



INDIAN HEALTH SERVICE  
HEADQUARTERS  
ROCKVILLE, MARYLAND 20852

**TRAINING AND DEVELOPMENT OPPORTUNITY  
LEVEL TWO CEO BOOT CAMP  
WITH  
DIVISION OF HUMAN RESOURCES  
OFFICE OF MANAGEMENT SERVICES  
IHS HEADQUARTERS, ROCKVILLE, MD**

**OPENING DATE**  
March 3, 2008

**CLOSING DATE**  
March 21, 2008

**Location:** National Center for Employee Development Conference Center, Norman, OK.

**Time Period of Assignment:** 5 day training. May 19 - 23, 2008.

**Purpose:** The Indian Health Service (IHS) Level Two Boot Camp is a 5-day intensive training program that focuses on identifying and developing future leadership within the Agency. The Boot Camp Program allows candidates to participate in a variety of developmental opportunities, day to day operations, assessment activities, and personal and organizational growth. The Boot Camp Program utilizes the identified core competency tracks for each specific position as the framework for its development program, and is intended to improve the candidate's performance in their current roles and to prepare the candidate for advancement by improving readiness for higher level leadership roles.

**Eligibility:** To be eligible for Level Two Boot Camp Program, candidates:

- Must be a permanent full time IHS employee with the most recent completed performance management appraisal (PMAP) or the Commissioned Officer's Effectiveness Report (COER) that is at least Fully Successful for FY2007, who aspires to be in leadership, and encumbers at least a GS-9 position.
- Must obtain sponsorship from their Service Unit, Area, or Headquarters.\*
- Must submit completed application by **March 21, 2008** for consideration into the IHS Level Two Boot Camp program.

**Application Materials:** To be considered for IHS Level Two Boot Camp Program, candidates must provide the following:

- Résumé
- Narrative describing your personal vision, mission, and philosophy of work (not to exceed 1 page).
- Self-Assessment of Leadership Competencies\*
- Supervisory Assessment of Leadership Competencies\* (submitted separately by your immediate Supervisor)
- Two Recommendation Letters from appropriate IHS leadership\*\*

\* The Self-Assessment and Supervisory Assessment can be found on the IHS Division of Human Resources website at:  
<http://www.ihs.gov/NonMedicalPrograms/DHR/index.cfm?module=leadershipdev>

\*\* If at Service Unit Level, candidate must obtain a letter of recommendation from their CEO. If at Area level, candidate must obtain a letter of recommendation from Area Director. If at Headquarters, candidate must obtain a letter of recommendation from their Office Director. The second letter may come from a leader of your choice.

**Résumé:** Each candidate must attach a copy of their most recent resume.

**1 Page Candidate Narrative:** Each candidate must outline his/her desire to participate in the CEO Boot Camp by describing your vision, mission and philosophy of work (not to exceed 1 page).

**Self-Assessment of Leadership Competencies:** Complete the Self-Assessment Tool.

**Supervisory Assessment of Leadership Competencies:** The candidate's immediate supervisor must complete the Supervisory Assessment and send separately to the address below.

**Recommendation Letters (2):** For both recommendation letters, each candidate should have the recommender to complete the letter with their rationale and attach a copy of the Supervisory Assessment Tool.

**Application Process:**

- Please submit completed application package to the SPAC by **March 21, 2008.**
- Send applications to:  
Indian Health Service  
Division of Human Resources  
ATTN: Clay Ward, TMP Suite 230  
801 Thompson Ave, Reyes Bdg. Suite 120  
Rockville, MD 20852



**INDIAN HEALTH SERVICE  
LEVEL TWO BOOT CAMP PROGRAM  
CANDIDATE APPLICATION**

**Candidate Information**

**Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_  
(last) (first) (middle initial)

**Title/Series/Grade:** \_\_\_\_\_

**Location:** \_\_\_\_\_ **Years with IHS:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Sponsor:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Sponsor Phone:** \_\_\_\_\_ **Sponsor Email:** \_\_\_\_\_

I certify that my application for the Indian Health Service's Boot Camp Level Two Program is accurate and complete.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date



**INDIAN HEALTH SERVICE  
LEVEL TWO BOOT CAMP PROGRAM  
SELF-ASSESSMENT TOOL**

Date: \_\_\_\_\_

Candidate Name: \_\_\_\_\_

The Self-Assessment Tool is designed to help the Succession Planning Advisory Council (SPAC) identify each candidate's potential to become a future leader or a person with critical talents. The SPAC will consider each candidate's rating, based on their total scores. The candidate's overall Self-Assessment Rating will then be derived from the sum of scores given by IHS leadership, and used in the selection process. For each of the following leadership competencies, place the score you think best characterizes you to the left of each statement, using the following scale: (1) Low (2) Fair (3) Satisfactory (4) Excellent (5) Outstanding

—	1. Behaves in an honest, fair, and ethical manner. Shows consistency in words and actions. Models high ethical standards, and pursues self development.
—	2. Demonstrates ability to bring about change, both internally and externally. Able to create a vision and implement it in a continuously changing environment. Influences others to translate vision into action.
—	3. Rapidly adapts to new information, recovers quickly from setbacks, capitalizes on opportunities and manages risks.
—	4. Facilitates cooperation and motivates team members to accomplish group goals. Encourages creative tension and leverages differences to achieve goals. Anticipates and takes steps to prevent counter-productive confrontations.
—	5. Works inclusively to foster the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts.
—	6. Meets organizational goals as well as individual expectations. Makes decisions that produce high quality results by applying technical knowledge, analyzing problems, and calculating risks.
—	7. Makes clear, organized, and convincing oral presentations. Listens effectively; clarifies information as needed for the intended audience.
—	8. Builds consensus through give and take; gains cooperation from others to achieve goals. Develops networks and builds alliances.
—	9. Demonstrates ability to build coalitions internally and with other government and external agencies to achieve common goals.
—	10. Shows a commitment to serve the public. Understands the trends that affect the organization and the impacts the organization has on the external environment. Ensures that actions meet public needs; aligns organizational objectives and practices with public interests.



**INDIAN HEALTH SERVICE  
LEVEL TWO BOOT CAMP PROGRAM  
SUPERVISORY ASSESSMENT TOOL**

Date: \_\_\_\_\_ Candidate Name: \_\_\_\_\_

Recommending Official: \_\_\_\_\_ Title: \_\_\_\_\_

The Supervisory Assessment Tool is designed to help the Succession Planning Advisory Council (SPAC) identify each candidate's potential to become a future leader or a person with critical talents. The SPAC will consider each candidate's rating, based on their recommender's assessment. The candidate's overall Supervisory Assessment Rating will then be derived from the sum of scores given by IHS leadership, and used in the selection process. For each of the following leadership competencies, place the score you think best characterizes the candidate you are sponsoring on the line to the left of each statement, using the following scale: (1) Low (2) Fair (3) Satisfactory (4) Excellent (5) Outstanding

—	1. Behaves in an honest, fair, and ethical manner. Shows consistency in words and actions. Models high ethical standards, and pursues self development.
—	2. Demonstrates ability to bring about change, both internally and externally. Able to create a vision and implement it in a continuously changing environment. Influences others to translate vision into action.
—	3. Rapidly adapts to new information, recovers quickly from setbacks, capitalizes on opportunities and manages risks.
—	4. Facilitates cooperation and motivates team members to accomplish group goals. Encourages creative tension and leverages differences to achieve goals. Anticipates and takes steps to prevent counter-productive confrontations.
—	5. Works inclusively to foster the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts.
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—	7. Makes clear, organized, and convincing oral presentations. Listens effectively; clarifies information as needed for the intended audience.
—	8. Builds consensus through give and take; gains cooperation from others to achieve goals. Develops networks and builds alliances.
—	9. Demonstrates ability to build coalitions internally and with other government and external agencies to achieve common goals.
—	10. Shows a commitment to serve the public. Understands the trends that affect the organization and the impacts the organization has on the external environment. Ensures that actions meet public needs; aligns organizational objectives and practices with public interests.