

ANNOUNCEMENT OF LEADERSHIP VA 2010

1. PURPOSE. Leadership VA (LVA) is designed to identify approximately 78 leaders in the Department of Veterans Affairs (VA) who exhibit leadership talent and potential and to enhance their career development through an intense leadership training experience. The program includes an opportunity for participants to expand their leadership skills by meeting with VA's top leaders and developing keener insights into the internal and external forces that affect the Department. LVA also provides for an exchange of information and viewpoints which will broaden their perspectives and create a network of VA leaders who share a common commitment to VA and to public service in its broadest sense. The program's mission is to enhance:

- a. Critical thinking skills;
- b. Ability to work collaboratively and effectively to solve problems with colleagues from diverse disciplines and backgrounds;
- c. Understanding of the national issues that VA must solve now and in the future;
- d. Ability to break down organizational barriers between and among the Veterans Health Administration, Veterans Benefits Administration, National Cemetery Administration and supporting staff offices to reach common goals;
- e. Networking skills in order to ensure individual and organizational success.

LVA participants will leave the program with a well-developed understanding of VA, its component organizations, and tools which prepare them to lead in multidisciplinary settings to accomplish the strategic goals of the Department.

2. GENERAL. Under Secretaries, Assistant Secretaries, Other Key Officials, Deputy Assistant Secretaries, and field facility Directors are responsible for the following actions:

- a. Ensuring that the program is called to the attention of all employees who occupy non-temporary, fulltime positions at or above grade GS-13 and equivalent Title 38 levels (includes Veterans Canteen Service employees). Additionally, field facility Directors are required to ensure this announcement is prominently posted for a minimum of 30 days. Title 38 equivalency to GS-13 for purposes of qualifying for LVA are defined by VA occupation as: Nurse - Grade IV; Physician; Dentist; Podiatrist - Intermediate; Optometrist - Intermediate; Chiropractor – Intermediate; and Physician Assistant - Chief.

- b. In keeping with the Department's strong commitment to diversity, supervisors are urged to identify qualified minority, female, and disabled employees and encourage them to apply.

In light of VA's significant investment in the LVA program, selected LVA participants are encouraged to remain with VA for 5 years after graduation.

3. APPLICATION CRITERIA

a. Any employee occupying a position at or above grade GS-13 and equivalent Title 38 levels may apply. LVA seeks individuals from all elements of VA who are having or who may have significant impact on the future of the Department. Applicants should be high achievers who have demonstrated leadership, success, career progression, and who are active contributors to the community of which they are a part.

b. Because of the limited program capacity (approximately 78 participants), competition will be keen. Those who believe personal or work considerations will necessitate their missing a program session, or large portion thereof, should not apply this year.

4. TRAVEL FUNDING AND EXPENSES. As agreed by the VA Education and Training Board, sponsoring offices in VA Central Office (VACO) will pay travel, lodging, and per diem for their participants, except for VHA participants. Based upon decentralization of VHA travel funds, VHA sponsoring facilities are expected to provide travel funding for their LVA participants. Applicants are advised that if they are selected, each LVA participant is required to contribute incidental fees for each one week session of LVA. These fees, which cover networking center operations, average \$15 - \$20 per weeklong session and are non-reimbursable by travel vouchers. Additional fees, as appropriate for optional events or activities not covered by appropriated funds, may also be required.

5. APPLICATION PROCEDURES. Any eligible VA employee may submit an application. The procedures for obtaining, completing, and submitting applications are:

a. Online at the Leadership VA Web site: <http://10.190.0.50/Sites/valu/learning/1108>
The Leadership VA (LVA) Web site is found under "Learning Resources" on the VA Learning University (VALU) Web site: <http://10.190.0.50/Sites/valu/.xhtml>.

b. The Application for LVA 2010 has been revised and is different from the one used in previous years. As such, **only the LVA 2010 Application (VA Form 9987) found on the Leadership VA Web site is acceptable.** Narrative responses in the applications should be typed using a 10-point font size. Responses to information requested on the application should not exceed the 6 pages provided in VA Form 9987. **Completion of the "LVA Application Registration" found on the Leadership VA Web site listed above is also required.**

c. Applicants should forward the "Supervisor Recommendation" (pages 7 and 8) along with a copy of their application to their supervisor for completion. It is the applicant's responsibility to submit their application in accordance with the instructions in the following paragraphs (d - i).

d. Supervisors should complete the "Supervisor Recommendation" section of the application (pages 7 and 8), to include signature and date, and then send it to the respective VACO element as indicated in the following. The receiving office will be responsible for linking up the applications with the "Supervisor Recommendation" prior to the application review process.

e. All completed application packages from both field and Central Office personnel should be forwarded to their respective Central Office element, except VHA. (VHA employees see instructions in subparagraph f.) For example, Regional Counsel employees will forward their applications to the General Counsel (02). Applications need to be signed to be considered complete. **All packages, including those for VHA employees, must be received by October 6, 2009.** Any received after that date, will not be considered.

f. Veterans Health Administration. VHA requires that employees submit their application to: Employee Education Resource Center, VA Medical Center (688/161), 50 Irving Street, NW, Washington, DC 20422. POC: Vaughn Cooper (202) 745-8223

Additionally, VHA employees in the field are to forward a copy of the signed application to the appropriate Network Director through their field facility Director. Note: VHA applicants are advised that performance appraisals, special performance award documentation, resumes, and CVs will not be considered.

g. Continuing delays in delivery of mail by the US Postal Service may result in applications being received after the closing date. Applicants may want to consider alternative methods of delivery to ensure the timely delivery of their application. It is highly recommended that applications be sent by a “traceable” means.

h. In the event of a “last minute” submission, an application may be e-mailed to the POC for the appropriate receiving office with a copy e-mailed to the “Leadership VA (LVA)” mailbox. See listing below for POCs to send last minute submissions. However, the signed, original application and supervisor’s recommendation must arrive at the receiving office within two business days but NLT COB, October 8, 2009.

i. Applicants, except for all VHA (including VACO) employees, should use the VACO address (810 Vermont Avenue, NW, Washington, DC 20420) and please insert the respective VACO element’s routing symbol from the following listing:

- (1) Office of the Secretary (001B), POC: Rubenea Dixon-Burton (202) 461-4869
- (2) Veterans Health Administration – see paragraph “f” above.
- (3) Veterans Benefits Administration (20M5), POC: Sandra Keys (202) 461-9868
- (4) National Cemetery Administration (41D2), POC: Linda Heusmann (202) 461-8970
- (5) Board of Veterans' Appeals (01B), POC: Mary Short (202) 461-8001
- (6) Office of the General Counsel (02), POC: Sylvia Arrington (202) 461-7728
- (7) Office of the Inspector General (50), POC: Kelly Egan (202) 461-4720
- (8) Office of the Assistant Secretary for Public and Intergovernmental Affairs (002), POC: Beverly Allen (202) 461-7460
- (9) Office of the Assistant Secretary for Management (004), POC: Miriam Smith (202) 461-6677

- (10) Office of the Assistant Secretary for Information and Technology (005), POC: Martha Orr (202) 461-6910
- (11) Office of the Assistant Secretary for Human Resources and Administration (006), POC: Debra Walker (202) 461-7755
- (12) Office of the Assistant Secretary for Operations, Security and Preparedness (007), POC: Julie Schroeder (202) 461-4989
- (13) Office of the Assistant Secretary for Policy and Planning (008), POC: John O'Hara, (202) 461-5757
- (14) Office of the Assistant Secretary for Congressional and Legislative Affairs (009), POC: Mary Kay Stack (202) 461-6363
- (15) Office of Acquisition, Logistics, and Construction (001ALC), POC: Shana Love (202) 461-8336

6. SELECTION PROCEDURES. Applications generated within each organization will be ranked by the appropriate Under Secretary, Assistant Secretary, or Other Key Official. Upon completion of the ranking, applicants considered "best qualified" will be interviewed to determine the final list of participants. All applications and the related ranking will be forwarded to Leadership VA by November 30, 2009. The LVA Selection Committee will meet in mid-December to review all submissions and will forward its selections for final approval. Selectees and non-selectees will be notified in January 2010.

7. PROGRAM DATES AND LOCATIONS. We anticipate having four one-week sessions at different sites. If this training schedule is problematic to potential applicants, we recommend they not apply. We make every effort to coordinate these session dates so as not to conflict with major VA meetings. Sessions are tentatively planned, subject to approval by the VA Education and Training Board:

- | | |
|---------------------|-------------------------|
| I. Philadelphia, PA | April 11 - 16, 2010 |
| II. Washington, DC | June 13 - 18, 2010 |
| III. Milwaukee, WI | September 12 - 17, 2010 |
| IV. Baltimore, MD | November 14 - 19, 2010 |

8. INQUIRIES. Inquiries about Leadership VA may be directed to the LVA Executive Director, Michael K. Brenny at 202-461-4065.

August 10, 2009

VA Notice 09-06

9. RESCISSION. This notice is rescinded January 1, 2010; however, the information reflected will remain in effect.

CERTIFIED BY:

**BY DIRECTION OF THE
SECRETARY OF
VETERANS AFFAIRS:**

/s/
Roger W. Baker
Assistant Secretary for
Information and Technology

/s/
John R. Gingrich
Chief of Staff

DISTRIBUTION: ELECTRONIC ONLY