



**FY17 NAVFAC SOUTHWEST
EMERGING LEADER PROGRAM (ELP)**

ANNOUNCEMENT

APPLICATIONS ACCEPTED: 10 AUG - 09 SEP 2016

PURPOSE: The Naval Facilities Engineering Command, Southwest (NAVFAC SW) relies on all personnel to deliver the finest products and services in support of the Warfighter. To meet this challenge, NAVFAC SW is committed to an investment in development of future leaders through mentoring and classroom instruction. This announcement supports this commitment by providing a developmental program for NAVFAC SW's future leaders - the NAVFAC SW Emerging Leader Program (ELP).

ELIGIBILITY: Applications for the FY17 ELP will be accepted from employees in BOTH supervisory and non-supervisory positions in the following Federal Wage System (WFS) pay plan: WG-08 through WG-12 journeymen; WL-08 through WL-12; and WS-09 through WS-15. Up to thirty (30) individuals will be selected for the FY17 ELP cadre.

PROGRAM GOALS & EMPHASIS:

The goal of the ELP is to develop and improve leadership skills and competencies of our future leaders. Key features of the program include: Leadership Development Action Plan, attendance of 3 weeks of specialized classroom instruction and potential developmental assignments

Emphasis will be placed on developing the following key competencies:

- Team Building
- Communications
- Conflict Management
- Problem Solving and Decision Making
- Interpersonal Skills
- Customer Service

By developing employees in these key areas, NAVFAC SW is investing in a future workforce to deliver quality, timely products and services to support the warfighter.

The selection and development of each Emerging Leader Program participant will be in accordance with merit system and equal employment opportunity principles and requirements. All eligible employees are encouraged to apply.

PROGRAM DESCRIPTION: The ELP is a leadership development program designed to develop future leaders by providing assessment, experiential learning and individual development opportunities. The program develops leaders by providing a solid foundation of leadership skills and team building, which are enhanced by training and developmental experiences to include:

- Self-Assessment Instruments (i.e., Myers-Briggs, Leadership)
- Three One-week Classroom Training Sessions
- Personalized Leadership Development Action Plan
- Management Readings
- Interaction with Management
- Feedback/coaching

The ELP curriculum will employ an integrated approach to leadership development, with an emphasis on the individual assessment, interactive learning, and practical application. The core classroom curriculum consists of 3 intensive one-week classroom sessions, scheduled separately throughout the 1-year program.

AREA OF CONSIDERATION: All eligible NAVFAC SW FWS employees are encouraged to participate regardless of geographic/duty station. **To be eligible, applicants must meet all of the following criteria:**

1. Employee must be permanently assigned to one of the following pay plans and grade levels by the closing date of the announcement.
 1. WG-08 through WG-12 (journeymen)
 2. WL-08 through WL-12
 3. WS-09 through WS-15 **and**
2. Employee must have at least 3 years of permanent civilian service by the closing date of the announcement; **and**
3. Employee must have been a member of the NAVFAC organization as a permanent civilian employee for a minimum of 1 year by the closing date of the announcement; **and**
4. Employee must be available to travel to San Diego, CA for all three one-week classroom sessions. Travel expenses and per diem will be provided by NAVFAC SW.
5. Applicant **must** maintain an "Acceptable" performance rating.
6. Applicant **must** have no formal or informal disciplinary action current or pending.

APPLICATION PROCEDURES and REVIEW PROCESS: The FY17 ELP Selection Board is responsible for ensuring the most qualified applicants are selected, in accordance with merit staffing principles and procedures.

STEP 1. The Applicant **must** submit a complete Application Package. A complete package includes:

- o APPLICATION (Encl 1) which includes:
 - Personal Information
 - Understanding of Program Requirements
 - Applicant's Self-Evaluation
 - Applicant's Statement Of Purpose

- o Statement of Computer Skill (Encl 3)
- o Copy of your most recent SF-50
- o Supervisor's Rating (Encl 4)
- o Supervisory Letter of Recommendation (Encl 5)
- o Senior Management Endorsement (Encl 6-See note in Step 5 below)

STEP 2. SUPERVISORS. Applicant's must notify their supervisor of their intention to apply for the ELP and request from their supervisor written input via the Supervisory Rating Form **and** the Supervisory Letter of Recommendation form, enclosures (4) and (5), respectively.

STEP 3. The applicant **must** submit a complete application (each item listed in **STEP 1** above) in **hard copy, ALONG WITH 5 COMPLETE COPIES** to Public Works Business Line Core (see address below) by the closing date of the announcement. Faxed, e-mailed, incomplete or late submissions will **not** be accepted.

If applications are mailed, they must be post marked by the **closing date of the announcement** and mailed to:

NAVFAC SOUTHWEST
PWBL Core, P&RM (PW1)
ATTN: ELP
1220 Pacific Hwy
San Diego, CA 92132

STEP 4. NAVFAC SW PWBL Core, P&RM (PW1) will review the packages for completeness and forward all applications to senior management for endorsement.

STEP 5. Senior management will be asked to complete the Senior Management Endorsement (Enclosure 6) for each applicant and return to the PWBL Core, P&RM (PW1); therefore, Enclosure (6), Senior Management Endorsement, should be submitted as is. Again, this enclosure will be completed **after** the application is submitted. The PWBL Core, P&RM (PW1) will ensure completion of this portion of the application for each applicant.

STEP 6. Complete packages will be forwarded to the Selection Board for evaluation.

STEP 7. The Selection Board will evaluate each package.

STEP 8. Upon evaluation of all complete applications, applicants will be selected and notified in writing of their acceptance to the FY17 ELP by the NAVFAC SW Public Works Business Line Coordinator.

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SELECTION FACTORS

The selection board will consider each of the following when rating your application:

Work Ethic - Evidence (through examples) that you: **value hard work**; are **reliable**; are **diligent** in your work habits; and that you are **committed to the organization**.

Problem Solving Skills - Evidence (through examples) that you can: **analyze** a situation, **define the problem**, **identify potential solutions**; and **determine the most appropriate solution to a problem**.

Interpersonal Skills - Evidence (through examples) that you **communicate** effectively (e.g., via writing, or verbally).

Productivity - Evidence (through examples) that you incorporate **quality and efficiency** into work-related tasks.

Organizational Commitment - Evidence (through examples) that you support and promote your **organization's mission and vision**.

Your Self-Rating Evaluation (Enclosure (1))

Your Supervisor's Rating & Recommendation (Enclosures (4)& (5))

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Schedule

<input type="checkbox"/>	Open General Announcement	10 AUG 2016
<input type="checkbox"/>	Applications Packages Accepted	10 AUG -09 SEP 2016
	Info Session 1	16 AUG 2016 (1130 – 1230)
	Info Session 2	22 AUG 2016 (1130 – 1230)
<input type="checkbox"/>	Close General Announcement	09 SEP 2016
<input type="checkbox"/>	Final Selectees notified	26 SEP 2016
	Program Overview (Locals on site/remote via DCO)	3 OCT 2016
<input type="checkbox"/>	Classroom Training Session I - ELP	27 – 31 MAR 2017
<input type="checkbox"/>	Classroom Training Session II - ELP	15 – 19 May 2017
<input type="checkbox"/>	Classroom Training Session III - ELP	24 – 28 JUL 2017
	Graduation	2 OCT 2017

SELF-EVALUATION. (TO BE COMPLETED BY APPLICANT)

Using the Forced Point Likert scale below please rate yourself on the following criteria

4 - My work always reflects this characteristic and I enjoy mentoring others within my org or work group.

3 - My work usually reflects this characteristic, but I am not comfortable communicating with others.

2 - I believe this characteristic is important and I am capable, but I do not demonstrate that characteristic in the workplace.

1 - I don't believe this characteristic is relevant to leading others.

Applicant Name: _____ Applicant Contact Number: _____

**SELF EVALUATION
(TO BE COMPLETED BY APPLICANT)**

CHARACTERISTIC	RATING
1. Work Ethic - I value hard work; I am reliable; I am diligent in my work habits; and I am committed to the organization.	1 2 3 4
2. Problem Solving Skills - I handle work problems by analyzing the situation, defining the problem, identifying potential solutions; and determining the most appropriate solution.	1 2 3 4
3. Interpersonal Skills - I communicate effectively (e.g., via writing, or verbally) in my work.	1 2 3 4
4. Productivity -I incorporate quality and efficiency into work-related tasks.	1 2 3 4
5. Organizational Commitment - I support and promote my organization's mission and vision.	1 2 3 4

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STATEMENT OF PURPOSE (TO BE COMPLETED BY APPLICANT) *Your Statement of Purpose is an opportunity to speak directly to the ELP Selection Board. The statement of purpose you submit should provide insight into what unique qualities you, potentially, bring to the NAVFAC SOUTHWEST ELP. Given the selection factors outlined in the Program Announcement, please explain to the ELP Selection Board what distinguishes you from other applicants and why you should be selected for this program.*

Applicant Name:	Position Title
Applicant's Signature	Date

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STATEMENT OF COMPUTER SKILL

(TO BE COMPLETED BY APPLICANT)

As part of the NAVFAC SW ELP, I understand if selected to participate, I will be required to complete assignments on time, read books, research relevant issues and communicate with my peers and instructors electronically.

Specifically, Selectees must be able to:

- Open and close application software
- Create, save, store, rename, organize, move, copy, delete files or folders
- Use the tool bar
- Copy and paste
- Use Help Tool
- Use a search engine
- Manage email

I certify that I am able to complete the computer requirements of the NAVFAC SOUTHWEST ELP.

Applicant Signature

Date

- ADMIN: CAC Enabled
 Will require certificate
 Home computer
 Email acct:

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SUPERVISOR'S RATING. TO BE COMPLETED BY IMMEDIATE SUPERVISOR AND RETURNED TO THE APPLICANT. THE APPLICANT WILL SUBMIT ENCL 4 AND 5 AS PART OF THEIR APPLICATION PACKAGE.

NOTE: NAVFAC SW Public Works Business Line Core, Program and Resource Management, is responsible for obtaining PWO or MPO OMO endorsement (ENCL 6).

Applicant Name:	Supervisor's Name
Position Title	Duration under supervision
SUPERVISOR'S RATING	
RATING	RATING
<p>DIRECTIONS: Using the Forced Point Likert scale below, please evaluate your employee on the following criteria</p> <p>4 - Applicant consistently demonstrates this characteristic and is a valued member of our organization</p> <p>3 - Applicant has demonstrated this characteristic.</p> <p>2 - Applicant is capable of demonstrating this characteristic, but prefers not to assume leadership roles within our work group, team, or organization.</p> <p>1 - Applicant has not demonstrated an understanding of this characteristic.</p>	
CHARACTERISTIC	RATING
<p>1. Work Ethic- This employee - values hard work; is reliable; is diligent in their work habits; and is committed to the organization.</p>	<p>1 2 3 4</p>
<p>2. Problem Solving Skills- This employee - handles work problems by analyzing the situation, defining the problem, identifying potential solutions; and determining the most appropriate solution.</p>	<p>1 2 3 4</p>
<p>3. Interpersonal Skills- This employee - communicates effectively (e.g., via writing, or verbally) at work.</p>	<p>1 2 3 4</p>
<p>4. Productivity - This employee - incorporates quality and efficiency into work-related tasks.</p>	<p>1 2 3 4</p>
<p>5. Organizational Commitment - This employee - supports and promotes the organization's mission and vision.</p>	<p>1 2 3 4</p>

SUPERVISOR PRINTED NAME

DATE

SUPERVISOR SIGNATURE

DATE

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SUPERVISORY LETTER OF RECOMMENDATION (TO BE COMPLETED BY FIRST OR SECOND LINE SUPERVISOR) *Please express to the ELP Selection Board why you feel the applicant should be selected to participate in this program. Supervisory recommendation must be submitted by the applicant with their package.*

Applicant Name:	Supervisor's Name
Applicant Contact Number:	Supervisor's Contact Number:
Overall Supervisory Rating:	
DIRECTIONS: Using the Forced Point Likert scale below, please evaluate your employee on the potential for being successful in the ELP.	
<input type="checkbox"/> 1 - STRONGLY DISAGREE	
<input type="checkbox"/> 2 - DISAGREE	
<input type="checkbox"/> 3 - AGREE	
<input type="checkbox"/> 4 - STRONGLY AGREE	

SUPERVISOR PRINTED NAME

DATE

SUPERVISOR SIGNATURE

DATE

SENIOR MANAGEMENT ENDORSEMENT To be completed by PUBLIC WORKS OFFICER, or METRO PRODUCTION OFFICE OPERATIONS & MAINTENANCE OFFICER and returned directly to NAVFAC SW Public Works Business Line Core, Program and Resource Management, Attn: ELP, 1220 Pacific Highway, Bldg 110, 2nd Flr, San Diego, CA 92132

Applicant Name:	Supervisor's Name
Position Title	Grade/Series
<p>DATE:</p> <p>FROM:</p> <p>TO: NAVFAC SOUTHWEST PW Product Line Coordinator</p> <p>SUBJ: PWO or MPO OMO Endorsement for (_____)</p> <p>Ref: NAVFAC SOUTHWEST Emerging Leader Program</p> <p>ORG CODE: (_____)</p> <p><input type="checkbox"/> I concur with the supervisor's recommendation and will fully support (_____)'s participation in the 6-month NAVFAC SOUTHWEST Emerging Leadership Program.</p> <p><input type="checkbox"/> I am unable to support (_____) participation in the 1-year NAVFAC SOUTHWEST Emerging Leader Program.</p> <p><i>Optional comments in support of the applicant:</i></p>	

SENIOR MANAGEMENT SIGNATURE

Date