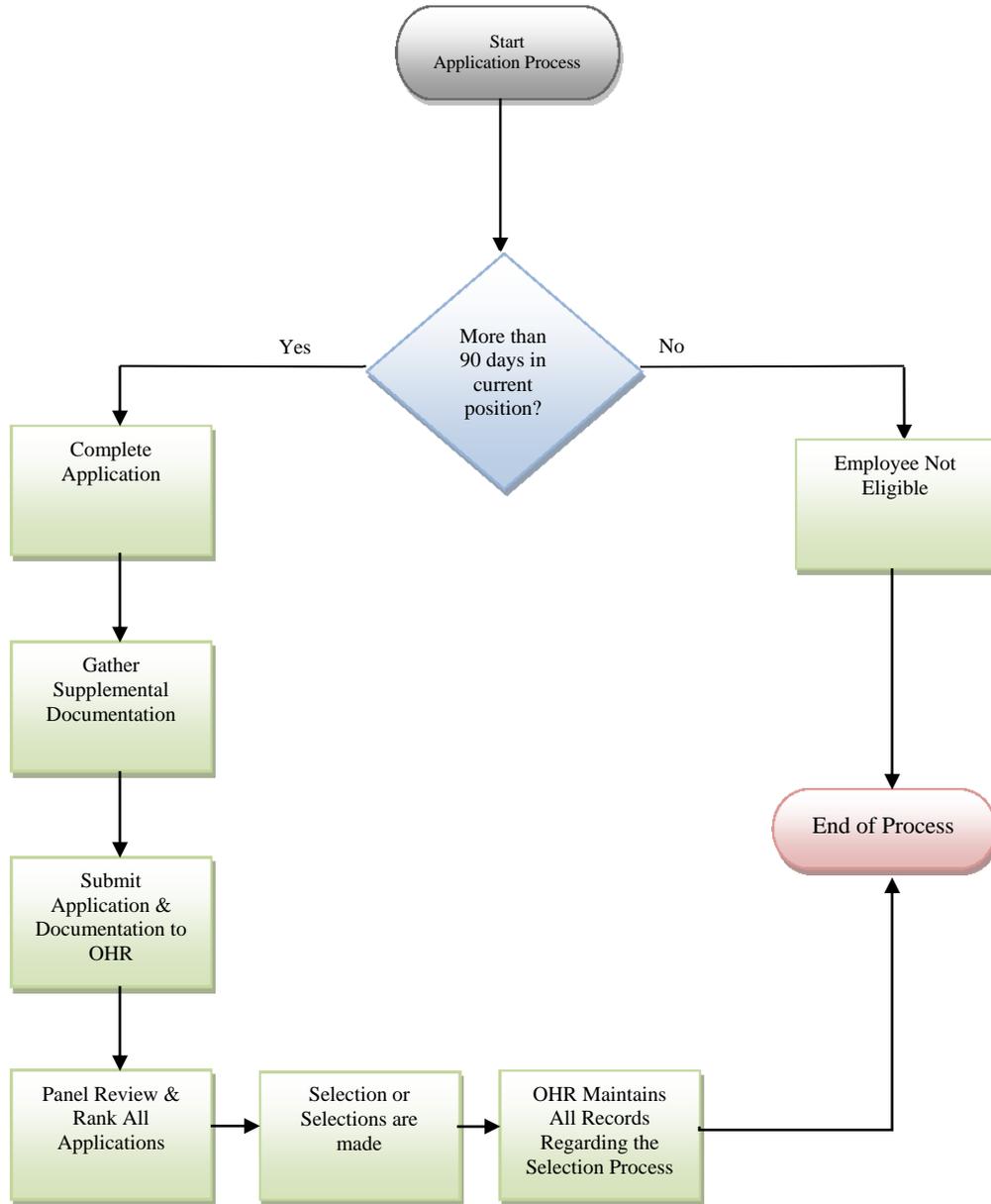
10.0 FORMS USED

- 10.1 IP-323-03-F1, Career Development Program Application

11.0 ATTACHMENTS

- 11.1 ATTACHMENT A – IP-323-03-F1, Career Development Program Application

12.0 FLOWCHART





Environmental Management Consolidated Business Center Career Development Programs Application

PRIVACY ACT STATEMENT

The general Privacy Act Statement applies to this form. At a minimum, this document must be maintained under locked condition when not under the continuing control of a person authorized access to such material.

Application Guidelines: Candidates must be concise. The minimal acceptable font size for this application is 9 point. Only one additional attachment page will be accepted. Applications not meeting these guidelines will be eliminated from further consideration.

PROGRAM APPLYING FOR (If Fellowship, list institution attending):

SECTION I - APPLICANT BACKGROUND INFORMATION (To be completed by the applicant and reviewed by management)

1. APPLICANT'S NAME (Last, first, middle initial, suffix)	2. EMP ID Number	3. EMAIL ADDRESS	
4. ORGANIZATIONAL MAILING ADDRESS (Include Mail Stop/Suite)		5. OFFICE TELEPHONE NO. (Include area code)	
		6. FAX NUMBER	
7. POSITION TITLE	8. PAY PLAN/SERIES/GRADE (Req.)	9. LENGTH OF SERVICE (Years)	
		a. DOE	b. FED GOV'T
10. SUPERVISOR'S NAME AND POSITION TITLE	11. SUPERVISOR'S E-MAIL	12. SUPERVISOR'S OFFICE PHONE (Include area code)	

SECTION II - PERSONAL VISION STATEMENT (To be completed by the applicant and reviewed by management)

13. PLEASE WRITE A PERSONAL VISION STATEMENT THAT CAPTURES HOW YOUR CAREER GOALS CONTRIBUTE TO EMCBC'S VISION AND MISSION.

SECTION III - BACKGROUND (To be completed by the applicant and reviewed by management)

14. EDUCATION (Colleges and universities attended)

INSTITUTION	DISCIPLINE	DEGREE	YEAR

15. OTHER TRAINING AND DEVELOPMENT (Relevant formal or informal training or development activities including Center or Agency wide management development and/or University Programs).

TITLE OF COURSE/PROGRAM	NAME OF ORGANIZATION CONDUCTING TRAINING	DATE ATTENDED	COURSE LENGTH

SECTION V - COMPETITIVE FACTORS (CONTINUED)

20. SIGNIFICANT ACCOMPLISHMENTS *(Briefly and specifically describe significant accomplishments important to the organization. Include both technical and managerial accomplishments.)*

21. DESCRIBE IN DETAIL HOW THE DEVELOPMENTAL PROGRAM TARGETED WILL ADDRESS YOUR CURRENT JOB PERFORMANCE AND HOW THE KNOWLEDGE AND SKILL GAINED FROM THIS DEVELOPMENT EXPERIENCE WILL BE APPLIED TO MEET THE STRATEGIC NEEDS OF DOE/EM and EMCBC.

22. DESCRIBE HOW THE KNOWLEDGE AND SKILL GAINED DURING THIS PROGRAM WILL BE USED DIRECTLY BACK ON THE JOB. IDENTIFY AT LEAST TWO OF THE ACTIVITIES THAT YOU WILL ENGAGE IN FOLLOWING THE PROGRAM IN ORDER TO USE THE KNOWLEDGE GAINED IN A BROADER AGENCY/ORGANIZATION CONTEXT OR SHARE NEW IDEAS, KNOWLEDGE AND SKILLS FROM THE EXPERIENCE WITH THOSE OUTSIDE YOUR IMMEDIATE WORK GROUP. *(Activities listed must be approved by Management prior to applying for Career Development programs.)*

POTENTIAL ACTIVITIES To be taken from course description http://humancapital.doe.gov/resources/2010-11CDP-Catalog-FY2011-Word-C-Cole-Ahaynes.pdf website	DESCRIBE SPECIFIC ACTIVITY	COMPLETION DATE <i>(Must be within 90 days upon completion of Fellowship)</i>
Candidate:		
Candidate:		
Supervisor:		
Supervisor:		

SECTION VI - SIGNATURES AND ENDORSEMENTS

I agree that after I have completed my leadership training, I will continue serving DOE for a period of not less than three times the length of the training, unless I am involuntarily separated. If I voluntarily leave DOE before completing this period of service, I agree to reimburse DOE a prorated portion of the tuition, travel and related fees (excluding salary) paid in connection with my training.

23. SIGNATURE OF CANDIDATE	DATE
24. SIGNATURE OF IMMEDIATE SUPERVISOR	DATE
25. SIGNATURE OF EMCBC DIRECTOR	DATE

26. EMCBC DIRECTOR'S WRITTEN COMMENTS *(Only written comments will be accepted.)*

SECTION VII – SUPERVISOR RECOMMENDATION

27. SIGNIFICANT LEADERSHIP COMPETENCIES *(Briefly and specifically describe leadership competencies you have seen the candidate demonstrate)*

28. BASED ON YOUR KNOWLEDGE OF THE CANDIDATE, DESCRIBE IN DETAIL HOW THE DEVELOPMENTAL PROGRAM BEING APPLIED TO WILL HELP TARGET THE STRATEGIC NEEDS OF DOE/EM and EMCBC and INDIVIDUAL LEADERSHIP DEVELOPMENT.

29. BASED ON YOUR KNOWLEDGE OF THE CANDIDATE, DESCRIBE HOW THE KNOWLEDGE AND SKILL GAINED DURING THIS PROGRAM WILL BENEFIT OTHERS AS A MENTOR OR COACH WITHIN THE ORGANIZATION/TEAM.

SECTION VI – SUPERVISOR SIGNATURE

I agree that after I have completed my leadership training, I will continue serving DOE for a period of not less than three times the length of the training, unless I am involuntarily separated. If I voluntarily leave DOE before completing this period of service, I agree to reimburse DOE a prorated portion of the tuition, travel and related fees (excluding salary) paid in connection with my training.

30. SIGNATURE OF PEER EVALUATOR

DATE

SECTION VII – PEER EVALUATION

31. SIGNIFICANT LEADERSHIP COMPETENCIES *(Briefly and specifically describe leadership competencies you have seen the candidate demonstrate)*

32. BASED ON YOUR KNOWLEDGE OF THE CANDIDATE, DESCRIBE IN DETAIL HOW THE DEVELOPMENTAL PROGRAM BEING APPLIED TO WILL HELP TARGET THE STRATEGIC NEEDS OF DOE/EM and EMCBC and INDIVIDUAL LEADERSHIP DEVELOPMENT.

33. BASED ON YOUR KNOWLEDGE OF THE CANDIDATE, DESCRIBE HOW THE KNOWLEDGE AND SKILL GAINED DURING THIS PROGRAM WILL BENEFIT OTHERS AS A MENTOR OR COACH WITHIN THE ORGANIZATION/TEAM.

SECTION VI – PEER EVALUATOR SIGNATURE

I agree that after I have completed my leadership training, I will continue serving DOE for a period of not less than three times the length of the training, unless I am involuntarily separated. If I voluntarily leave DOE before completing this period of service, I agree to reimburse DOE a prorated portion of the tuition, travel and related fees (excluding salary) paid in connection with my training.

34. SIGNATURE OF PEER EVALUATOR

DATE

EMCBC RECORD OF REVISION**DOCUMENT- IP-323-03, Career Development Program**

If there are changes to the controlled document, the revision number increases by one. Indicate changes by one of the following:

- I Placing a vertical black line in the margin adjacent to sentence or paragraph that was revised.
- I Placing the words GENERAL REVISION at the beginning of the text.

Rev. No.	Description of Changes	Revision on Pages	Date
0	New procedure	All	6/15/11