



Washington, D.C. 20530

APR 20 2009

MEMORANDUM FOR HEADS OF DEPARTMENT COMPONENTS

FROM: Lee J. Lofthus
Assistant Attorney General
for Administration

A handwritten signature in blue ink, reading "Lee J. Lofthus".

SUBJECT: Leadership Excellence and Achievement Program (LEAP)

I am pleased to announce that the Department will offer a third Leadership Excellence and Achievement Program (LEAP). We launched LEAP almost three years ago and this program has received very positive feedback across the Department. LEAP is a mid-level, centrally-funded development program which provides a series of challenging experiences for a class of approximately 30 DOJ employees who have the potential to assume leadership positions in the near future. The area of consideration and other important program and application information are included in the attached announcement.

This program continues to serve as an important succession planning tool for DOJ, so please nominate up to three employees that best meet your succession planning needs. You may nominate additional employees; however, your Component would be expected to provide funding at an estimated cost of \$8,500 per additional nominee. Please circulate the attached announcement to eligible employees within your Component. **Since your employees will submit their applications directly to your human resources staff or training office, please ensure that your staff inserts the appropriate contact information on page three of the program announcement prior to circulation.** Each Component will evaluate their applications and submit nominations to Mary R. Jones, JMD Human Resources, by June 25, 2009.

As in previous years, to ensure the continued success of this program, I ask for your support in providing mentors at the SES or GS-15 level from your Component as well as meaningful developmental assignments that we can share with the participants. JMD Human Resources will continue to work with your human resources staff to seek mentors and developmental assignments that may be available within your organizations.

Thank you, in advance, for your continued support of this important program which will help DOJ continue to develop the talent pool needed to fulfill our future mission requirements.

Attachment