



**United States Department of the Interior
BUREAU OF LAND MANAGEMENT
National Human Resources Management Center
Denver Federal Center, Building 50
P.O. Box 25047
Denver, Colorado 80225-0047
www.blm.gov/nhrmc**

In Reply Refer To:
1400-410(HR-220)P

April 14, 2000

EMS TRANSMISSION

Information Bulletin No. HR-2000-074

To: BC, HR, NI, and RS Director, NILS, LRIS and NPIT Leads, and WO Field BIA
Liaison Officer
Attn: Training Coordinators

From: Director, National Human Resources Management Center

Subject: Team Leadership Program Announcement **DD: 04/28/00**

The following is provided to announce the **Department of Interior Team Leadership Program** for 2000-2001. The web links identified below provide access to the program announcement, a description of the program, and the Team Leadership Program application.

Team Leadership Program (TLP) 2000-2001

This message to is advise you that a new edition of the Team Leadership Program for 2000 - 2001 has been launched. The new Team Leadership Program (TLP) for 2000 - 2001 is accepting applications.

Opening Date: March 27, 2000
Closing Date: May 1, 2000
Start Date (Tentative): September 11, 2000

The TLP is a leadership development program that provides participants with opportunities to acquire the knowledge, skills, and abilities needed to assume a leadership position within the Department of the Interior. TLP seeks applicants in grades GS-11 through GS-14 for an intensive one-year training program. The Department of the Interior University's (DOIU) Leadership Institute will provide instructional materials and career guidance for the enrollees. This includes five one-week seminar sessions. Several seminar locations are expected to be on

the campus of minority serving institutions, such as Haskell Indian Nations University in Lawrence, Kansas. Tuition is provided by the Departmental Working Capital Fund, so that there will be no charge for tuition to Bureaus and Offices. All other expenses, including travel, per diem, and incidental costs will be paid by the sponsoring Bureau, Office or program area. Those selected to participate in the program will be away from their position of record about four months during the year's training.

The complete announcement and application forms are attached.

The Department of the Interior is an Equal Opportunity Employer. Selection for this developmental opportunity will be made solely on the basis of merit, fitness, and qualifications without regard to race, gender, age, color, religion, marital status, national origin, non-disqualifying handicap conditions, sexual orientation, political affiliation, or any other non-merit factors. Reasonable accommodation will be provided to persons with disabilities.

Please submit applications to Ricki Stephenson, Employee Relations Specialist, HR-220. Faxes can be received at (303) 236-8632. If you have any further questions regarding this program, or the application process, please contact Ricki Stephenson at (303) 236-6690.

Signed by
Linda D. Sedbrook
Director

Authenticated by
Darlene Robitaille
Secretary

2 Attachments

- 1 - DOI Leadership Institute Announcement (4 pp)
- 2 - Team Leadership Program Application (3 pp)

Distribution

RS-150, BLM Library
NI-100, Reading File
HR-220

DOI UNIVERSITY

Lifelong Learning for the 21st Century

Leadership Institute Team Leadership Program

The Team Leadership Program is a management development program, only for U. S. Department of the Interior employees in grades GS 11 - 14 and equivalent grades in other pay plans.

- Team Leadership Program 2000 - 2001
- Program Description
- TLP Individual Development Plans, Forms
 - Appendix C
 - Appendix D
 - Appendix E

Faculty Advisors for the TLP are:

Allen R. Naranjo

(202) 208-7618

Allen_R_Naranjo@nbc.gov

and

Jake Hughes

(202) 208-4017

Jacob_W_Hughes@nbc.gov

Revised: 03/29/00
Online Learning Center
DOI University
National Business Center
U.S. Department of the Interior

DEPARTMENT OF THE INTERIOR

Team Leadership Program 2000- 2001

A Leadership Development Program of the U.S. Department of the Interior

PROGRAM GOALS

This is a developmental program that provides participants with opportunities to acquire the knowledge, skills, and abilities needed to assume a leadership position within the Department of the Interior. The goal of the program is to develop a cadre of team leaders and managers who will meet the diverse management needs of the Department.

PROGRAM STRUCTURE

This training program spans a twelve-month period. Participants will be introduced to the mission of the Department and the missions of the Bureaus and Offices that make up the Department. Training with a strong public sector emphasis is included in the program. The program is designed to develop leadership competencies, including leading people, leading change, and communication, and also includes planning, solving problems, team building, and other issues facing the Department.

Curriculum. Participants will be required to complete five weeks of formal training, one 30-day detail, one 60-day detail, and a program-related project that culminates in a presentation to senior managers. Five seminars will be presented during the course of this program:

Seminar 1: Orientation to Departmental Bureaus and Offices, assessment, and developing an Individual Development Plan.

Seminar 2: First seminar involving exercises in the core curriculum content areas.

Seminar 3: Second seminar involving exercises in the core curriculum content areas.

Seminar 4: Third seminar involving exercises in the core curriculum content areas.

Seminar 5: Individual and group work presentations on core curriculum content areas, and graduation.

Individual Development Plan and Individual Needs

Assessment. Each participant is required to develop an Individual Development Plan (IDP) that will serve as the "blueprint" for the participant's development throughout the program and beyond. Participants will be assessed using a 360° individual assessment

based on the leadership competencies. The information from the assessment will help participants complete their Individual Development Plan for the program.

Senior Advisor. Each participant is required to have a career senior manager or Senior Executive Service member as a mentor to serve in an advisory capacity during the program.

Developmental Work Assignments and Work Group

Participation. During the Program, each participant will be required to complete two developmental work assignments (30 and 60 days) away from their position of record. Some activities may continue into the evening, requiring additional outside work time. Participants will be assigned to work groups throughout the Program. At the final seminar, each individual within a team is required to make a presentation on the management issue assigned.

Certification. Candidates who successfully compete for and complete the training program are eligible for a noncompetitive promotion in accordance with provisions of the DOI Merit Promotion Plan, 370 DM 335. Upon graduation from the program, participants will be awarded a certificate granting eligibility for a one-grade promotion to a position for which they are technically qualified. The certificate is active for three years from the date of graduation. A promotion upon graduation, however, is not guaranteed.

PROGRAM PARTICIPATION

This program is open to career and career-conditional full-time permanent employees

of the Department of the Interior.

Eligibility. Employees in grades GS-11 through GS-14 (or equivalent levels) who have demonstrated significant team leadership or management potential are eligible to participate in the program. Participants must be willing to accept short-term developmental assignments which may include organizational or geographical mobility.

Cost. The tuition for the program will be paid from the Departmental Working Capital Fund. All other expenses, including travel, per diem, and incidental costs, will be paid by the sponsoring Bureau, Office or program area.

Selection Procedures.

Competitive selection procedures will be used to determine candidates selected for program participation. Determination will be based on a review of each candidate's experience and education submitted in their application and any other job-related information contained in supplemental material.

Candidates must have demonstrated in their work experience or training/education that they have the potential to develop the qualities of successful leadership and are encouraged to submit a concise, narrative statement addressing how their background meets each of the Knowledge, Skills, and Abilities (KSAs) listed below. Failure to do so may result in a lower score in the evaluation process.

A. Skill in accomplishing work through or with other people, involving others in projects, and providing guidance.

B. Ability to adjust to new situations

requiring attention and resolution.

C. Ability to plan work, implement plans, follow through, and accomplish results.

D. Ability to solve difficult problems.

E. Ability to communicate effectively both orally and in writing.

Application Procedures.

Applicants must submit a complete application package that includes the following:

- Resume, OF-612 4, or SF-171
- Attachment 1 to this announcement (addressing the KSAs listed above) completed by both the applicant and the applicant's supervisor, and concurrence by the second level supervisor
- Most recent Performance Appraisal
- Most recent SF-50 showing tenure in Block 24
- DI-1935 Applicant Background Survey (optional)

Application packages must be received by May 1, 2000. Packages received after the closing date or that are incomplete will not be considered.

Mail Applications to:

Department of the Interior
Minerals Management Service
ATTN: TLP
1849 C Street, NW
MS 5239
Washington, D.C. 20240

Program Coordination:

(202) 219-2213 (voice mail for questions)

Or contact:

Jacob Hughes (202) 208-4017

or

Allen Naranjo (202) 208-7618

DOI web site:

This announcement maybe down loaded from the DOI HRM web site at:

<http://www.doi.gov/hrm/>

or the DOI University web site at:

<http://www.doi.gov/training/tlp.html>

EQUAL EMPLOYMENT OPPORTUNITY

The Department of the Interior is an Equal Opportunity Employer. Selection for this developmental opportunity will be made solely on the basis of merit, fitness, and qualifications without regard to race, gender, color, religion, age, marital status, national origin, non- disqualifying handicap conditions, sexual orientation, political affiliation, or any other non-merit factors. Reasonable accommodations will be provided to persons with disabilities.

Attachment 1-4

Contact Information:

Application Information:

Deborah Blake (202) 208-6702

U. S. DEPARTMENT OF THE INTERIOR

TEAM LEADERSHIP PROGRAM APPLICATION

APPLICANT INFORMATION

Name: _____
Title: _____ Grade/Series: _____
Bureau/Office: _____
Street or P.O. Box.: _____ City/State/ZIP: _____
Telephone: _____ FAX: _____ E-Mail: _____
Signature: _____ Date: _____

SUPERVISOR'S INFORMATION

Name: _____
Bureau/Office: _____
Street or P.O. Box.: _____ City/State/ZIP: _____
Telephone: _____ FAX: _____ E-Mail: _____
Signature: _____ Date: _____
Title: _____

SECOND LEVEL SUPERVISOR'S CONCURRENCE

Signature: _____ Date: _____
Title: _____

INSTRUCTIONS

On the following pages are statements and questions that are designed to assist panelists in their assessment of your application. Your responses allow you (and your supervisor) to highlight your significant experiences, training, and achievements so that assessment panelists may fairly evaluate your degree of readiness and potential for the Team Leadership Program. Responses on the TLP Application will be used with your SF-171, OF-612, or Resume.

IMPORTANT! In answering each of the questions, please structure your responses in terms of factual, achieved accomplishments. Describe the context or environment which explains the conditions under which the accomplishment was achieved. Panelists want to know what actions were taken by you, and what were the results of your actions. Provide at least two examples of each assessment factor. You will need more space than the TLP Application form provides; therefore, please add pages as needed. Please place your name in the upper right corner of each additional sheet. **(Please type your responses).**

TEAM LEADERSHIP PROGRAM APPLICATION

FACTOR A

Skill in accomplishing work through or with other people, involving others in projects, and providing guidance.

Applicant's Assessment:

Supervisor's Assessment:

FACTOR B

Ability to adjust to new situations requiring attention and resolution.

Applicant's Assessment:

Supervisor's Assessment:

FACTOR C

Ability to plan work, implement plans, follow through, and accomplish results.

Applicant's Assessment:

Supervisor's Assessment

FACTOR D

Ability to solve difficult problems.

Applicant's Assessment:

Supervisor's Assessment

FACTOR E

Ability to communicate effectively both orally and in writing.

Applicant's Assessment:

Supervisor's Assessment