



DEPARTMENT OF THE NAVY
OFFICE OF THE SECRETARY
1000 NAVY PENTAGON
WASHINGTON, D.C. 20350-1000

14 July 2003

MEMORANDUM FOR DISTRIBUTION

Subj: DEPLOYMENT OF WEB-BASED CIVILIAN LEADERSHIP DEVELOPMENT
ASSESSMENT INSTRUMENT

It is with pleasure that I announce the launching of a web-based, Civilian Leadership Development Assessment (CLDA) instrument designed to support the Department of Navy (DON) employees in the development of their leadership skills. The advancement of our human capital, our most valuable resource, is a priority in the DON. It is through planned, systematic and structured programs of professional development that we can best prepare our employees to assume positions of leadership. The CLDA tool empowers each employee to identify his or her own strengths and weaknesses as the first step to professional growth. This tool provides an effective strategy for workforce development.

The 119-question CLDA is based on a Leadership Effectiveness Inventory that has already been validated for use in the DON. Its 360-degree feedback design permits supervisors, peers, and subordinates to provide valuable input to employees on their performance on tasks associated with leadership effectiveness. This information will enable individuals to direct and focus their development efforts, while concurrently allowing activities to make optimal use of their training dollars.

A pilot will be conducted from 21 July 2003 to 24 October 2003 to verify the technical performance of the software. The subsequent launching of the CLDA tool DON-wide will be accompanied by a training program to ensure that those employees seeking feedback and those providing it can use the tool effectively and efficiently.

I encourage all Naval activities and Marine Corps commands to employ this tool in their leadership development efforts when it becomes available. Echelon 1 and 2 commands are requested to provide point-of-contact information for the CLDA to Ms. Kay Wakabayashi at (808) 474-7556, DSN 474-7556 or kay.wakabayashi@navy.mil. Questions may be directed to Dr. Edith Alexander, Training Program Manager at (202) 764-0642 or DSN 764-0642.

A handwritten signature in black ink, appearing to read "W. Navas, Jr.", written over the typed name.

William A. Navas, Jr.
Assistant Secretary of the Navy
(Manpower and Reserve Affairs)

Distribution:

AAUSN

OGC

ASN (FM&C)

ASN (I&E)

ASN (M&RA)

ASN (RD&A)

OPA

OLA

CHINFO

NIG

JAG

ECHELON I AND II COMMANDS

Copy to:

DCPPs

HROs

HRSCs

OCHR