OAR
Leadership Effectiveness & Advancement Program
(LEAP) Application

Application Guidelines: Candidates must be clear and concise to have an effective application. Completed applications include required questions that must be completed by the candidate (pages 3-5) and a section for supervisor's approval (pages 6-7). Supervisors are requested to submit the application, once complete, to the LEAP Coordinator; however, applicants are responsible for ensuring that their application is submitted prior to the deadline.

Completed applications must be submitted by email to the LEAP Coordinator (oar.leap.coordinator@noaa.gov) during the application period, August 1-19, 2011. Additional information about LEAP and the application process is available in Frequently Asked Questions (FAQs) on the LEAP webpage.

SECTION I – Program Overview and Requirements

An applicant for the OAR Leadership Effectiveness and Advancement Program (LEAP) must have at least one year of experience working for NOAA as either a federal employee or in some other full-time capacity, such as a contractor or Joint/Cooperative Institute staff member, as of the closing date of this announcement.

The Program is seeking applicants from all levels of the organization. A conscious effort will be made to select participants who represent a diverse vertical cross-section of OAR and other line offices as well as a balance between headquarters and field offices, in order to enhance the quality of the Leadership Program. Selection will be based primarily on the information provided in the application and on the supervisor's recommendation.

All applicants must be able to commit to full participation in the LEAP program, including:

1. Personal and professional development as demonstrated by a commitment to:
   - Attend team meetings, typically weekly or bi-weekly, in person or virtually (e.g., phone, VTC),
   - Dedicate an average of two hours per week to teams and projects, and
   - Identify a community of computation to evaluate your leadership progress throughout LEAP. Communities of computation typically include a combination of peers, supervisors, and supervisees.

2. Attendance at four training sessions over the period of one year, typically 3.5 days per session. Training sessions will be held within driving distance of Silver Spring, MD.
   - Without exception, attend the entire first training session.
   - Attend the three other training sessions. Exceptions for legitimate, emergency absences can only be granted by the participant's PACT and the LEAP program instructor, but these absences cannot exceed 20% of the total training days.
   - Training sessions are scheduled for:
     - October 25-28, 2011
     - February 28 - March 2, 2012
     - June 12-15, 2012
     - October 23-26, 2012

3. Opportunities to lead an activity at a training session (e.g., team-building exercise), or act as an instructor during LEAP.

4. Written commitment from the applicant's supervisor to support time dedicated to LEAP and financial costs. A supervisor's statement of support must be included with a completed application. There is a tuition charge of $2,700 per person which can be spread over two fiscal years. It is estimated that for travel to the Washington, DC area for four training sessions and for a per diem charge (room and board) for off-site locations, each participant should allow approximately another $6,000 to be spread over two fiscal years (actual travel costs may vary according to the applicant's geographic location).

Application Elements and Selection Criteria include:

Personal Vision Statement

- Comprehensive vision statement that indicates significant thought and achievable path toward success
- Career goals contribute to NOAA/OAR's mission
- Demonstrates collaboration and teamwork with others to achieve vision
- Demonstrates potential for advancement into leadership positions
- Willing to give and receive feedback, to be self-critical, and to be open to coaching

Background

- High level of competency in his/her discipline
- Demonstrated interest in leadership development activities and training (formal/informal)
- Seeks and takes on increasing responsibility or resolves problems as they occur
- Importance of your contribution to the accomplishments of the organization
- Demonstrates respect for others
- Effectively collaborates and works with others to meet organizational and individual needs
- Takes reasonable risks
- Demonstrates interest in addressing complex issues

Development Planning

- Demonstrates new and innovative approach and solution to problems or improvements
- Demonstrates ability and interest to serve in a leadership capacity
- Anticipates organizational needs and proposes the necessary actions to directly meet the needs of OAR and NOAA
- Plan to use feedback/knowledge gained in program for the purpose of improving work performance (individually/teams)

SECTION II - APPLICANT BACKGROUND INFORMATION

To be completed by the applicant and reviewed by his or her supervisor.

1. APPLICANT'S NAME (Last, First, Middle Initial, Suffix)
2. ORGANIZATIONAL MAILING ADDRESS (Include Mail Stop/Suite)
3. OFFICE TELEPHONE NO. (Include area code)
4. FAX NUMBER
5. E-MAIL ADDRESS
6. POSITION TITLE
7. PAY PLAN/SERIES/GRADE or equivalent for contractors/grantees
8. LENGTH OF SERVICE (Years)
9. ARE YOU A FULL-TIME:
    a. Federal Government employee? ☐
    b. Joint/Cooperative Institute employee? ☐
    c. Contractor? ☐
10. WHAT IS YOUR NOAA LINE OFFICE AFFILIATION?
11. WHAT IS YOUR OFFICE OR LABORATORY AFFILIATION?
12. SUPERVISOR'S NAME AND POSITION TITLE
13. SUPERVISOR'S OFFICE PHONE (Include area code)
14. SUPERVISOR’S E-MAIL ADDRESS

SECTION III - PERSONAL VISION STATEMENT (2000 character limit)

To be completed by the applicant and reviewed his or her supervisor.

Please write a personal vision statement that captures how your career goals contribute to NOAA and OAR's visions and missions. Please highlight elements that you feel exhibit collaboration and teamwork.

SECTION IV - BACKGROUND (2000 character limit for each question)

To be completed by the applicant and reviewed by his or her supervisor.

Describe previous leadership training and development activities and their impact on you. Relevant activities may include formal or informal programs through NOAA, universities, civic or other organizations.

Briefly and specifically describe your accomplishments important to the organization, including technical and/or managerial accomplishments. Please highlight elements that involved collaboration, teamwork, innovation, and/or risk-taking.

SECTION V - DEVELOPMENT PLANNING (2000 character limit)

To be completed by the applicant and reviewed by his or her supervisor.

Describe in detail your expectations of how the LEAP program may improve your current job performance and how the knowledge and skills gained from this leadership development experience may be applied. Identify at least two of the activities that you propose to engage in following the program in order to use the knowledge gained or share new ideas, knowledge, and skills from the experience with those in/outside your immediate work group.

SECTION VI – Supervisor Approval

To be completed by applicant's supervisor.

1. How strong a candidate for the LEAP is the applicant? (Select one.)

- ☐ Excellent
- ☐ Very Good
- ☐ Good
- ☐ Fair
- ☐ Poor

Please explain your response with regard to employee's potential for assuming a leadership role in the organization, and how you see the employee using their leadership skills in their official duties. (2000 character limit)

2. Would you support the applicant's full participation in the LEAP? (Select one.)

- ☐ Highly support and encourage participation
- ☐ Would support if selected
- ☐ Do not support at this time

3. What concerns, if any, do you have regarding the applicant's participation in the LEAP? (1000 character limit)

4. If the applicant is accepted into the LEAP, will your office support them financially as required?

☐ Yes

☐ No

5. Do you have any additional comments? (1000 character limit)