

Local Developmental Assignment Program (LDAP) Frequently Asked Questions

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

The LDAP is a short term assignment, NTE 90 days, where the employee works at another organization to gain practical knowledge, skills, and abilities outside of his/her normal daily duties.

2. Who is eligible for LDAP?

All Fort Campbell IMCOM, Appropriated Fund (AF) civilian employees regardless of Career Program, Career Field, Grade, or Series. It is recommended that applicants have 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. Applicants must have completed Civilian Education System (CES) requirements (at least resident DL) relevant to their grade and supervisory responsibilities.

3. What are the locations of LDAP assignments?

Fort Campbell IMCOM 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 30-90 days.

5. If an 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 has been reviewed.

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 rationale explaining the valid reasons for missing suspense date. There is no guarantee that applications received after the suspense date will be accepted.

9. 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.

10. Who signs/endorses/approves the application form?

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

11. Is there a preferred format for application form?

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

12. 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 Dana Prins, Training Integration Branch, dana.l.prins.civ@mail.mil, 270-412-6603.

13. Where can I find more information in relation to LDAP?

On the Civilian Employee One Stop Shop website.

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

No. The decision rests with the organization(s) that the applicant selected within their application. 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.

15. I am a NAF employee, and want to apply for a GS LDAP position. Am I eligible?

Yes, pending approval of leadership.

16. How often can an applicant apply for LDAP?

Participation in LDAP is limited to once every 3 years.

17. 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.

18. 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.

19. 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.

20. 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.

21. 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. Leslie Herlick is the LDAP Program Manager, leslie.a.herlick.civ@mail.mil, 270-412-6622.