



Virtual Aspiring Leaders Program (vALP) 2018 Application

What is the virtual Aspiring Leaders Program (vALP)?

The virtual Aspiring Leaders Program (vALP) is a VA enterprise-wide leadership development program established to enhance the leadership skills of highly motivated VA employees and prepare them for leadership roles within VA. vALP is designed to increase access to leadership development education opportunities to geographically dispersed employees through remote delivery.

Instructions:

Save this application to your desktop as a PDF.

After you complete this application, submit it to your supervisor for approval/recommendation.

When completing the essays, the team recommends using Word to ensure the character count (including spaces) is not exceeded. Once the word count is completed and does not exceed the requirement for the questions, simply “cut and paste” the text in the essay box.

PRIVACY ACT NOTICE Authority: 5 U.S.C. §4115, provision of the Government Employees Training Act authorizes the collection of this information.

Routine Uses: The information will be used by and disclosed to Veterans Affairs Learning University personnel and contractors or other agents who need the information to assist with activities related to the virtual Aspiring Leadership Program. Additionally, this information will become a part of the training participant's permanent personnel record and is included in the government-wide electronic system of records notice (SORN), OPM/GOVT1- General Personnel Records, and is subject to all published routine uses within this SORN (<http://www.gpo.gov/fdsys/>)





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Disclosure: Furnishing this information is voluntary; however, failure to furnish the requested information may delay or prevent the completion of this training request and prevent further processing of this application.

Follow these rules as you complete the application. Failure to comply may result in your withdrawal from the application process.

- Do not use advanced formatting such as bullets, tables, bold, or italics.
- Limit your responses to the number of characters listed for a question.

Please enter the following information:

Applicant Information

First Name		Last Name			
Office Phone & Ext.		VA Email Address			
Office Mailing Address					
City		State		Zip Code	
VA Organization					
Select Network					
Facility Name or Office Name					

Supervisor Information

First Name		Last Name			
Office Phone & Ext.		VA Email Address			
Administration/Office					

Step 1: Questionnaire

1. Do you have at least one year of tenure (continuous) at VA by January 1, 2018?

- ☐ Yes
☐ No

2. What is your current GS-Level?

- ☐ GS-9
☐ GS-10
☐ GS-11
☐ GS-12
☐ GS-13
☐ Wage Grade Equivalent
Title 38 Equivalent



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3. What is your current role in the VA?

- ☐ Emerging Leader
- ☐ Team member
- ☐ Team Leader
- ☐ Front Line Supervisor
- ☐ Manager
- ☐ Senior Leader
- ☐ Other

4. Do you currently supervise staff?

- ☐ Yes
- ☐ No

5. What was your last performance rating?

- ☐ Outstanding (or equivalent)
- ☐ Excellent (or equivalent)
- ☐ Fully Successful (or equivalent)
- ☐ Successful (or equivalent)
- ☐ Unsatisfactory (or equivalent)

6. What Time Zone do you work in?

- ☐ Eastern
- ☐ Central
- ☐ Mountain
- ☐ Pacific
- ☐ Alaskan
- ☐ Hawaiian



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7. Do you and your supervisor agree to allow you to devote four (4) to five (5) hours per week on vALP learning activities and coursework? *(Note: Approximately two (2) of those hours may be required during your normal tour of duty.)*

- ☐ Yes
☐ No

**Not all vALP course work can be completed outside of regular business hours. Approximately two hours of time must be devoted to vALP work during regular business hours (8:00 AM – 5:00 PM EST) in order to participate in learning team conference calls and one-on-one calls with a thinking partner. Please discuss this requirement with your supervisor.*

Supervisor Signature

By signing this application, I certify that I understand the time commitment required to successfully complete the vALP program.

Please type your full name to electronically sign this form

Today's date

Step 2: Employee Biography

Current Position:

Time in Position

Organization

Previous Position #1:

Time in Position

Organization

Previous Position #2:

Time in Position

Organization

Previous Position #3:

Time in Position

Organization



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Employee Biography Question 1: What was your best job experience? (1,000 characters or fewer)

Employee Biography Question 2: What would be your ideal job? (1,000 characters or fewer)

Employee Biography Question 3: What accomplishment are you most proud of and how do you think people will remember you? (1,000 characters or fewer)



Step 3: Education:

Are you a High school Graduate?

- ☐ Yes
☐ No

Education:	Institution Name:	Field of Study:	Year:
Some College/University			
Associates Degree			
College/University Degree			
Master's Degree			
Doctoral Degree			

Meeting Organizational Priorities Short Response:

Tell us how you were able to effectively manage your time as you have completed previous education and training.

Include how you have used previous training to contribute to meet organizational priorities (3,500 character limit, with spaces).



Essay

The VA competencies can be grouped into three broad themes, or areas of leadership development. Each of these areas builds on the one that comes before it. The following three (3) themes are critical during the vALP Program. Reference them, as applicable to answer the **Personal Aspiration Statement**.

Leadership Theme

Personal leadership

Description

Manages his/her time well, is organized, communicates well, and is able to focus on the task at hand.

This kind of self-awareness and ability to manage yourself provides the foundation upon which you can begin to further develop your interpersonal skills.

Interpersonal Leadership

The ability to develop strong working relationships with others, which helps him or her to better understand and influence others. These interpersonal leadership skills strengthen the foundation that you need to develop your ability to lead at the organizational level.

Organizational Leadership

Contributes to the organization's goals. Note that "organizational leadership" doesn't necessarily mean leadership of the organization as a whole. Rather, it implies an understanding of the organization and the customer base that enables leaders to act with the organizational mission in mind



Step 4: Personal Aspiration Statement

Please describe why you are interested in this program, what you expect to gain from the program, and how you plan to apply the program components.

Include your leadership goals and how this program will help you become a better leader (7,000 character limit, with spaces).



Applicant Certification

By signing this application, I certify that:

1. I have read and understand all vALP requirements of program participation. (Please refer to [vALP Information SharePoint](#))
2. I will commit to the time required to successfully complete a five month vALP program; both during and after my normal work day.
3. I have gained approval from my supervisor to participate in vALP 2018.

Please type your full name to sign this form:

Today's date:

Supervisor Signature:

Please type your full name to sign this form:

Today's date: