

# Leadership VA (LVA) Frequently Asked Questions (FAQs)

## What are the requirements to be considered for LVA?

To apply, you must:

- Occupy a non-temporary full-time position
- Occupy position at or above grade GS-13 and equivalent Title 38 levels
- Be a high achiever who has demonstrated leadership, success, and career progression
- Be active in the community of which you are a part
- Complete an online application form
- Be recommended by your supervisor and a second recommender
- Be able to commit to participate in every day of each of the four weeks of the program

## Are there additional commitments as an LVA participant?

Yes. As an LVA participant you are expected to perform each session's pre-work and post-work to most fully benefit from this learning experience. LVA also expects that participants will continue their commitment as alumni to help VA transform into a 21<sup>st</sup> Century organization.

## I am a Veterans Canteen Service employee. Am I eligible to apply for LVA?

Yes. Any VA employee who is GS-13 to GS-15 (or Title 38 equivalent) is eligible to apply.

## What are Title 38 positions that are equivalent to grade GS-13?

Nurse – Grade IV

- Physician
- Dentist
- Podiatrist – Intermediate
- Optometrist – Intermediate
- Chiropractor – Intermediate
- Physician Assistant – Chief

## **What is the process for selection to participate in LVA? Where does the application fit?**

1. The applicant completes and submits an online application.
2. Applicant should inform supervisor and another recommender that application has been submitted.
3. When the application is submitted, emails are automatically sent requesting references from applicant's supervisor and the other recommender identified by applicant.

### *Applicants are selected:*

4. Applications are scored for initial acceptance by a National Panel
5. Candidates meeting the minimum threshold score are then interviewed by National Panel
6. Applicant packages (application, references, and interview) receive a total score
7. National Steering Committee reviews and validates scoring
8. Final list of applicants is compiled and vetted
9. All applicants are notified of decision

## **How do I submit my application?**

The online application form is found under Leadership VA web page on the VA Learning University website: <http://vaww1.va.gov/valu/lva.asp>

## **How long will it take to complete my application?**

The application requests career history and asks a number of open-text questions about your career aspirations and accomplishments. It may take you 4 to 6 hours or more to compose and submit all of the answers.

## **Do I have to complete my application all at one sitting?**

No. The online application program allows you to save and return to your application. When you have completed all of the questions, you can then submit your application.

## **Can I print my application?**

Yes. Once your application has been submitted you can view and print your application from the status page. When you return to the application site and enter your username and password, you will be redirected to the status page. Under Application Status, select View/Print to print your submitted application.



### **Will I be able to make changes in my application after I submit it?**

Yes. Once you have submitted the application, you can return to it and make changes until the application window has closed.

### **I have applied in the past. Will my old application be acceptable?**

No. You must complete the new *online* application.

### **Does my supervisor need to approve my application?**

As part of the application process, your supervisor must provide a recommendation and commit to allowing you to attend all four sessions in the upcoming year.

### **What is the process for submitting the recommendations?**

Recommenders are automatically notified via email once you have submitted your application; note you may submit your application to trigger the recommendation emails, and then return to it to make updates or revisions. You may also manually send a reminder to your recommenders from the status page after you have submitted.

Your recommenders have until Feb. 7, 2011 to complete their recommendations in the online application system.

The recommenders will be asked to answer four multiple choice questions and four free text questions, with a maximum of 1000 characters per response. You will be notified when your recommendations have been submitted online.

### **When are recommendations due?**

All recommendations are due by the same deadline as the application, January 31, 2011. To expedite the process, you may submit your incomplete application to trigger the notification to recommenders and then you can return to your application to make updates or revisions.

### **How will I know if my recommenders completed their recommendation form?**

You can view the status of your recommendations by person on the application site. When you return to the application site and enter your username and password, you will be redirected to the status page. Under Recommendation Status, the status of each recommendation will be displayed. You may choose to send your recommender a reminder email by selecting Send Reminder.

**My supervisor will not agree to let me be away from the office during the four weeks of the program. I believe I am a good candidate for the program. Should I go ahead and apply?**

If your supervisor cannot commit to allowing you to attend all four sessions in the upcoming year, you should wait and apply for a year when you will be able to participate fully.

**In addition to the four one-week sessions, will participation in the program require additional time?**

Yes. You will be expected to complete some readings and assessments before and between sessions.

In addition, once you have completed the program you will have ongoing organizational responsibilities as part of the LVA.

**What is the timing for submitting an application?**

The application window for the 2011 program opens November 30, 2010.

Complete applications are due by Feb. 7, 2011.

**When will final selections be made?**

Final decisions will be communicated in April, 2011.

**How are the costs of participation covered? Will it cost me any money to participate?**

For all LVA participants, VALU will cover the cost of travel, lodging and meals. Participants may be required to contribute non-reimbursable incidental fees for optional events or activities not covered by appropriated funds.

**Whom should I contact if I have additional questions?**

Dr. John D. Garvin  
202-618-5042  
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**VA LEARNING UNIVERSITY: YOUR PARTNER FOR CHANGE**

Powered by ADVANCE, VALU works with VA employees and leaders like you to put effective change management in the forefront of our operations. As VA begins implementing steps to transform into a 21<sup>st</sup> century organization that is people-centric, results-driven, and forward-looking, engaging change leaders is critical.

VALU is your partner in driving this historic transformation and motivating your team to be unifying, innovative change agents that make a difference in the lives of our Veterans.

VALU your potential. VALU our Veterans. Be a positive force for change.

*For additional information about the VA Learning University's Leadership and Change Programs, please write to us at [VALU.Training@va.gov](mailto:VALU.Training@va.gov).*