

UNITED STATES DEPARTMENT OF INTERIOR

BUREAU OF LAND MANAGEMENT

Office of Fire and Aviation
3833 S. Development Avenue
Boise, ID 83705-5354

May 10, 2000

In Reply Refer To:
1400-412 (FC-202)P

Director's Office Information Bulletin No. 2000-011

To: All FA and FC Supervisors and Group Leaders

From: Director, Office of Fire & Aviation

Subject: Leadership Effectiveness Inventory (LEI)

DD: 09/21/00
11/08/00

In 1998, the Bureau of Land Management surveyed all its employees and asked for input on leadership effectiveness in BLM. When the survey results indicated a need to strengthen the Bureau's leadership cadre, the National Training Center (NTC) was charged with creating a program for measuring and developing leadership skills at all levels of BLM. In FY 1999, the Leadership Excellence Program was created to develop leadership skills throughout the organization. The focus of the program was to improve current leadership and build future leaders in BLM.

A critical component of the Leadership Excellence Program is measuring leadership competencies and skills. BLM needed to: (1) adopt a method to assess the leadership skills currently in place; (2) identify developmental opportunities, and (3) track continuous improvements in subsequent years. BLM selected the Leadership Effectiveness Inventory (LEI), a 360-degree assessment tool designed by the Graduate School, United States Department of Agriculture (GS/USDA) for measuring the 27 leadership competencies that the Office of Personnel Management (OPM) has deemed essential for the success of government leaders. In addition to requiring a self assessment, the 360-degree assessment tool requires the participant's supervisor, subordinates, peers and customers to assess his or her leadership skills based on their observations and experience working with the participant. The LEI results will only be used for developing the leadership competencies of the person being rated. **It will not be used for any other purpose.**

All BLM executives, managers, and supervisors (EMSs) **are required** to complete the LEI during FY 2000 and develop individual development plans (IDPs) to enhance their leadership skills. This process will **require** you to:

1. Attend a 2 hour Orientation Session.
2. Participate in a 360-degree assessment.
3. Attend a 4 hour Interpretation Session to be held approximately 6 weeks after the Orientation Session.
4. Complete an individual development plan 30 days after the Interpretation Session based on the results of the LEI.

Currently, the **Orientation Session** is scheduled for **September 21, 2000**. The **Interpretation Sessions** are scheduled for **November 8-9, 2000**. Mark your calendars, and if you cannot attend any of the sessions, please let the LEI Coordinator, Paula Reed, know as soon as possible. You will be **required** to contact the NTC program coordinator to **select** and **attend** another session being offered in another BLM office. Further detailed information on the scheduled courses will be forthcoming. For further information NTC has added a website located at www.ntc.blm.gov/leadership/1_idp.html .

Once this phase is completed for all EMSs, the LEI will be open to all other BLM employees who wish to assess their leadership skills. This should occur early in FY 2001.

This also serves as a reminder that all **new** supervisors/managers must complete **40 hours** of training within the first six months of their supervisory appointment. **Existing** supervisors/managers must complete **24 hours** of leadership skill development annually.

If you have questions about this LEI process or other training issues please see me or contact Paula Reed in HRM.

/s/Ron Dunton
Acting

Distribution

Jay Thietten, MIB 5627
Cynthia Hogg, NARTC