

Management System: Office of Human Resources

Subject Area: Employee Development and Training

Procedure: Nomination and Selection - EMCBC Career and Leadership Development Program

Issue Date and Revision Number:

11/8/13

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Lead Subject Matter Expert:

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Management System Owner:

Assistant Director, Office of Human Resources

1.0 Applicability

This procedure applies to all EMCBC federal employees who meet the eligibility criteria stated within this procedure and wish to nominate themselves for the EMCBC Career and Leadership Development Program.

2.0 Required Procedure

Submission Process

Step 1	Applicants will self-nominate by completing and submitting the necessary documents identified in Step 2 “Application Packet Inclusions” to leadership@emcbc.doe.gov. A properly completed packet, including all supplemental information, must be submitted by the established due date to receive consideration. Incomplete applications will not receive consideration.
Step 2	<i>Application Packet Inclusions</i> – One complete copy of the application packet must be submitted in PDF format to leadership@emcbc.doe.gov, which will include: <ol style="list-style-type: none">1. Attachment A: Signed and dated <i>EMCBC Career and Leadership Development Program Application Checklist</i>;2. Attachment B: PDF copy of the applicant’s current resume created in USAJOBS format to include applicable training;3. Attachment C: Response to the essay question(s) identified in the announcement for the respective program; and4. Attachment D: Most recent and, if available, previous year’s performance evaluation. If the previous year is not available, there must be a statement explaining its absence.
Step 3	Completed application packets must be submitted to leadership@emcbc.doe.gov by the established due date for the program to which the candidate is applying.

Review Process

Step 4	After the closing date, EMCBC Training Officer will review application packet to ensure employee is eligible to compete and that all requested items are included and provide said application packets to Review Panel.
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Step 5	Review Panel Members will then individually review and rank each application packet using the EMCBC Career and Leadership Development Program Review Panel Member Comment and Ranking Sheet.
Step 6	Upon completion of the individual application packet review, the Review Panel will jointly discuss their individual rank orders and merits of each applicant and then develop a consolidated rank order of the applicants for each program and submits the EMCBC Career and Leadership Development Program Applicant Recommendation and Selection Sheet to the Review Panel Chair's for consideration. A representative from the OCRD will observe and monitor this process.
<i>Selection Process</i>	
Step 7	The Review Panel Chair will consider the ranked list of applicants and the needs of the EMCBC to make a tentative selection for each program. The OCRD will review the tentative selection to ensure it is fair and equitable in open competition.
Step 8	The OCRD will sign and return EMCBC Career and Leadership Development Program Applicant Recommendation and Selection Sheet to Review Panel Chair for selection finalization. The Review Panel Chair will document his/her reasoning for selection. Note: Veteran's preference will not be considered in the selection process.
Step 9	The Review Panel Chair will notify the OHR Training Officer of selection(s) and provide completed EMCBC Career and Leadership Development Program Review Panel Comment and Ranking Sheets and EMCBC Career and Leadership Development Program Applicant Recommendation and Selection Sheet.
<i>Implementation Process</i>	
Step 10	EMCBC Training Officer will notify EMCBC Director's Office, applicant(s) and their supervisor(s) of selection decision(s) and assists selectee(s) with registration requirements to attend training. The OHR will also establish and maintain a tracking system of applicants and selectees for each program.
Selection for attendance at a Career and Leadership Development Program at the EMCBC level does not guarantee acceptance by the sponsoring organization. <i>Selectees must properly complete and submit the sponsoring organization's application package in a timely manner in order to be considered for selection by the sponsoring organization.</i>	

3.0 References – Forms/Attachments/Exhibits

3.1 Requirements

- P.L. 85-507, "The Government Candidates Training Act of 1958"
- 5 USC 41, "Training"
- 5 CFR 335, "Promotion and Internal Placement"
- 5 CFR 410, "Training"
- 5 CFR 720, "Affirmative Employment Placement"

3.2 Other EMCBC Documents

- EMCBC Merit Promotion Plan

3.3 Exhibits

- Exhibit A - EMCBC Career and Leadership Development Program Selection Process Flow-Chart
- Exhibit B - EMCBC Career and Leadership Development Program Application Checklist
- Exhibit C - EMCBC Career and Leadership Development Program Review Panel Member Comment and Ranking Sheet
- Exhibit D - EMCBC Career and Leadership Development Program Applicant Recommendation and Selection Sheet

4.0 Records Generated

Records generated through implementation of this procedure are as follows and are maintained by the (originating office or individual) in accordance with the EMCBC Organizational File Plan:

Records Category Code	Records Title	Responsible Organization	QA Classification (Lifetime or Non-Permanent)
ADM 16-01-A	Administrative Issuances	Office of Human Resources	N/A

EMCBC RECORD OF REVISION

DOCUMENT TITLE: Nomination and Selection - EMCBC Career and Leadership 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	Initial Program Description	New	9/28/12
1	Update entire Career and Leadership Program	All	11/8/13