

Local Developmental Assignment Program (LDAP) Frequently Asked Questions

1. What is the Local Developmental Assignment Program (LDAP)?

The US Army Garrison (USAG), Fort Campbell Local Developmental Assignment Program (LDAP) is a valuable form of employee development. The LDAP's primary focus is to promote and support professional development for diverse learners. The LDAP enables employees to gather practical knowledge, skills, and abilities outside his or her common experience. It provides multifunctional training assignments to broaden employee experience, prepares participants for increased responsibility, and improves organizational communication. LDAP is a voluntary professional development opportunity for employees to make contributions within the Installation Management profession. The program will have opportunities for learning and development for its participants in order to achieve fully trained, multifunctional, and responsive employees. The program may be expanded in the future to include opportunities at other installation tenant organizations.

2. Who is eligible for LDAP?

All Garrison employees regardless of Career Program, Career Field, Grade, or Series.

3. What are the locations of LDAP assignments?

Garrison employees may apply for these LDAP assignments internal or external to their own organization but still within USAG.

4. What is the length of assignments?

Assignments vary and can range from 30 to 90 days.

5. If a LDAP assignment opportunity is submitted and no one applies, can the assignment be re-announced?

Actually, developmental assignments will be created based on an employee's application that is generated by an employee needs assessment. It is the Garrison's goal to create a LDAP for each application.

6. Do you anticipate each LDAP cycle to be conducted during the same specific time frame?

The LDAP cycle will be set by the LDAP Program Manager and DGC and announced on the Civilian Employee One Stop Shop website.

7. Can you provide an estimated time of when accepted LDAP applicants will be notified?

LDAP applicants will be notified of their selection once their application is reviewed by the senior leader panel compared against the opportunities that have been created; panel recommendations are submitted to the DGC for decision.

8. Will LDAP applications be accepted after the specified deadline?

Any applications that are submitted after the specified deadline will be accepted on a case by case basis with rational explaining the valid reasons for missing suspense date. There is no guarantee that applications received after the suspense date will be accepted.

9. If I do not meet the pay plan, job series, and/or grade of the developmental assignment, can I still apply? The senior leader panel will review the applications and provide their recommendation to the DGC for final decision. The panel will consider the following as part of the selection process as completed on the employee's application form and accompanying documents, as well as the completed opportunity form:

- a. Background experience of the participant
- ...b. Developmental needs and expectations of the participant
- c. Career Field/Program, Grade level and Series of the participant
- d. Needs of the host organization
- e. The ability of the participant to be developed
- f. Completion of Civilian Education System (CES) requirements (at least resident DL) relevant to their grade and supervisory responsibilities.
- g. Held a permanent Army Civilian position, or combination of permanent Army Civilian positions, for a total of two (2) or more years at time of application.
- h. Demonstrated exceptional character, commitment, potential for growth, and future leadership capability within the Command.
- i. Must meet minimum qualifications in the LDAP opportunity Career Field/Series.

10. What kind of documents are required for applying for the LDAP? The LDAP will build opportunities based on an Employee's Program Application that is generated by an Employee Needs Assessment using the *Supervisor and Employee Engagement Guide* (to be completed by the employee applicant and his/her supervisor), and further documented on the employee's Individual Development Plan (IDP). This will include:

- a. Application form approved by employee's supervisor and Director/Activity Chief. Incomplete applications will be returned.
- b. Copy of current Civilian Record Brief (CRB).
- c. Copy of current IDP approved by supervisor.
- d. Copy of last two evaluations with one blocks for overall performance ratings; for NAF employee submit DA Form 3612.

11. Who signs/endorse/approves the application form?

Applicant signs, Applicant's Immediate Supervisor and 2d line Supervisor (if applicable) endorses, and Director/Activity Chief approves.

12. Is there a preferred format for application form?

The approved application form is contained on the Civilian Employee One Stop Shop website.

13. Is there an extension period on applications due to late notification to employees?

Yes, there is an extension period on applications due to late notification to employees. This extension period will be determined by the LDAP Program Manager.

14. How do I apply and submit the application form (and accompanying documents) for the LDAP? After completion of the application and gathering of the other required documents,

electronically submit all documents to the LDAP Program Manager at

duane.e.soumis.civ@mail.mil.

15. Where can I find more information in relation to LDAP? On the Civilian Employee One Stop Shop website.

16. I only have one performance appraisal; what do I use in lieu of a second appraisal? If you do not have an appraisal for the current rating period, the last one that you received can be sent in with your application. For the current rating period, the Supervisor recommendation and Director/Activity Chief approval on the application will suffice.

17. Is the Garrison LDAP Program Manager ultimately responsible for selecting the assignment and participant?

No. The decision rests with the DGC based on a recommendation by the senior leader panel. The LDAP Program Manager is responsible for assisting the LDAP participants prior to and during their LDAP assignment, and helping them to understand their learning objectives.

18. I am a NAF employee, and want to apply for GS LDAP position. Am I eligible? Not at this time (and vice-versa) due to the longer duration (30-90 days) of LDAP.

19. How often can an applicant apply for LDAP? Participation in LDAP is limited to once every 3 years.

20. If one LDAP opportunity is provided that matches more than one employee's application, which employee will be selected for the opportunity?

Service Computation Date will be used. The remaining employee(s) will fill the opportunity in a future call for opportunities if they remain interested.

21. If I have a family emergency and need to withdraw from LDAP, can I do so? If so, can I re-enter the program the next time it is offered without re-applying?

Situations may arise that will necessitate termination of a developmental assignment early. Terminations do not result in successful completion of the assignment. To request termination, the participant must contact the host supervisor and/or current supervisor. The host supervisor or current supervisor may submit a written request to the LDAP Program Manager. The LDAP Program Manager will review and forward the request to the DGC, who will render a decision as to whether termination may be granted. The LDAP Program Manager will forward the decision to the participant, host supervisor, and current supervisor. Participants may request temporary withdrawal from the program for extenuating circumstances beyond the participant's control. The applicant must re-apply for the next window of opportunity.

22. What happens once I complete my developmental assignment?

Upon successful completion of the developmental assignment, the host supervisor will complete a LDAP Assessment and Evaluation, the participant will complete a LDAP Evaluation and then return to their official position of record prior to the developmental assignment. Successful completion of the LDAP entails achievement of goals identified in the developmental assignment as documented by the host supervisor on the LDAP Assessment. A Certificate of Completion will be awarded to the participant upon successful completion of the assignment.

23. May I take leave during a LDAP assignment? If so, who approves?

Leave should be coordinated between you and your host organization, and reported to your parent organization. While on assignment records of leave, time, and attendance are provided to the parent organization on a bi-weekly basis by the host supervisor. Therefore, you would coordinate the leave with your host organization and record the time with your parent organization.

24. Are future training, assignment, promotion, or career advancement automatic under the LDAP?

No. Participation in the LDAP is not a guarantee nor implied for future training, assignment, promotion, or career advancement.

25. Can I receive performance award for a LDAP assignment?

According to Army Regulation 672-20 only US citizen appropriated fund and direct hire local national employees are eligible for performance awards. Non-appropriated fund and indirect hire local national employees are not eligible for performance awards.

26. Who can assist me if I am having problems in the LDAP assignment?

If you encounter any problems while participating in the LDAP assignment, please start with your LDAP chain of command/supervision to resolve the issue. If the problems continue, please contact the LDAP Program Manager for assistance.