

March 29, 2004

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TO: Organizational Unit Managers

FROM: 309/Human Resources Specialist, Employee and Organizational Development Branch, OHR

SUBJECT: FY 2005 Request for Nominations for NASA's Development Programs

This is our annual request for nominations for three of NASA's Development Programs:

1. NASA's Leadership Development Program (LDP)
2. NASA's Fellowship Program, which includes the Accelerated Leadership Option (ALO)
3. NASA Administrator's Fellowship Program (NAFP)

The call for these programs is being combined to provide a more strategic approach to NASA's succession planning by allowing the Agency's Executive Development Educational Panel (EDEP) to assess all developmental programs against the total pool of available Agency candidates. Applications for the NASA's Leadership Development Program (LDP) and NASA's Fellowship Program for the FY 2005 year are due to the Employee and Organizational Development Branch (EODB) at Mail Stop 309 by **June 30, 2004**. To further consolidate this process, this year the NASA Administrator's Fellowship Program (NAFP) has been added to this call. Applications for NAFP are due by **October 8, 2004**.

Because the LDP and Fellowship are Agencywide leadership development programs designed to support NASA's succession planning strategy, managers should choose individuals for these programs who are expected to take on roles of broader responsibility upon their return to the Center (this does not imply a promotion). This may include increased responsibility, new assignments on Center or Agency teams, or other opportunities in which the returning participant can use and share his/her expanded learning and experience. Timing of these developmental experiences is critical to assuring maximum return on investment and employee effectiveness.

NASA Leadership Development Program (LDP)

The LDP is a 12-month leadership program designed to strengthen a participant's ability to understand Agencywide needs and the role NASA plays in supporting National goals. It is a rigorous program that challenges participants to produce and be accountable for measurable results at Center, Agency, and societal levels. There is no limit to the number of nominees managers can submit to this program.

A full description of the program including information, selection criteria, and forms related to this program are electronically available through the LDP page located at <http://ldp.nasa.gov>. Please advise your employees to carefully review the program information.

Each nominee is to submit the following paperwork to EODB. All forms are available on the LDP Web site noted above and the Langley Management System (LMS).

1. NASA Development Programs Application (NASA Form (NF) 1591, February 04). Previous editions of NF 1591 will not be accepted. On Page 3 of the form, leave Block #26, Center Director's Written Comments, blank. Suggested written comments for the Director should be typed on a separate sheet of paper and submitted with the application. Please be sure candidates have completed the gap analysis matrix on Page 4 of the application.
2. Supplemental Attachment: NASA Leadership Development Program (NF 1591D, May 03).
3. Nominee's Center Individual Development Plan (IDP) (NASA Langley Form 405).

NASA Fellowship Program

The NASA Fellowship Program provides high potential employees with the opportunity to attend world-class academic programs as a means of enhancing their management and leadership capabilities. These programs provide an excellent opportunity for participants to study and work with individuals Governmentwide, nationally with industry participants, and globally with international students.

All documents, information, and forms related to this call are electronically available through the NASA Fellowship Program page located at <http://fellowship.nasa.gov>.

The eligibility criteria and requirements for fellowship programs can be found on Page 7 of the NASA Fellowship Program Guide. Organizational Unit Managers are to limit their nominees to no more than one nomination per program. The exception to this is the MIT System Design and Management Program being offered as part of NASA's Accelerated Leadership Option (ALO). Please see specific guidelines for this program on page 14 of the NASA Fellowship Guide.

Each nominee is to submit the following paperwork to EODB. All forms are available on the Fellowship Web site noted above and the LMS.

1. NASA Development Programs Application (NF 1591, February 04). Previous editions of NF 1591 will not be accepted. On Page 3 of the form, leave Block #26, Center Director's Written Comments, blank. Center Director Comments should be typed on a separate sheet of paper and submitted with the application. Please be sure that candidates have completed the gap analysis matrix on Page 4 of the application.
2. Supplemental Attachment: Accelerated Leadership Option (NF 1591B, Feb 02). This only applies to ALO nominees.

3. Supplemental Attachment: Fellowship Assessment and Cost (NF 1591C, May 03). This only applies to nominees for a Space Club Award or the Local Executive Program Option.

NAFP

The NAFP, an Agencywide initiative, is designed to enhance the professional development of NASA employees and science, technology, engineering, and mathematics faculty at minority institutions. As a “mission support” program, the ultimate goal is to enhance partnerships and collaborations between NASA and minority institutions that lead to increased diverse participation in NASA’s overall research, development, and education initiatives.

Six fellowships will be awarded to NASA career employees per year. During the first year, employee fellows will spend approximately 10 to 12 months teaching and conducting research at a minority institution. The second year, the fellows spend approximately 9-12 months in a professional development assignment(s) at NASA Headquarters, a NASA Center, a research university, an aerospace industry, or other appropriate organizations. These assignments will provide NASA career employees with the experience and insight to help guide future NASA initiatives, positioning them for greater leadership responsibilities within the Agency.

Additional program information including a detailed program description, eligibility requirements, and application form are available through the NAFP Web site at <http://www.uncfsp.org/nasa/nafp>.

All nominations must have the employee’s line management sponsorship. The Associate Directors will review and screen the LDP and NAFP applications before they are submitted to the Executive Resources Panel (ERP). The ERP will recommend selections for programs to the Center Director. The Center Director will have final approval and will endorse the Langley nominees. The nominations are forwarded to the EDEP for final selections. Final selections will be based on the needs of the Agency, the demonstrated potential of the nominees, and the match of the individual needs with program objectives.

If you have questions or need additional information, please contact me.

Rebecca Howlett
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cc:
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