

2009 Leadership Development Program

FREQUENTLY ASKED QUESTIONS

Application & Eligibility

HOW CAN I APPLY FOR THE LEADERSHIP DEVELOPMENT PROGRAM (LDP)?

All applications for the LDP must be completed and submitted electronically. To access the online application, visit <http://training.ba.ssa.gov/ot/>. Applications will be accepted beginning May 26, 2008 through June 20, 2008 (11:59 pm local time).

CAN ALL GS-9 THROUGH GS-12 EMPLOYEES APPLY FOR THE LDP?

Applications will be accepted from current, permanent GS-9 through GS-12 employees in the competitive service and Federal Wage System (FWS) employees with experience that is equivalent to GS-9 through GS-12 (e.g., WS). Employees occupying temporary GS-9 positions and excepted appointments are not eligible.

I AM CURRENTLY A GS-11 IN A CAREER LADDER POSITION THAT LEADS TO A GS-12. CAN I APPLY FOR THE LDP?

Yes. Individuals in career ladder positions may apply. If selected, the individual will receive a temporary promotion upon meeting the time in grade requirement. Participation in the program may delay the individual's qualifications for progression in the permanent career ladder. Upon completing the program, the individual will return to the career ladder position and must obtain any qualifying experience necessary for a promotion in the permanent career ladder position.

CAN I REMAIN IN PART-TIME STATUS DURING THE PROGRAM?

If selected for the program, part-time employees must convert to full-time status. Conversion to full-time status is required during the program so that participants can fully participate in all program activities and developmental assignments. Part-time applicants must sign a statement included in the LDP application agreeing to convert to full-time status for the duration of the program. At the end of the program, participants will return to part-time status.

CAN I APPLY FOR THE LDP IF I AM CURRENTLY IN A TEMPORARY POSITION?

Temporary GS-13 employees may apply for the program, but must apply at their permanent grade level. If selected, the individual will enter the program at his or her permanent grade level. Employees in temporary GS-9 positions are not eligible for the LDP because they hold a permanent GS-8 position.

I RECEIVED A PERMANENT GS-9 PROMOTION LAST WEEK. CAN I APPLY FOR THE LDP?

Yes. There is no time-in-grade requirement for the LDP. However, if selected, you must still meet the time-in-grade requirement to receive a temporary promotion while in the program.

Assignments

WHEN DOES MY PARTICIPATION IN THE LDP BEGIN?

Selected individuals will be journalized into the LDP shortly after selections are announced. A personnel action will be processed by the home component to journalize individuals into an LDP Participant position, not to exceed 18 months.

WHEN WILL MY FIRST DEVELOPMENTAL ASSIGNMENT BEGIN?

Participants are expected to begin their first assignment immediately following the LDP Orientation. At this time, their Individual Development Plans (IDP) will be undergoing the development and approval process. Therefore, all participants must confirm and obtain pre-approval of their first assignment prior to its start. To request approval of the first assignment, participants must submit a "Request for Pre-Approval of First Assignment" form to their Office of Training LDP coordinator.

IF I AM INTERESTED IN A PARTICULAR ASSIGNMENT, HOW SHOULD I MARKET MYSELF?

After expressing interest in the developmental assignment with the assignment supervisor, participants may be asked to submit a resume and schedule an interview to obtain more information about the assignment.

AM I REQUIRED TO TRAVEL FOR MY ASSIGNMENTS?

Participants who do not have experience working in headquarters must complete a 120-day assignment in a headquarters component, which the Office of Training will fund. Otherwise, participants are expected to identify local assignments for the duration of the program, at no cost to the Office of Training. No additional funding for travel is available. However, this does not preclude the participant's home component from funding assignments as they deem necessary.

AM I REQUIRED TO COMPLETE A NON-STAFF ASSIGNMENT IN OPERATIONS?

Candidates who do not have operational claims-processing experience are required to complete a developmental assignment in a local Operations or ODAR field office, Teleservice Center, Program Service Center, Disability Determination Services, or the Office of Central Operations. The Office of Training will not provide funding for these assignments.

IS AN ASSIGNMENT IN THE REGIONAL OFFICE CONSIDERED A FIELD OFFICE ASSIGNMENT?

No. An assignment in a regional office is NOT considered a field office assignment.

IS AN ASSIGNMENT IN THE REGIONAL OFFICE CONSIDERED A HEADQUARTERS ASSIGNMENT?

No. An assignment in a regional office is NOT considered a headquarters assignment. Headquarters assignments must be in an SSA office in the Baltimore/Washington metropolitan area.

Assignments (continued)

IF I AM ALREADY WORKING IN A REGIONAL OFFICE, CAN I TAKE AN ASSIGNMENT IN ANOTHER REGIONAL OFFICE TO COMPARE THE SIMILARITIES AND DIFFERENCES?

The location of a developmental assignment should be discussed between the participant and his or her mentor. However, an assignment in one regional office will be very similar to an assignment in another regional office, unless there is some type of special work activity taking place.

HOW MANY ASSIGNMENTS ARE REQUIRED FOR LDP PARTICIPANTS?

LDP participants are required to complete at least three 4-month assignments. Each assignment must be in a new area of work, and at least one assignment must be outside of the participant's deputy commissioner-level component.

WILL THERE BE ADDITIONAL ASSIGNMENTS AVAILABLE FOR MY CONSIDERATION?

Yes. If, components submit additional assignments during the course of the program, the information will be immediately forwarded to all participants.

Promotions

ONCE SELECTED, WHEN WILL I RECEIVE A TEMPORARY PROMOTION?

Eligible participants will receive a temporary promotion to the next higher grade when they are journalized into the program.

AFTER APPLYING FOR THE LDP, I RECEIVED A PROMOTION. HOW DOES THIS AFFECT MY PARTICIPATION IN THE PROGRAM? WILL I RECEIVE ANOTHER PROMOTION?

Participants who receive a permanent promotion prior to the LDP selection date can still participate in the program, with their supervisor's approval, but will not be eligible to receive a temporary promotion. During the program, the individual must take assignments at the same grade level of his or her permanent promotion.

WHAT HAPPENS IF I AM SELECTED FOR A TEMPORARY OR PERMANENT PROMOTION TO ANOTHER POSITION WHILE I AM PARTICIPATING IN THE LDP?

LDP participants may remain in the program, continue with all aspects of their IDP, and continue attending core training activities with the approval of the hiring component official. However, permanently-promoted participants who remain in the program will not qualify for a Certificate of Eligibility (CE) for a Non-Competitive Promotion. Written notification of the decision for participants to remain in the program must be sent from the hiring component official to the Office of Training within 2 weeks of the action.

Additional Information

HOW CAN I OBTAIN MORE INFORMATION ABOUT THE LDP?

To obtain more information about the LDP, submit email inquiries to DCHR.OT.CDP@ssa.gov or contact the LDP Hotline at 410-966-1700. Information regarding the program is also available at the Office of Training's website: <http://training.ba.ssa.gov/ot>.