

For: FSA Employees Except County Office Employees

Accepting Nominations for the FY 2003 Federal Executive Institute (FEI)

Approved by: Deputy Administrator, Management



1 Overview

**A
Program
Announcement**

This notice announces that HRD, Training and Development Branch (TDB) is accepting nominations for the FY 2003 FEI's Leadership for a Democratic Society Program held in Charlottesville, Virginia.

**B
Purpose**

This notice provides:

- information about the nomination and selection processes for FEI.
- a description of FEI (Exhibit 1).
- AD-2010 (Exhibit 2).

**C
Contact**

If there are questions about this notice, contact Arlene Bailey, HRD, TDB at 202-418-9043.

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<p>Disposal Date</p> <p>August 1, 2002</p>	<p>Distribution</p> <p>All FSA employees, except County Office employees</p>
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Notice PM-2308

2 Nomination Process

A

Nominee Qualifications

Nominees must be grade 15 or above or the equivalent grade level.

B

Nomination Procedure

Eligible employees may apply for the program by submitting a nomination package containing all of the following:

- completed AD-2010 (Exhibit 2), including supervisory signature

Note: AD-2010 is available on the FFAS Employee Forms website at
<http://165.221.16.90/dam/ffasforms/forms.html>.

- a 2-page statement addressing how the following abilities or competencies are supported in your current position
 - leadership
 - initiative
 - interpersonal communication
 - oral
 - written
 - technical competence

- current OF-612, SF-171, **or** resume signed and dated by the applicant

- list of all formal training courses taken in the last 5 years.

Note: Do **not** submit a completed SF-182 until the nominee is notified of selection for FEI.

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Notice PM-2308

2 Nomination Process (Continued)

C

**Where to Send
Completed
AD-2010**

Send the original and 6 copies of the completed AD-2010 using either of the following methods.

IF sending by...	THEN use the address...
regular mail	ARLENE BAILEY USDA FSA HRD TDB STOP 0574 1400 INDEPENDENCE AVE SW WASHINGTON DC 20250-0574
FedEx	ARLENE BAILEY USDA FSA HRD TDB SUITE 303-A 2101 L STREET NW WASHINGTON, DC 20037-1526

Note: FAXed copies of nomination packages will **not** be accepted.

D

Deadline

HRD, TDB must **receive** all nominations by **Monday, July 8, 2002**. Nominations received after this date will not be considered. Substituting nomination items will not be permitted after the deadline.

Notice PM-2308

3 Selection Process

A Participant Selection

Participants will be selected as follows.

- A panel will review and rank employee nominations using criteria established Agencywide.

Note: USDA prohibits discrimination in all its programs and activities on the basis of race, color, national origin, sex, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) This agency provides reasonable accommodations to applicants with disabilities. The decision on granting reasonable accommodation will be on a case-by-case basis.

- The panel recommends final participants and refers participants to the Administrator or designee for approval for the allotted number of spaces approved.
 - The Agency will submit 2 nominations to the Department.
-

B Panel Membership

HRD, TDB will select and facilitate panels. The panel consists of:

- 3 voting agency employees
- 1 nonvoting HRD, TDB representative
- 1 nonvoting EEO representative
- 1 nonvoting Union representative.

Note: No panel will be held if the number of applications received does not exceed the number of positions available.

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Notice PM-2308

3 Selection Process (Continued)

C

Program Costs

Tuition for the FY 2003 FEI is:

- \$10,550 for the 4 consecutive weeks program
- \$10,950 for the split 4-weeks (applied learning) program.

Tuition for the FY 2003 FEI shall be coded to the employee's originating office and costs will be covered from National-level funding.

Tuition includes food and lodging. Travel costs will be funded by the employee's office travel budget.

D

Accommodation

Persons with disabilities who require accommodations to attend or participate in this training should contact Arlene Bailey at 202-418-9043 or TDD 202-418-9107.

Note: Some accommodation services, such as a sign language interpreter, require at least 3 days' notice to schedule.

E

Selection Notification

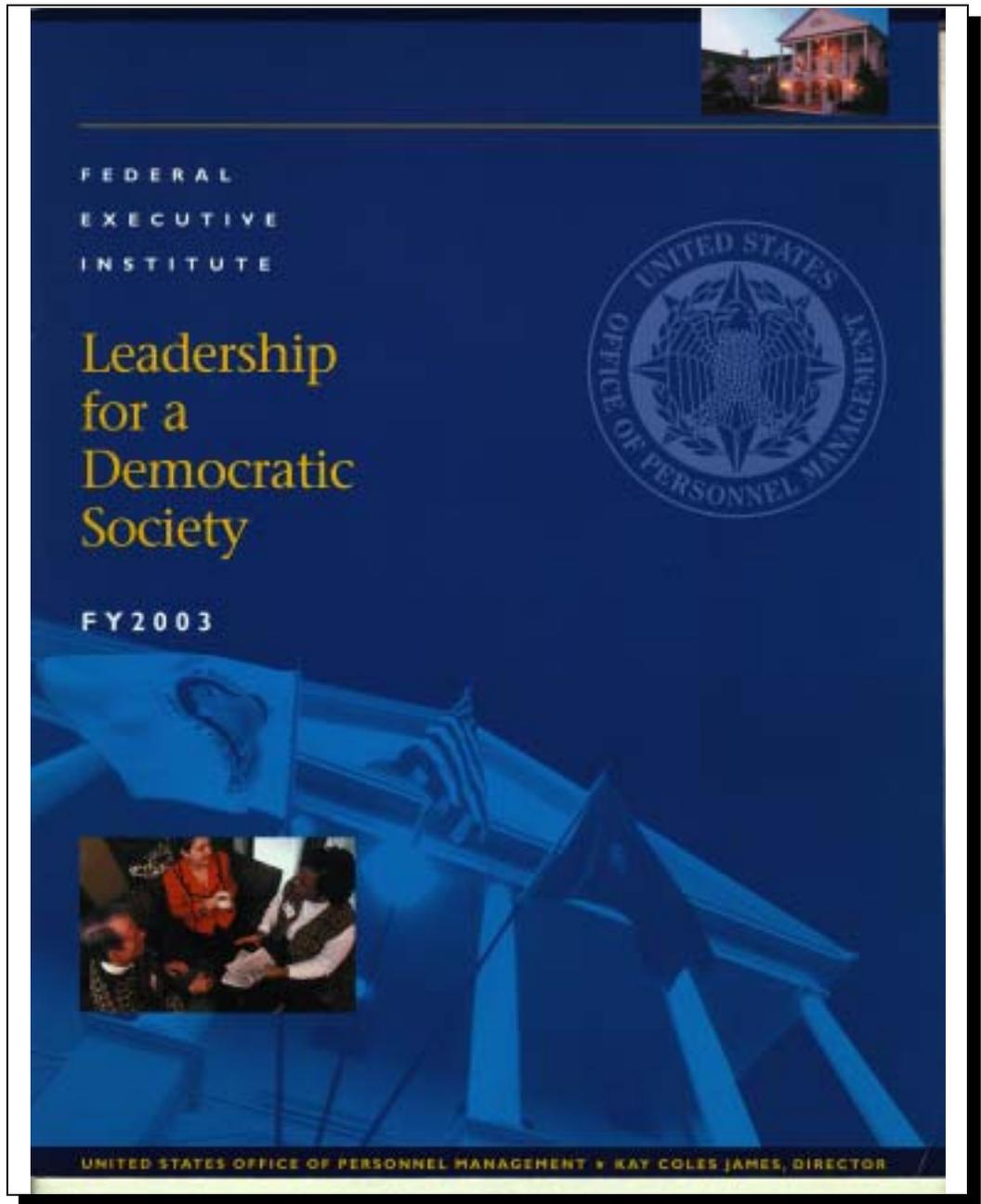
HRD, TDB will notify nominees of their selection.

F

Labor Management Obligations

Where exclusive representation exists, bargaining may be requested to the extent allowed by applicable statutes. Where contract language already addresses these policies and procedures for bargaining unit employees, contract language prevails.

Description of FEI



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Description of FEI (Continued)

LEADERSHIP FOR A DEMOCRATIC SOCIETY

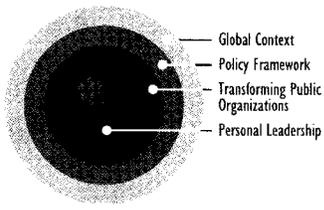
FEDERAL EXECUTIVE INSTITUTE

Program Themes

The themes of FEI's Leadership for a Democratic Society program reflect and enhance the Constitutional underpinning of federal government work and the common culture of senior federal executives. At FEI, executives explore and build their knowledge and skills in Personal Leadership, Transforming Public Organizations, the Policy Framework in which government leadership occurs, and the Global Context of both U.S. and international trends and events that shape our government's arena and agenda for action. The Leadership for a Democratic Society

program addresses all of the Executive Core Qualifications required by the U.S. Office of Personnel Management for entry and success in the Senior Executive Service:

Leading Change, Leading People, Results Driven, Business Acumen, and Building Coalitions/Communication.



Why Attend FEI's Leadership for a Democratic Society Program

This four-week program brings together executives from 25-30 domestic and defense agencies for a unique, residential learning experience. Benefits reported by graduates of FEI's Leadership for a Democratic Society program include:

- Keen insights into their leadership strengths and areas for development
- Improved leadership and management skills, especially in such areas as team building, influencing/negotiating, strategic thinking, political savvy, and external awareness
- Improved organizational performance as a result of what was learned and later applied back on the job

- Dramatically larger networks for enhanced problem solving
- Increased appreciation for the importance of federal service and increased understanding of the diverse talents of federal executives
- Broader understanding of the U.S. Constitution, the policy framework in which executives must lead, and the interplay among major stakeholders at the national level
- Improved personal wellness and balance in one's life



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Description of FEI (Continued)

LEADERSHIP FOR A DEMOCRATIC SOCIETY

FEDERAL EXECUTIVE INSTITUTE

Program Design

FEI's approach builds a learning community in which federal executives and faculty are both teachers and learners. While the program provides a common core of knowledge and skills, it also enables each executive to tailor the learning experience to her or his needs.

The **Leadership Development Team** is the cornerstone of the FEI experience. Teams of 7-9 executives and a faculty facilitator build a supportive learning climate and create lasting relationships that enable executives to work with each other across organizational boundaries—both during and after the program.

During the first week of the program, each executive explores the nature of leadership and uses data from personal assessments and the Leadership Development Team experience to assess leadership strengths and identify areas for development. Each executive crafts a personal learning plan for the remainder of his or her time at FEI and beyond.

Courses and Plenaries appeal to a variety of learning styles and executive needs. Participants choose a different course each week during their last three weeks from a selection based on the program themes. Courses are small and use a wide mix of interactive methods, including group exercises, case studies, simulations, skill practice, instruments, and video tapes. The Plenary

Sessions bring the entire class together to focus on the program themes and current policy issues.

Field Experiences allow participants to explore leadership issues and practices in a wide variety of settings away from the FEI campus. Trips to private, nonprofit, and public organizations are scheduled in most programs.

Executive Forums invite participants to deliver presentations on topics of interest to their peers and thus help colleagues learn about other government agencies.

As they prepare to graduate, participants also work on a **Leadership Challenge** to present to their organization back home. This activity helps executives synthesize their learning around four key leadership questions: What drives them as executives? What are their organization's core values and purpose? Where do they want to lead their organization in facing the challenges of the future? What further personal development do they need to make their vision of the future a reality?

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Description of FEI (Continued)

LEADERSHIP FOR A DEMOCRATIC SOCIETY
FEDERAL EXECUTIVE INSTITUTE

The Applied Learning Program

The Applied Learning Program model of the Leadership for a Democratic Society program also addresses the main program themes but uses an approach especially suited to executives who prefer not to attend four consecutive weeks and



who wish to blend learning with on-the-job application. The first two-week residential segment focuses on the personal leadership theme. Next is a three-month "back home" intersession during which participants apply skills learned at FEI in an Executive Learning Project. The second two-week residential segment draws lessons from the Executive Learning Project experience and focuses on organizational leadership.

A Typical Day at FEI

6:30-8:00 am	Breakfast
8:15-12:00 noon	Classes or Leadership Development Team Activities
12:00-2:15 pm	Lunch and Fitness Activities (optional)
1:00-3:00 pm	Study Time
3:00-5:30 pm	Classes or Plenary Sessions
5:30-6:00 pm	Social Interaction Period
6:00-7:00 pm	Dinner
7:15-8:45 pm	Leadership Development Team, Executive Forum, or Plenary Sessions



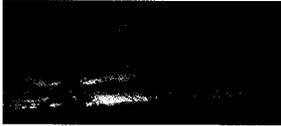
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Description of FEI (Continued)

LEADERSHIP FOR A DEMOCRATIC SOCIETY
FEDERAL EXECUTIVE INSTITUTE

The Federal Executive Institute in Charlottesville, VA

Located approximately two hours southwest of Washington, D.C., FEI is removed from the constant interruptions of daily work. The fourteen acre campus is in the heart of the bustling university community of Charlottesville, Virginia, but is secluded by woods and terrain. Participants stay in comfortable private guest rooms and eat well-prepared, health-conscious meals. Programs are presented in well-equipped on-site classrooms. When not in class, executives may exercise in the Alumni Fitness Center or play volleyball or basketball. Quiet spaces for walking, relaxation and conversation, in addition to the Susan B. Anthony Library, round out the facility. All facilities used for the program are accessible to persons with disabilities.



AD-2010, 2003 Federal Executive Institute (FEI) Nomination Form

This form is available electronically.

AD-2010
(06-19-02)

**2003 Federal Executive Institute (FEI)
NOMINATION FORM**

Note: Deadline July 8, 2002

1. Name	2. Division/Staff (Include Office Address)	3. Room Number and STOP Code
4. E-Mail Address	5A. Position Title	5B. Grade
6. Full-Time Federal Employee? (Check one box below.) Yes <input type="checkbox"/> No <input type="checkbox"/>	7. Office Telephone Number (Include area code)	8. Office Fax Number (Include area code)

9. Please notify your supervisor that you are submitting your name for consideration of the training listed below. Have your supervisor sign below to indicate that they have been notified.

10A. Supervisor's Signature	10B. Supervisor's Telephone Number (include area code)	10C. Date (MM-DD-YYYY)
10D. Print Supervisor's Name and Title		10E. Supervisor's Mailing Address

11. Select your 1st and 2nd choices of program dates by placing an "✓" in the appropriate Column A below.

A.		B.	C.
1ST CHOICE	2ND CHOICE	PROGRAM NUMBER	DATES
		Program 283	October 27 - November 22, 2002.
		Program 284 (Split Session)	December 1 - 13, 2002, and March 9 - 21, 2003
		Program 285	January 5 - January 31, 2003
		Program 286	February 2 - February 28, 2003
		Program 287	March 23 - April 18, 2003
		Program 288 (Split Session)	April 27 - May 9, 2003, and August 3 - August 15, 2003
		Program 289 (Split Session)	May 11 - May 23, 2003, and August 17 - August 29, 2003
		Program 290	June 1 - June 27, 2003
		Program 291	July 6 - August 1, 2003
		Program 292	September 14 - October 10, 2003

12. Other required information to be included with this nomination form:

A. Written statement of up to 2 pages addressing how the below abilities or competencies in the following areas are supported in your current position:

- Leadership
- Initiative
- Interpersonal Communication
- Oral
- Written
- Technical Competence

B. Current OF-612 or SF-171 or resume signed and dated by the applicant.

C. List all formal training courses taken in the last 5 years.

13. Please submit this nomination form, and all other information listed in Item 12, by July 8, 2002.

Arlene Bailey
USDA, FSA, HRD, TDB
STOP 0574
1400 Independence Avenue, S.W.
Washington, DC 20250-0574

OR

If sending package by FedEx, UPS, Expressmail or hand carry use address below:

USDA-FSA-HRD-TDB
2101 L Street, NW, Suite 303-A
Washington, DC 20037

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