

Management System: Office of Human Resources

Subject Area: Employee Development and Training

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

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1.0 Applicability

This procedure applies to all EMCBC Federal employees who meet the eligibility criteria stated within this procedure and wish to self-nominate for entry into the EMCBC Career and Leadership Development Program.

2.0 Required Procedure

Self-Nominee	
Step 1	Candidates will self-nominate by completing and submitting the necessary documents identified in Step 2 “Application Packet Inclusions.” A properly completed packet, including all supplemental information, must be submitted by the established due date to receive consideration. Incomplete applications will not be considered.
Step 2	<i>Application Packet Inclusions</i> - The application packet must be submitted tabbed in triplicate, and contain the following: <ol style="list-style-type: none">1. Tab A: Signed and dated Career and Leadership Development Program Checklist;2. Tab B: Printed copy of the candidate’s current resume created in USAJOBS format;3. Tab C: Response to the essay question identified in the announcement for the respective Career and Leadership Development Program;4. Tab D: Individual Development Plan (IDP) for current and, if available, the previous year. If the previous year is not available, there must be a statement under this tab explaining its absence;5. Tab E: Most recent and, if available, previous year’s performance evaluation. If the previous year is not available, there must be a statement under this tab explaining its absence; and6. Tab F: List of completed training courses (You may contact OHR for assistance in obtaining a list of completed training courses while employed)

	with DOE).
Step 3	Completed application packets must be delivered to the EMCBC Training Officer by the established due date for the program to which the candidate is applying.
<i>The Review Panel members</i>	
Step 4	Members will individually review and rate each application packet based on the scoring matrix created by the Office of Human Resources' Training Officer in consultation with the Office of Civil Rights & Diversity (OCR&D).
Step 5	Upon completion of the individual application packet review, the Review Panel will discuss the merits of each candidate with the Chair. The Review Panel will then develop a rank order of the candidates for the Chair's consideration.
<i>Review Panel Chair</i>	
Step 6	The Chair will consider the rank order list of candidates and the needs of the EMCBC to make a selection for each program slot. Note: Veteran's preference will not be considered in this selection process.
Selection for attendance at a Career and Leadership Development Program at the EMCBC-level does not guarantee acceptance by the host organization. <i>Selectees must properly complete and submit the host program's nomination or application package in a timely manner in order to be considered for selection.</i>	

3.0 References

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"

EMCBC Merit Promotion Plan

Career and Leadership Development Program Candidate Selection Process Flow-Chart

Career and Leadership Development Program Checklist

Program Description: Career and Leadership Development Program