National Aeronautics and Space Administration

NASA FIRST

2012 Program Information

Program Purpose

To provide “individual contributors” and “influence leaders” the opportunity to develop foundational leadership skills in the areas of Personal Effectiveness, Business Acumen, and Leading and Managing Others. This takes place in the context of working from an Agency perspective in service of the Agency’s Succession Management Strategy.

Target Audience

GS-11 thru GS-12 “individual contributors” and “influence leaders” in science, engineering, and professional administrative positions with potential for greater leadership roles in the future

Definitions

Individual Contributor - This role does not include any formally assigned supervisory or management responsibilities, but does include leadership preparation. Those in this role may currently lead critical aspects of the technical work of the Agency.

Influence Leader - This role is normally not “formally assigned” supervisory or management responsibilities. Individuals in this role span many GS levels including STs, SLs, and SES. Many of these individuals lead significant programs or projects contributing to the Agency’s objectives.

Succession Management – NASA’s strategy to develop and maintain a Mission Capable workforce. It involves developing employee skills important to their current roles within the organization and preparing them to expand on those skills as they take on roles with greater responsibility.

Basic Program Information

- Agency-wide leadership development program for GS 11-12 civil servants with at least 1 year of experience at NASA, term or permanent employees
- 1 year part-time program, including 4 training modules, shadowing, group projects, and individual development
- Maximum of 40 participants
- Addresses Personal Effectiveness, Business Acumen, and Leading People dimensions of the NASA Leadership Model

Applicants must be a GS 11 or 12 at the time of application. No promotion is implied as part of the FIRST program, however, if a person is promoted during the program using merit principles, it will not impact their eligibility to participate.

Program Outcomes

Participants will:

- **Have an increased awareness of self, others, and the Agency**
- **Have a broader understanding of what it means to work for NASA**
- **Possess an increased understanding of what it means to be a fully functioning team member and leader**
- **Have a greater understanding of personal influence skills and how to use those skills effectively for NASA**
- **Be part of a cadre of future NASA leaders who will be inspired, motivated, and eager to play a vital role in the future of NASA and its Vision**

Candidate Criteria

Individuals must demonstrate ability or have shown high potential in the following areas:

- Personal Vision - Candidates shall demonstrate how they plan to contribute to NASA's goals through their personal leadership and influence.
- Leadership Potential – Candidates shall demonstrate the desire and ability to be a future leader within NASA.
- Personal Effectiveness - Candidates shall demonstrate their ability to garner the respect of peers and supervisors as well as the potential to lead through personal influence.
- Technical Skills & Knowledge - Candidates shall demonstrate a solid understanding of their discipline area including results of technical work and discipline training completed.

Candidate Criteria (continued)

Individuals must demonstrate ability or have shown high potential in the following areas:

- Critical Thinking - Candidates shall demonstrate their ability to “think outside of the box” and apply critical and appropriate judgment to interpersonal and organizational issues.
- Teamwork - Candidates should demonstrate their ability to build and maintain trust and supportive relationships with others in a team environment.
- Open to Feedback – Candidates should demonstrate the ability to use feedback to continuously learn and enhance their performance. This includes the ability to offer constructive feedback to others.

Program Schedule

Call to Centers – May 2011
Selections due to Agency – September 2, 2011

Nominations due to LaRC OHCM – 6/24
(no extensions)
ERARC Reviews nominations – 7/14
Interviews from 7/18-8/5
ERARC makes selections – 8/11

Module 1: January 2012 (WFF)
Module 2: April 2012 (HQ)
Module 3: August 2012 (GRC)
Module 4: December 2012 (JSC)

Program Requirements:

- **Have a mentor:**
- **Shadow 2-3 senior leaders**
- **Read two books on leadership and write book reports**
- **4 coaching sessions with program leaders**
- **Learning Group (small group) work and participation**
- **Full attendance at all 4 Modules**
- **Center Project**

Time commitment over 1 year is about 8-10 hours per week with 22 days of formal training divided up between 4 Modules

Program Design

Module 1: WFF

Agency: History, Vision, Mission; 10 healthy Centers

Self: Personal Effectiveness, Myers-Briggs, wellness,

Team: Group effectiveness, intro to team dynamics, into to project management

Module 2: NASA - HQ

Agency: Major challenges for the Institution and the Mission Directorates, political environment

Self: Personal values, wellness, leadership resiliency

Team: Project Management; giving and receiving feedback

Module 3: GRC

Agency: Major programs

Self: Influence, 540 Assessment, wellness

Team: Influence and negotiation skills, project sharing, feedback

Module 4: JSC

Agency: Future state, sustaining the Vision; upcoming challenges and opportunities

Self: Career planning, IDP, coaching

Team: Center project wrap-up, Project Management wrap-up; team lessons learned

Before Module 1

- Myers-Briggs Assessment
- Shakelton Book
- Center Project options
- Leadership self-assessment

Between 1 and 2

- Choose and begin working with a Mentor
- Center Project work
- Shadow 1 senior leader

Between 2 and 3

- 540 Assessment
- Influence Assessment
- Shadow 1 Senior Leader
- Center Project work

Between 3 and 4

- Project wrap-up, present to Senior Leadership at Center
- Supervisor evaluation
- Program learning assessment
- Shadow 1 Senior Leader

Additional Components

Center Tours

Senior Management /Industry Speakers

Center Networking opportunities/exposure to major programs & projects

Individual Development Plan Activities

Application

Application package includes:

- **Form 1792 – Agency Leadership Development Program Application**
- **Form 1792A – NASA FIRST Supplement (supervisor endorsement)**
- **OUM approval/endorsement cover letter**
- **Center cover letter (OHCM prepares)**

Application

The application form is available through the NASA Electronic Forms System (http://server-po.arc.nasa.gov/ServicesINEFS/). No additional pages will be accepted. Answers must be completed on the form in no smaller than 9 pt font.

- Center selects candidates that best fit the criteria for the program by reviewing the applications, conducting formal interviews, and discussing Center Succession Planning Strategy

- Center selection determines participation (no Agency-wide competition)

Center Slot Allocations

Center	Slots
ARC	3
DFRC	3
GRC	5
GSFC	5
HQ	3
JSC	5
KSC	5
LaRC	3
MSFC	5
NSSC	1
SSC	2

Total of 40 participants