

# Management System: Office of Human Resources

## Program Description: EMCBC Career and Leadership Development Program

Issue Date: 11/8/13  
Revision Number: 1

Management System Owner: Assistant Director, Office of Human Resources  
Subject Matter Expert: Kendal Holt, Jr.

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### 1.0 Purpose/Introduction

The purpose of this program is to establish a Department of Energy (DOE), Environmental Management (EM), Consolidated Business Center (CBC) Career and Leadership Development Program and to provide guidance for filling such formal program opportunities in accordance with 5 USC 41, 5 CFR 335, 5 CFR 410, 5 CFR 775, and applicable DOE and EMCBC regulations and policies.

Note: There may be subsequent submissions or competitive requirements required by the program host prior to final selection and program attendance.

### 2.0 Applicability

This program applies to all EMCBC employees who meet the eligibility criteria.

### 3.0 Roles and Responsibilities

*EMCBC Director:* The EMCBC Director will determine the funding amount and types of programs to fund as part of the EMCBC Annual Training Needs Assessment. The EMCBC Director will also appoint a panel consisting of three (3) Assistant Directors (ADs) to review applicant application packets in order to recommend applicants for program selection.

*EMCBC Deputy Director:* The EMCBC Deputy Director will work with the EMCBC Training Officer to develop ranking criteria for each program and serve as the Review Panel Chair and final selecting official for the programs. Additionally, the Deputy Director will consider and make decisions for all requests for cancellation.

*EMCBC Office of Human Resources:* The Office of Human Resources (OHR) will:

- 1) Assist the EMCBC Senior Staff in establishing the Workforce Plan, Succession Plan, Annual Training Needs Assessment, and Annual Training Plan;
- 2) Work with the Deputy Director to develop ranking criteria for each program;
- 3) Advise management on specific program details, processes, and requirements;
- 4) Publish the annual Career and Leadership Development Program announcement;

- 5) Manage the flow of Career and Leadership Development Program applications to include:
  - a. Review application packets for completeness after the announcement closing date;
  - b. Determine applicant eligibility;
  - c. Notify applicants that are not eligible for consideration as a result of not meeting eligibility requirements; and
  - d. Forward eligible application packets to the Review Panel for ranking.
- 6) Facilitate Review Panel activities and provide technical support throughout the process;
- 7) Establish and maintain a tracking system of applicants and selectees for each program;
- 8) Notify EMCBC Director, applicant(s) and their supervisor(s) of the selection decision;
- 9) Assist selectee(s) with registration requirements to attend training;
- 10) Oversee execution of Continuing Service Agreements;
- 11) Provide newsletter article announcing the selectee(s) for each program;
- 12) Conduct annual interviews of selectee(s) and supervisor(s) to determine the program effectiveness and Return on Investment (ROI); and
- 13) Conduct a year-end assessment of the Career and Leadership Development Program to ensure the program complies with merit system principles and identify opportunities for improvement.

*Review Panel:* A panel consisting of three (3) Assistant Directors (ADs) appointed by the EMCBC Director will review application packets and recommend applicant(s) to Review Panel Chair utilizing the EMCBC Career and Leadership Development Program Review Panel Member Comment and Ranking Sheet and EMCBC Career and Leadership Development Program Applicant Recommendation and Selection Sheet.

*Review Panel Chair:* The EMCBC Deputy Director will serve as the Review Panel Chair and make selections for career and leadership development slots based on the recommendations of the Review Panel and organizational needs. The Review Panel Chair will provide the EMCBC Training Officer with the completed EMCBC Career and Leadership Development Program Review Panel Member Comment and Ranking Sheets and EMCBC Career and Leadership Development Program Applicant Recommendation and Selection Sheets.

*Office of Civil Rights and Diversity:* The Office of Civil Rights and Diversity (OCRD) will provide one representative to observe and monitor the selection process to ensure it is fair and equitable in open competition. In addition, OCRD will also assist the EMCBC Training Officer in conducting the year-end assessment of the program to ensure the program is reaching a diverse population.

*EMCBC Assistant Directors and/or designees:* The ADs will acknowledge submission of the application packets from their respective offices on the Career and Leadership Development Program Checklist, and identify any specific work-related issues or concerns that may prevent an applicant from completing the program to which he/she is applying. Upon selection for a program, ADs will work with selectees to identify and acquire developmental assignments or other program requirements as needed in support of the program to which selected.

*Applicant:* The applicant will review and follow the instructions described in this *Program Description*, the *Procedure: Nomination and Selection - EMCBC Career and Leadership Development Program*, and *EMCBC Career and Leadership Development Program Application Checklist*.

## **4.0 Approach**

During the third quarter of each fiscal year, Senior Staff will begin to assess the development needs of the EMCBC workforce through the annual Workforce Plan, Succession Plan, Annual Training and Needs Assessment and Annual Training Plan to determine the types of training necessary to ensure a well-qualified and prepared workforce. Management will typically provide their findings and determinations to OHR no later than the end of the fourth quarter of each fiscal year.

In the first quarter of each fiscal year, an announcement will be made regarding the programs to be funded during that fiscal year, including the submission procedures and deadlines for each program. Announcements will be open to all EMCBC federal employees who meet the eligibility criteria outlined in section 5.0.

Properly completed application packets of eligible applicants submitted by the established deadline will be reviewed and ranked by the Review Panel, who will then provide the completed EMCBC Career and Leadership Development Program Review Panel Member Comment and Ranking Sheets and the EMCBC Career and Leadership Development Program Applicant Recommendation and Selection Sheets to the Review Panel Chair for selection. Selectee(s) and their supervisor(s) will be notified by the EMCBC Training Officer. (See *Procedure: Nomination and Selection -EMCBC Career and Leadership Development Program*)

**Continued Service Agreements** - Prior to attending one of the training programs identified below, the applicant must sign an agreement to continue in service with the Department of Energy following the training. The period of service required for participating in a training program covered by the EMCBC Career and Leadership Development Program will be as follows:

1. New Leader Program – 6 months
2. Executive Leadership Program – 12 months
3. Executive Potential Program – 12 months
4. Excellence in Government Fellows Program – 12 months
5. Leadership for a Democratic Society – 12 months

Service agreements for other programs will be determined by the Deputy Director in a fair and equitable manner, but in no case will be less than three times the length of time actually spent attending the training program sessions (5 CFR 410.309). The agreement will also include procedures regarding the ramifications of failure to successfully complete the training, as well as failure to fulfill the service to DOE. Additional guidance for establishing, calculating, and administering Continued Service Agreements can be found in the DOE Federal Employee Training Desk Reference dated July 26, 2011.

**Future Promotions or Position Changes** – Selection, attendance, and/or successful completion of an approved program does not involve a promotion or change in position, nor do they guarantee future promotions or position changes. Program participants will continue in their present position and perform their normal duties unless actively participating in the requirements of the program.

**Objective** - These program opportunities are designed to develop and enhance leadership skills. The mission and goal is to address competency gaps; expand applicant knowledge; and cultivate understanding in line with organizational needs.

**Developmental Programs** – The opportunities identified as part of the EMCBC Career and Leadership Development Program are subject to change each year and are derived from those programs recommended by the Office of the Chief Human Capital Officer, DOE and approved by the EMCBC Director. Additional programs and courses may be submitted for consideration as part of the EMCBC's Annual Training Plan.

**Note:** Not all courses or programs require competitive selection through the EMCBC Career and Leadership Development Program. (The EMCBC Training Officer should be contacted for additional guidance.)

Under no circumstance should an EMCBC employee apply directly to any program without obtaining consent from his/her supervisor and the EMCBC Training Officer.

Cancellations for extenuating or personal reasons will be handled on a case by case basis by the EMCBC Deputy Director.

## **5.0 Requirements**

**Eligibility:** The grades of the applicant(s) must fall between the recommended grades set forth by the hosting program.

Applicant(s) must have completed their initial probationary period (in any federal agency) prior to the program announcement date.

Applicant(s) must have a current performance rating of at least Meets Expectation (ME) with no element rated as Needs Improvement (NI).

Applicant(s) cannot be currently serving under a Performance Assistance Plan (PAP) or Performance Improvement Plan (PIP). If an applicant has any questions regarding eligibility, they should seek guidance from the EMCBC Training Officer.

## **6.0 Supporting Management Systems, Subject Areas, and Procedures**

EMCBC Office of Human Resources Management System  
Subject Area: Employee Development and Training

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

## **7.0 Exhibits**

- Exhibit A: EMCBC Career and Leadership Development Program Selection Process Flowchart
- 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

## EMCBC Record of Revision

### DOCUMENT TITLE: 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.

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<b>Rev. No.</b>	<b>Description of Changes</b>	<b>Revision on Pages</b>	<b>Date</b>
0	Initial Program Description	New	9/28/12
1	Update entire Career and Leadership Program	All	11/8/13