

DEPARTMENT OF ENERGY

Senior Executive Service Candidate Development Program Plan

“We are not here to mark time, but to make progress, to achieve results, and to leave a record of excellence.”– President George W. Bush

Senior Executive Service Candidate Development Program	Program Framework (Proposed)
Program Oversight:	<i>The Executive Resources Board</i> will provide oversight of the Senior Executive Service Candidate Development Program
Commitment and Support: <ul style="list-style-type: none"> • Secretary; Deputy Secretary, and Executive Resources Board (ERB) • Office of Management, Budget, and Evaluation • Office of Human Resources Management • Office of Civil Rights and Diversity 	Senior Executive Service Candidate Development Program Commitment: <ul style="list-style-type: none"> • DOE Senior Executives view the program as an invaluable tool to consciously address succession planning; the Executive Resources Board directs this focus toward developing employees from diverse backgrounds with capabilities that are critical to DOE’s mission and succession needs • Graduates are viewed to be primary source for filling future DOE Senior Executive Service (SES) positions and for increasing the number of minorities, women and people with disabilities in the Department’s upper management ranks Support: <ul style="list-style-type: none"> • The Office of Management, Budget and Evaluation will provide central funding & resources for program orientation, core training, and graduation for all candidates (including non-DOE selectees) • The Office of Human Resources Management, ME-50, will provide: 1) overall Program management/coordination; 2) Program administrative and logistical support; and will 3) track and report on Program and candidates’ progress to the ERB • The Office of Civil Rights and Diversity in partnership with the Office of Human Resources Management will provide consultative services regarding diversity and DOE’s diversity outreach efforts throughout the course of the program
Office of Personnel Management Qualifications Review Board Certification of Executive Core Qualification (ECQ) Process:	Candidates who successfully complete the DOE SES Candidate Development Program and receive certification of their executive qualifications by an Office of Personnel Management Qualifications Review Board under the criterion of 5 U.S.C. 3393(c)(2)(B) will be eligible for non-competitive appointment to the Senior Executive Service (SES). Participation in this program does not guarantee placement in an SES position.
Program Timeline:	Public Announcement of the Program: April 2002 Application Deadline: May 2002 Selection of Candidates: July - August 2002 Program Begins: August - September 2002 Program Graduation/Closeout: December 2003

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<p>Program Focus & Duration</p> <ul style="list-style-type: none"> • DOE Mission Needs & Key Business Line Focus • DOE Succession Planning Focus • DOE Leadership Development Focus • DOE Diversity Focus • DOE Mobility Focus • DOE Targeted Disciplines (See Program Marketing Below) 	<p>Succession Planning Needs: Succession planning needs are being determined by DOE organizations through a process of reviewing DOE’s demographics, diversity needs, projected retirements, and targeted disciplines. The following indicates projected retirement through 2005:</p> <p>DOE SES employees currently eligible to retire; 114 employees DOE SES employees eligible to retire between 2002-2005; 124 employees Total Maximum Potential Retirements = 238 SES employees out of 433 (55%)</p> <p>In addition, the following statistics indicate DOE’s succession planning efforts must address diversity needs within its senior ranks (See Attachment, “DOE Workforce Trends, FY1995-2001”).</p> <table border="1" data-bbox="919 581 1885 974"> <thead> <tr> <th></th> <th><u>1995</u></th> <th><u>1996</u></th> <th><u>1997</u></th> <th><u>1998</u></th> <th><u>1999</u></th> <th><u>2000</u></th> <th><u>2001</u></th> </tr> </thead> <tbody> <tr> <td>Senior Executive Service</td> <td>455</td> <td>414</td> <td>397</td> <td>386</td> <td>404</td> <td>419</td> <td>425</td> </tr> <tr> <td>Average Age</td> <td>51.3</td> <td>51.8</td> <td>51.9</td> <td>52.5</td> <td>52.5</td> <td>52.8</td> <td>53.2</td> </tr> <tr> <td>Average Length of Service</td> <td>21.4</td> <td>22.2</td> <td>21.8</td> <td>22.6</td> <td>22.5</td> <td>22.5</td> <td>23.6</td> </tr> <tr> <td>Woman</td> <td>13.9%</td> <td>14.3%</td> <td>14.1%</td> <td>15.8%</td> <td>18.8%</td> <td>19.3%</td> <td>17.4%</td> </tr> <tr> <td>Native</td> <td>0.0%</td> <td>0.0%</td> <td>0.0%</td> <td>0.0%</td> <td>0.3%</td> <td>1.0%</td> <td>0.9%</td> </tr> <tr> <td>Asian</td> <td>2.2%</td> <td>2.4%</td> <td>2.8%</td> <td>3.4%</td> <td>2.7%</td> <td>2.6%</td> <td>2.2%</td> </tr> <tr> <td>Black</td> <td>5.5%</td> <td>5.1%</td> <td>4.0%</td> <td>4.2%</td> <td>4.5%</td> <td>5.0%</td> <td>5.4%</td> </tr> <tr> <td>Hispanic</td> <td>2.4%</td> <td>2.7%</td> <td>2.5%</td> <td>2.9%</td> <td>2.7%</td> <td>3.3%</td> <td>2.4%</td> </tr> <tr> <td>White</td> <td>89.9%</td> <td>89.9%</td> <td>90.7%</td> <td>89.6%</td> <td>89.9%</td> <td>88.5%</td> <td>88.7%</td> </tr> </tbody> </table> <p>Program Duration: 9-15 Months. The developmental needs of the candidates will be a major factor in determining the time required by each candidate to complete the Program. Candidates will have a better understanding of the potential time frame for program completion based upon the outcome of the Assessment Center that will be conducted prior to selection into the Program.</p> <p>Significant progress toward the achievement of the Executive Core Qualifications and completion of significant developmental assignments prior to selection may permit a candidate to complete the Program in an accelerated time frame based upon Assessment Center results, documentation of achievements, and approval of the Executive Resources Board; however, the minimum time frame to complete the Program is 9 months.</p>		<u>1995</u>	<u>1996</u>	<u>1997</u>	<u>1998</u>	<u>1999</u>	<u>2000</u>	<u>2001</u>	Senior Executive Service	455	414	397	386	404	419	425	Average Age	51.3	51.8	51.9	52.5	52.5	52.8	53.2	Average Length of Service	21.4	22.2	21.8	22.6	22.5	22.5	23.6	Woman	13.9%	14.3%	14.1%	15.8%	18.8%	19.3%	17.4%	Native	0.0%	0.0%	0.0%	0.0%	0.3%	1.0%	0.9%	Asian	2.2%	2.4%	2.8%	3.4%	2.7%	2.6%	2.2%	Black	5.5%	5.1%	4.0%	4.2%	4.5%	5.0%	5.4%	Hispanic	2.4%	2.7%	2.5%	2.9%	2.7%	3.3%	2.4%	White	89.9%	89.9%	90.7%	89.6%	89.9%	88.5%	88.7%
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Senior Executive Service Candidate Development Program	Program Framework (Proposed)
<p>To Whom and How is the Program Being Marketed (Based upon Potential Selection of 20-30 Candidates):</p> <ul style="list-style-type: none"> • GS-14's, GS-15's, or equivalent with at least one (1) year of supervisory/management experience. • Individuals with background, capability, and experience that relates to the critical mission and business needs of the Department of Energy. • Program marketing will be targeted to reflect the diversity and occupational needs of the Department. • Program will be marketed using a variety of communication mechanisms; e.g., DOECAST; teleconferences, newsletters, web-site information, etc. 	<p>Individuals at the GS-14, GS-15, or equivalent level who want/desire to:</p> <ul style="list-style-type: none"> • Demonstrate exceptional managerial/leadership potential. • Prepare now for future leadership positions. • Serve in a variety of leadership roles across the DOE complex. • Explore the multiple dimensions of leadership. • Develop the competencies necessary for SES positions. • Obtain better understanding of DOE programs, missions, values, and management issues. • Assume key executive positions. • Be mobile in support of key programmatic objectives. <p>Targeted Disciplines: To meet the Department of Energy mission, succession planning, critical skills and mobility needs, the following disciplines will be targeted for program selection: Scientific and Technical; Program and Project Management; Acquisition Management; Legal; and General Administration. However, because the majority of the Department's SES positions are technically oriented, it is expected that most selectees will be from among applicants possessing:</p> <ul style="list-style-type: none"> • Knowledge and experience sufficient to direct and evaluate engineering, scientific, administrative-management, or legal activities associated with the DOE mission areas. • In-depth Business Management, Engineering; and/or Scientific and Technical training and experience. • Capacity to direct and evaluate activities in more than one functional area of field of specialization (interdisciplinary experience). • Demonstrated competence or high potential in the Senior Executive Service Executive Core qualifications: <ul style="list-style-type: none"> - Leading Change - Leading People - Result Driven - Business Acumen - Building Coalitions/Communication

Senior Executive Service Candidate Development Program	Program Framework (Proposed)
<p>Program Components/Requirements:</p> <ul style="list-style-type: none"> • Pre-Assessment; Mid-Program Assessment; and Post-Assessment • Orientation to DOE and its Mission/Program Goals And Objectives • Development of an Executive Development Plan • Core Training for All Candidates • Energy On-Line Learning and Independent Study • Three Developmental Assignments of at least 45-60 days each that focus on the development of the Executive Core Qualifications (DOE Headquarters, DOE Field Organization, and Other Federal Agency or Public/Private Sector Firm). <i>OPM requires at least 4 months of developmental assignments outside the candidate's position of record.</i> • SES Mentor/Executive Coach • Career Enhancement Plan Development (Post-graduation continuous learning plan; Learning Teams) • Graduation/Program Closeout 	<p>Pre-Assessment (Prior to Selection into the Program); Mid-Program Assessment; and Post-Program Assessment:</p> <ul style="list-style-type: none"> • Pre- Assessment will be used to further evaluate applicant experience, skills, executive and leadership potential <i>The Assessment Center will include:</i> Training of DOE Assessors (Prior to Assessment Center) Various Assessment Tools/Instruments Simulations, Group Exercises, Case Studies, and Interviews • Mid-Program Assessment of Candidates' progress in completing their various program requirements will be conducted in January/February 2003. This assessment will include input from Supervisors/Managers and SES mentors. Informal reports to the ERB may take place throughout the Program. A formal Program Report will be provided to the Executive Resources Board at this point. • Post-Program Assessment of the Candidates' progress through the Program, and achievement of the Executive Core Qualifications, as well as an assessment of the SES Candidate Development Program from the Candidates' perspective, will take place in December 2003. <p>Orientation into the Program</p> <ul style="list-style-type: none"> • Overview of DOE, Senior Executive Service, and SES Candidate Development Program (40 Hours) <i>Topics will include:</i> Political, Legislative, Economic, Succession Planning, and Leadership Environments Perspectives of Key DOE Executives on DOE and the SES SES Candidate Development Program Objectives and Expectations Initiation of Candidate Executive Development Plans with Mentors <p>Common/Core Training for all Candidates</p> <ul style="list-style-type: none"> • Business Management Training (80 hours) <i>Topics will include:</i> DOE-Specific Business and Managerial Issues (GPRA, DOE Strategic Plan, etc.) DOE Program, Project, and Acquisition Management Overview DOE Financial Management Overview/Issues DOE Ethics and Diversity Overview/Issues Expectations of DOE Managers/Leaders; Supervisory/ Managerial Training, "Getting Back to Basics" • Action Learning for Teams (40 Hours) <i>Focus for Action Learning:</i> Leadership Assessment; Meyers-Briggs Type Indicator; Team-Building Problem Solving by "Business Teams" focused on real DOE Issues/Concerns Presentation to Key DOE Executives on Findings/Potential Solutions/Results People Issues/Managing Diverse Groups of Employees to Obtain Results

Senior Executive Service Candidate Development Program	Program Framework (Proposed)
<p>Program Components (Continued):</p> <ul style="list-style-type: none"> • Pre-Assessment; Mid-Program Assessment; and Post-Assessment • Orientation to DOE and its Mission/Program Goals And Objectives • Development of an Executive Development Plan • Core Training for All Candidates • Energy On-Line Learning and Independent Study • Three Developmental Assignments of at least 45-60 days each that focus on the development of the Executive Core Qualifications (DOE Headquarters, DOE Field Organization, and Other Federal Agency or Public/Private Sector Firm). <i>OPM requires at least 4 months of developmental assignments outside the candidate's position of record.</i> • SES Mentor/Executive Coach • Career Enhancement Plan Development (Post-graduation continuous learning plan; Learning Teams) • Graduation/Program Closeout 	<ul style="list-style-type: none"> • Interagency Training/Executive Core Qualifications (80 Hours) <i>Topics will include:</i> OPM's Executive Core Qualifications (Leading People, Leading Change, Results Oriented, Business Acumen, and Building Coalitions/Communications) Preparation of Candidates' Certification Package for Review by OPM DOE Senior Executive Service Performance Management System Media Relations Training <p><i>Energy Online Learning Center (OLC) and Independent Study:</i> Candidates will be expected to supplement Common/Core Program training and developmental activities through Independent Study using courses available on the DOE Energy On-Line Learning Center as well as selected readings; e.g. books on Leadership Development; Business/Management research and issues; Scientific and Technical Journals, etc.</p> <p><i>Developmental Assignments:</i> Developmental assignments will be based upon candidates' approved Executive Development Plan, the extent of individual training and developmental needs, and will be focused on achievement of the Executive Core Qualifications. It is recommended that candidates and their mentors consider formal job shadowing of Senior Executives, job rotation assignments, and/or details into vacant executive positions, etc. In addition, potential training and development assignments with public/private sector organizations are being explored. For example:</p> <ul style="list-style-type: none"> • DOE Acquisition Management Top XX (Top Twenty) Program. • DOE Project Management Development Program (December 2002). • Local Universities with Executive Development Programs focused on the OPM ECQ's. • The Center for Creative Leadership; The Aspen Institute; The Carnegie-Mellon Leadership Program. • MIT Sloan School. • Private Sector Leadership Programs; Corporate Universities, etc. • SES Mentor/Protégé Relationship (See Mentoring Requirements below). • Recommended Training and/or Developmental Experiences. <p><i>Mentor Requirements:</i> Candidates must have a DOE Senior Executive Service member as a mentor. A Mentor/Protégé relationship as described in the "DOE Mentoring Program Guide" is a required component of this Program. (See <i>DOE Mentoring Program Guide</i>)</p> <p><i>Career Enhancement Plan/Learning Teams:</i> Candidates, with their mentors, will develop a 2-year Career Enhancement Plan prior to Program graduation. This plan will focus on continuous learning beyond the SESCDP and will maintain the focus on achieving competence necessary to the Senior Executive Service. Learning Teams will be established and will meet monthly to discuss SES development progress and challenges, and to obtain support from SES mentor(s) and/or executive coach(s).</p> <p><i>Graduation Ceremony:</i> Time, date, and location of the graduation ceremony will be determined based upon the expected program completion date.</p>

Senior Executive Service Candidate Development Program	Program Framework (Proposed)
<p>Funding & Resource Requirements:</p> <ul style="list-style-type: none"> • Central Funding; FY-02/03; \$250,000 Currently Projected • Sponsoring Organization Funding; Based on bench marking & baseline analysis, the average cost per candidate is \$10-25K. However, this is dependent upon the candidates' Executive Development Plan and extent of targeted training and development needs. <i>Note: This does not include candidates' salaries and benefits)</i> • Funding for Non-DOE Candidates' Training and Travel (Other than Core Training) • Program Resource Requirements (Based upon bench marking of other Federal Agency staffing of SES Candidate Development Programs) 	<p><i>FY-02/03 Central Funding:</i> The Office of Management, Budget, & Evaluation (ME-50) will cover the cost of program management/coordination; program administrative and logistical support activities; core training & development activities, tracking and reporting activities as well as the oversight and management of GS/USDA support contract. <i>For Example:</i> SESCO announcement; assessment center & selection process, tracking candidates' progress, and providing reports as required and requested, etc. The funding required for FY-02/03 is currently projected to be \$250, 000. (Note: This does not include Federal staff costs to manage the Program).</p> <p><u>Funding of DOE Candidates</u> DOE (ME-50) will fund:</p> <ul style="list-style-type: none"> • Orientation. • Core Training. • Graduation. <p>DOE Sponsoring Organization funds:</p> <ul style="list-style-type: none"> • Candidates' salary and benefits. • Developmental assignments. • Travel & per diem. • Training other than core training; e.g. GS/USDA training other than that provided as core training; OPM training to meet ECQs, etc. <p><u>Funding of Non-DOE Candidates</u> DOE (ME-50) will fund:</p> <ul style="list-style-type: none"> • Orientation. • Core Training. • Graduation. <p>Sponsoring or Home agency funds:</p> <ul style="list-style-type: none"> • Candidates' salary and benefits. • Developmental assignments. • Travel & per diem. • Training other than core training; e.g. GS/USDA training other than that provided as core training; OPM training to meet ECQs, etc. <p><i>SES Candidate Development Program Staff Requirements:</i> The Office of Human Resources Management, ME-50, will provide the staffing necessary to carry out the management and administration responsibilities of this Program.</p> <ul style="list-style-type: none"> • One Program Manager (GS-13/GS-14). • One Employee Development Specialist (GS-13/GS-14). • One Administrative Support Specialist/Program Coordinator (GS-9 to GS-12).

Senior Executive Service Candidate Development Program	Program Framework (Proposed)
<p>Recruitment, Qualification, Evaluation & Selection:</p> <p>Recruitment, qualification, evaluation and the selection process will be managed by the Office of Human Resources Management, ME-50, Department of Energy, Washington, D.C. on behalf of the Executive Resources Board.</p> <p>The DOE Office of Civil Rights and Diversity, in partnership with the Office of Human Resources Management, will provide consultative services regarding diversity and diversity outreach efforts throughout the course of the program.</p> <p>The Graduate School, United States Department of Agriculture will provide administrative, logistical, training and reporting support to DOE for the SES Candidate Development Program through an existing Interagency Agreement.</p> <p>Program Opportunity Announcement:</p> <p>Developed by ME-50, with GS/USDA support. Reviewed/Approved by the ERB.</p>	<p>Area of Consideration: All Federal Civil Service employees at the GS-14, GS-15 or above, or equivalent.</p> <p>Qualification Requirements, Evaluation & Selection Criteria:</p> <ul style="list-style-type: none"> • Applicants must be in the federal civilian workforce at the GS-14/15 or equivalent level with a minimum of one year of supervisory/managerial experience. • Applicants must demonstrate competence or high potential in the SES Executive Core Qualifications. • Applicants must submit written statement addressing each of the following ECQ’s: Leading Change, Leading People, Results Driven, Business Acumen, and Building Coalitions/Communication. • In addition, applicants should submit a 1 page statement describing: <ul style="list-style-type: none"> ✓ Unique competencies & qualifications that you would bring to DOE and an SES position. • Applicants will be evaluated in the following manner: <ul style="list-style-type: none"> ✓ Application package reviewed for completeness (incomplete packages will not be considered further). ✓ Basic qualifications review (GS-14/15 or equivalent; applicants below this level will not be considered further). ✓ Rating and ranking by a diverse merit staffing panel using only the information submitted for consideration against a crediting plan. A list of “high potential” individuals will be determined at this point based upon scores from the rating and ranking process. ✓ Those found to be “high potential” will be asked to participate in a 1-day assessment center to include both group and individual exercises. Those who perform well in the assessment center will be referred to the Department’s Executive Resources Board (ERB) for further consideration. ✓ The ERB will review each finalist’s application materials, rating and ranking scores, and assessment center results to determine final selections. Individual interviews may be conducted at this point. ✓ Applicants will be notified in writing of the outcome. ✓ Candidates will be notified in writing of their selection into the SES Candidate Development Program. <p>It is anticipated, based upon historical attrition, expected retirements and succession planning, that the majority of individuals selected will have scientific, engineering, and technical backgrounds and/or experience; however, limited needs exist in the legal and administrative fields as well.</p> <p>Program Opportunity Announcement: Announce for at least 45 Calendar Days</p>

Senior Executive Service Candidate Development Program	Program Framework (Proposed)
<p>Application Contents & Process:</p> <p>Mobility Requirement:</p> <p>Application Assessment, Evaluation & Selection Process (See also Page 7, “Recruitment, Qualification, Evaluation & Selection”):</p> <p>All qualified applicants will be considered without regard to race, religion, color, sex, age, national origin, lawful political affiliation, marital status, union membership or other non-qualifying physical or mental handicaps. This agency provides reasonable accommodations to applicants with disabilities. DOE should be notified if reasonable accommodation is being requested for any part of the application and selection process. Decisions on granting reasonable accommodation will be made on a case-by-case basis.</p> <p>Non-DOE applicant selection and participation in this program is contingent upon the negotiation of acceptable terms with the employee’s home agency. DOE will provide for orientation, core training, and graduation. All other costs must be borne by the employee’s home agency.</p>	<p>Application Contents & Process: Interested applicants must submit the following items (incomplete application packages will not receive further consideration):</p> <ul style="list-style-type: none"> ✓ OF-612 (Optional Application for Federal Employment) or a resume; regardless of the format chosen, it must contain the following information: announcement number, your full name, address, day and evening phone numbers, social security number, country of citizenship, education, work experience, highest federal civilian grade held; and other relevant work-related information. ✓ Copy of most recent performance appraisal. ✓ Geographic Mobility Agreement (signed). ✓ Written narrative addressing the five executive core qualifications (not to exceed a total of 10 pages). ✓ Written narrative addressing unique competencies and qualifications (1-2 pages). ✓ 3-5 References, with phone numbers, including first and second level supervisors. ✓ Copy of most recent SF-50, Notification of Personnel Action. ✓ Supervisory Endorsement Form (completed). <p>Mobility Agreement: The Department of Energy expects candidates of this Program to be organizationally, functionally, and geographically mobile throughout the duration of the program. Applications received without a signed mobility statement/agreement will not receive further consideration. Mobility is an essential consideration since completion of most program components will require that the candidate be mobile.</p> <p>Assessment, Evaluation & Selection: The Office of Human Resource Management (ME-50) will review packages for completeness. A diverse SES Candidate Review Panel will be convened to evaluate applicants’ work experience, progress toward mastery of Executive Core Qualifications (ECQs), and supervisory/management endorsements in relation to executive potential and DOE Program/Mission Objectives (i.e., factors such as organization and mission needs, key business lines as articulated in the DOE Strategic Plan, and succession planning needs as articulated in the DOE 5-Year Workforce Restructuring Plan). See also Page 7 of this Plan, “Recruitment, Qualification, Evaluation and Selection.”</p> <p>Pre-assessment of each candidate will be conducted through an Assessment Center established under the supervision of the Graduate School/U.S.D.A. Pre-Assessment process will potentially include applicant interviews, “in-basket” or “hands-on” case study activities, etc. Following the Pre-Assessment Process, the SES Candidate Review Panel will forward recommendations to the DOE Executive Resources Board for further candidate consideration and selection. The ERB will review each finalist’s application materials, rating and ranking scores, and assessment center results to determine final selections. Individual interviews may be conducted at this point. Applicants will be notified in writing of the outcome. Candidates will be notified in writing of their selection into the SES Candidate Development Program.</p>

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<p>Diversity & Outreach Strategy:</p> <p>The Department of Energy seeks to promote diversity within its leadership and SES ranks by actively seeking a demographically diverse pool of qualified applicants for leadership positions.</p> <p>Demographics/Diversity will be considered at each phase of the Program. Headquarters, DOE-wide, and external representation organizations will assist in our diversity outreach efforts.</p> <p>The DOE Office of Civil Rights and Diversity, in partnership with the Office of Human Resources Management, will provide consultative services regarding diversity and diversity outreach efforts throughout the course of the program.</p>	<p>Diversity & Outreach Strategy:</p> <ul style="list-style-type: none"> • The Secretary of Energy’s EEO & Diversity Policy Statement dated October 30, 2001 which states a commitment to: <ul style="list-style-type: none"> ✓ Fostering a culture of inclusion and respect; a culture that values and embraces diversity and allows each and every employee to participate fully and succeed up to his or her potential. ✓ Eradicating illegal discrimination and to practicing equal employment opportunity and inclusiveness in our workforce. ✓ Full compliance with equal employment opportunity laws, rules and regulations. • DOE’s Diversity Focus will be emphasized in the Program Opportunity Announcement. In addition, as part of DOE’s outreach efforts, Program information will be shared with many external organizations whose missions support the attainment of diversity within the Federal workforce. • The Office of Civil Rights and Diversity, DOE Diversity Managers, and the Headquarters National Hispanic Employment Program Manager will be key partners in our SESCOOP outreach efforts. • SES Candidate Review Panel Membership will reflect a diverse workforce. • Diversity issues/considerations will be key components of training and development activities.
<p>Role of the Office of Human Resources Management and the Senior Executive Service Candidate Program Manager:</p> <p>Questions regarding the Department of Energy Senior Executive Candidate Development Program may be addressed to:</p> <ul style="list-style-type: none"> • Timothy M. Dirks Director of Human Resources Management (202-586-5610) • Dr. Jerome Butler Director of Training and Human Resources Development (202-586-3272) • Dorothy M. Van Steinburg DOE SES Candidate Development Program Manager (202-287-1678) 	<p>The Office of Human Resources Management, ME-50, will provide: 1) FY02-03 central funding for the SES Candidate Development Program administration, orientation, core training, and graduation; 2) overall Program management/coordination; e.g. coordination with the Office of Civil Rights and Diversity; 3) Program administrative and logistical support; and will 4) track and report on Program and candidates’ progress to the ERB.</p> <p>The DOE Program Manager will:</p> <ul style="list-style-type: none"> • Provide overall Program guidance. • Assure necessary resources to carry out the Program (through senior management). • Plan, coordinate, and provide guidance and oversight for all components of the Program. • Act as Contracting Officer’s Representative for the GS/USDA Interagency Agreement. • Develop specific Task Agreements with GS/USDA in support of the Program. • Assure the development & tracking of candidate executive development plans. • Assure the OPM certification process is managed in accordance with DOE and OPM requirements. • Provide reports to DOE management as requested.