OFFICE OF THE UNDER SECRETARY OF DEFENSE
4000 DEFENSE PENTAGON
WASHINGTON, D.C. 20301-4000

PERSONNEL AND
READINESS

AUG 31 2010

MEMORANDUM FOR: SEE DISTRIBUTION

SUBJECT: Nominations for Leadership 360 Assessment and Executive Coaching for Senior Executives and Senior Professionals (FY 2011)

The purpose of this memorandum is to announce the availability of 360-degree leadership assessments and executive coaching services to Senior Executives and Senior Professionals (SL/ST) across the Department. These programs are designed to help ensure the Department's executives have the skills necessary to lead and operate effectively within and across organizational and functional boundaries.

The assessment and coaching services are centrally funded, however, Components are responsible for funding any local travel associated with their executives' participation. Attachment 1 provides a summary description of the two programs and attachment 2 lists the program schedule. Nominations must be submitted using attachment 3, through Component Senior Executive Management Offices, to Scott Derrick at Scott.Derrick@cpms.osd.mil, according to the suspense dates indicated. Please also direct your questions to Mr. Derrick at (703) 696-1722.

This is a special opportunity for our Department's Senior Executives and Senior Professionals to further enhance their leadership capability. I encourage you to take full advantage of this opportunity.

Kathleen Ott

Kathleen A. Ott
Acting Deputy Under Secretary
Civilian Personnel Policy

Attachments:
As stated

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360-Degree Assessment and Executive Coaching Programs for Senior Executives and Senior Professionals

Program Summary

Purpose:

The 360-Degree Assessment and Executive Coaching programs provide professional development opportunities for about 200 Senior Executive Service (SES) and Senior Professionals (SL/ST) across the Defense Department. A 360-degree assessment is a multi-rater tool for professional development utilizing superior, peer, subordinate, and self assessments to create a more balanced circle of feedback. Executive coaching (sometimes also called leadership coaching) is the process of working one-on-one with an executive coach in a thought-provoking and creative process to help individuals develop their leadership and management skills and inspire them to maximize their personal and professional potential.

Programs:

360 Assessment plus Executive Coaching: Participants will use the "OPM Leadership 360™," the U.S. Office of Personnel Management's leadership assessment tool that provides feedback to Federal supervisors, managers, and executives on 28 leadership competencies. Using the results of the 360-degree assessment, participants will then work directly with an executive coach for 10 hours of coaching via telephone over a 5-month period. If the participant and the executive coach both reside in the same metropolitan area, they are strongly encouraged to hold the first and last coaching sessions in person. Participants will be able to select an executive coach from among three options provided.

ELIGIBILITY: Senior Executives

Executive Coaching (no assessment): Participants will work directly with an executive coach for 10 hours of coaching via telephone over a 5-month period; a 360-degree assessment is not included. If the participant and the executive coach both reside in the same metropolitan area, they are strongly encouraged to hold the first and last coaching sessions in person. Participants will be able to select an executive coach from among three options provided.

ELIGIBILITY: Senior Executives and Senior Professionals (SL/ST)

Confidentiality:

The results of 360-degree assessments and the coaching discussions are confidential between the participant and his or her coach. Nonetheless, participants are encouraged to discuss the proposed topic of their coaching sessions with their direct supervisor prior to the coaching engagement. Please note that working with an executive coach with security clearance cannot be guaranteed; participants should take this into consideration during the coaching engagement.

Attachment 1

360-Degree Assessment and Executive Coaching Programs for Senior Executives and Senior Professionals

FY 2011 Schedule

Allocated Quotas						
Program	**Dates**	**Air Force**	**Army**	**Navy/ Marine**	**4th Estate**	**Nomination Due Date**
360-Degree Assessment plus Executive Coaching	October 5, 2010 to March 30, 2011	12	12	12	14	September 20, 2010
Executive Coaching (no 360-degree assessment)	October 6, 2010 to March 30, 2011	12	12	12	14	September 20, 2010
360-Degree Assessment plus Executive Coaching	January 11, 2011 to June 30, 2011	12	12	12	14	December 6, 2010
Executive Coaching (no 360-degree assessment)	January 12, 2011 to June 30, 2011	12	12	12	14	December 6, 2010

Attachment 2

360-Degree Assessment and Executive Coaching Programs for Senior Executives and Senior Professionals

Nomination Form

For each nominee, please complete a separate nomination form and attach an unclassified bio. Email the completed forms with bios to Scott.Derrick@cpms.osd.mil. Any questions should be addressed to Mr. Derrick at (703) 696-1722.

Program (select one):

☐ **360 Assessment + Executive Coaching**

☐ **Executive Coaching (no assessment)**

Dates (select one):

☐ **Oct 2010 – Mar 2011**

☐ **Jan 2011 – Jun 2011**

NOMINEE

Name: _____ _____ _____
First Middle Last

Pay Plan (select one): ☐ **SES/Tier 1** ☐ **SL/ST**
☐ **SES/Tier 2**
☐ **SES/Tier 3**

Official Title: _____

Organization: _____

Mailing address: _____

_____

Email address: _____

Commercial phone: (_____) _____

☐ **Unclassified bio for nominee is attached to this form.**

SUPERVISOR CONTACT INFORMATION

Email address: _____

Commercial phone: (_____) _____

EXECUTIVE ASSISTANCE CONTACT INFORMATION

Email address: _____

Commercial phone: (_____) _____