

**For:** FSA Federal and County Employees

**FY 2004 Seminars of the Management Development Centers**

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**Approved by:** Deputy Administrator, Management



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**1 Overview**

**A Background**

HRD, Training and Development Branch (TDB) is accepting nominations for the FY 2004 Seminars of the Management Development Centers. The residential learning facilities are dedicated to providing learning, renewal, and peer interaction for the Federal government's leadership corps.

**B Purpose**

This notice informs GS-11 and above employees about the FY 2004 seminars of the Management Development Centers, and explains the nomination and selection process.

**C Contact**

If there are any questions about this notice, contact Julia Jackson on 202-418-9049.

**Note:** TDD/TTY number is 202-418-9107.

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<b>Disposal Date</b>	<b>Distribution</b>
March 1, 2004	All FSA Federal and County employees; State Offices relay to County Offices

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**Notice PM-2378**

**2 Program Overview**

**A Program Purpose**

The seminar of the Management Development Centers helps employees:

- better understand their role in providing leadership
- gain information about current Administration initiatives
- examine managerial skills
- learn to work effectively with a workforce undergoing profound change.

**B Additional Information About Individual Seminars**

Seminars are residential and are 1 to 2 weeks long. Additional information about individual seminars including length, locations, and cost is provided in the booklet, "Catalog of Courses and Seminars, Management Development Centers FY 2004".

The booklet is available for review at the following locations:

<b>IF employee is located in...</b>	<b>THEN contact...</b>
National Office	<ul style="list-style-type: none"><li>• division or staff training contacts</li><li>• HRD, TDB</li><li>• outside of Room 3095-South Building.</li></ul>
Field Office	applicable training officer.

**Note:** See Exhibit 1 for the Management Development Centers schedule.

**3 Nomination Process**

**A Nominee Qualifications**

Nominees for the seminars must meet at least the minimum criteria in the "Who Should Attend" paragraphs outlined for individual seminars.

**Note:** Only employees who follow the Agency's nomination procedures in this notice will be considered for selection to participate in this program. Do not apply directly to the OPM Management Development Center.

**3 Nomination Process (Continued)**

**B Nomination Procedure**

Eligible employees may apply for an individual seminar by submitting a nomination package containing the following.

- One original and 6 copies of a completed FSA-1039 (Exhibit 2), with supervisory concurrence and signature. The SED's signature is required for all State and County Office employees.

**Notes:** FSA-1039 is available from the FFAS employee forms site accessible from <http://intranet.fsa.usda.gov>

Union officials on 100 percent official time do not need supervisory concurrence and signature.

- Current resume, OF-612, or SF-171 that includes the following:
  - full name
  - home address
  - applicant's signature
  - date.
- A written statement of up to 2 pages addressing how the following abilities or competencies are supported in your current position.

**Note:** When providing the written statements, address the following abilities or competencies individually:

- oral communication
  - written communication
  - interpersonal communication
  - leadership
  - initiative
  - technical competence.
- List of all formal training courses taken in the last 5 years.

**Notice PM-2378**

**3 Nomination Process (Continued)**

**C Accommodation**

Persons with disabilities requiring accommodations should contact Julia Jackson at 202-418-9049 or TTD 202-418-9107 by COB, October 29, 2003.

**D Where to Send the Nomination Packages**

Send the original and 6 copies of a completed FSA-1039 using either of the following methods.

<b>IF sending by...</b>	<b>THEN use the address...</b>
regular mail	Julia Jackson USDA, FSA, HRD, TDB STOP 0574 1400 Independence Avenue SW Washington, DC 20250-0574
FedEx	Julia Jackson USDA, FSA, HRD, TDB 2101 L Street, NW Suite 303-A Washington, DC 20037

**Note:** FAXed copies will not be accepted.

**E Deadline Date**

All nominations must be received in HRD, TDB by COB October 29, 2003. Nominations received after this date will **not** be considered. Substitution of nomination items will **not** be permitted after the deadline.

## 4 Selection Process

### A Participant Selection

Participants will be selected by HRD/TDB specialist who will assemble an Assessment Panel consisting of at least 2 members who occupy positions at a grade level not lower than the full performance level of the Long Term Training Program (LTTP) being filled. There will be an EEO (nonvoting) observer present and there may be a union (nonvoting) representative observing during this process.

**Note:** FSA may nominate up to 25 employees.

### B Panel Membership

The Assessment Panel:

- will review and rank employee nominations using criteria established Agency-wide for LTTP's
- has the final responsibility for determining best qualified candidates based on valid LTTP related criteria and employee's application package.

**Note:** The Assessment Panel refers best-qualified candidates to the Administrator or designee for approval for the allotted number of spaces approved. **No panel will be held if the number of nominations received does not exceed the number of slots available.**

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 work of candidates while on official time, performing labor relations representational functions, must be viewed with neutrality.

**4 Selection Process (Continued)**

**C Program Costs**

Tuition for the 2004 Seminars of the Management Development Centers ranges from \$2,000 to \$4,450 depending on the trainee's course selection.

Tuition, travel, lodging costs, and per diem for FSA, GS and County Office employees shall be coded to their originating office. Upon notification that candidates have been selected, the originating office may request an increase in their travel allotment consistent with the travel costs associated with participation in the program. Requests shall be submitted to BUD.

**Note:** Upon notification that a County Office employee has been selected, SF-182's should no longer have an appropriation/fund in block 21. SF-182, block 21 should read "COF Employee". The tuition costs associated with the training should be paid through the originating office's county administrative funding allotment. This change will alleviate the possibility of duplicate payments.

**D Selection Notification**

HRD, TDB will notify nominees of selection.

**E Labor Management Obligation**

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.

**FY 2004 Schedule**

**PMA** = President’s Management Agenda  
**NEW** = New

\* Program Dates include a holiday.

(E) = Shepherdstown, WV      (W) = Denver, CO      (AL) = Huntsville, Alabama

**PMA Budget and Performance Integration/Improved Financial Performance**  
 \$2,600  
 Jan 26 – 30, '04 (E)  
 Apr 12 – 16, '04 (W)

**NEW Counterintelligence Seminar**  
 \$2,600  
 Nov 17 – 21, '03 (E)  
 \*Apr 5 – 9, '04 (E)  
 Nov 1 – 5, '04 (E)

**Dynamics of Public Policy**  
 \$3,900  
 Oct 20 – 31, '03 (E)  
 May 17 – 28, '04 (E)  
 Oct 18 – 29, '04 (E)

**PMA Competitive Sourcing**  
 \$2,000  
 Jan 12 – 14, '04 (W)  
 Jun 15 – 17 '04 (E)

**Countering Terrorism Seminar**  
 \$TBD  
 May 10 – 14, '04 (San Diego, CA)

**Emotional Intelligence as a Leadership Skill**  
 \$2,900  
 May 10 – 14, '04 (W)  
 Oct 4 – 8, '04 (W)

**PMA Expanded Electronic Government**  
 \$2,600  
 Jan 26 – 30, '04 (W)  
 Jun 14 – 18, '04 (E)

**NEW Developing and Communicating Leadership Competencies**  
 \$2,600  
 Nov 3 – 7, '03 (E)  
 Mar 15 – 19, '04 (E)  
 Aug 9 – 13, '04 (E)  
 Nov 1 – 5, '04 (E)

**Entrepreneurial Government Management**  
 \$2,900  
 May 17 – 21, '04 (E)

**PMA Strategic Management of Human Capital**  
 \$2,000  
 Nov 4 – 6, '03 (E)  
 May 11 – 13, '04 (W)

**Developing Customer-Focused Organizations**  
 \$2,600  
 Nov 17 – 21, '03 (E)  
 Dec 1 – 5, '03 (W)  
 Mar 15 – 19, '04 (E)  
 Jul 19 – 23, '04 (E)  
 Sep 20 – 24, '04 (W)  
 Nov 15 – 19, '04 (E)

**Alternative Dispute Resolution**  
 \$2,600  
 \*Apr 12 – 16, '04 (E)  
 Sep 13 – 17, '04 (E)

**Conflict Resolution Skills: Positive Approaches to Difficult People**  
 \$2,900  
 Nov 10 – 14 '03 (W)  
 Feb 9 – 13, '04 (W)

**Developing High Performing Teams**  
 \$2,900  
 Oct 6 – 10, '03 (W)  
 Mar 22 – 26, '04 (W)  
 Jul 12 – 16, '04 (W)  
 Sep 13 – 17, '04 (W)

**Contemporary Leadership Issues**  
 \$2,000  
 Sep 8 – 10, '04 (E)

**FY 2004 Schedule (Continued)**

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**Environmental Policy Issues**

\$3,900  
 Jul 12 – 23, '04 (E)

**Executive Assessment Program**

\$4,450  
 Sep 20 – 24, '04 (W)

**Executive Communications**

**Workshop: Representing Your Agency to External Customers**

\$3,900  
 Feb 16 – 20, '04 (W)  
 May 3 – 7, '04 (W)  
 Oct 4 – 8, '04 (W)

**Executive Development Seminar: Leading Change**

\$3,900  
 Oct 20 – 31, '03 (E)  
 Jan 5 – 16, '04 (E)  
 Feb 2 – 13, '04 (W)  
 \*Feb 17 – 27, '04 (E)  
 Mar 22 – Apr 2, '04 (E)  
 May 3 – 14, '04 (E)  
 Jun 7 – 18, '04 (W)  
 Jun 21 – Jul 2, '04 (E)  
 Jul 12 – 23, '04 (E)  
 Aug 9 – 20, '04 (W)  
 Aug 23 – Sep 3, '04 (E)  
 Sep 7 – 17, '04 (W)  
 \*Sep 20 – Oct 1, '04 (E)  
 Nov 29 – Dec 10, '04 (E)

**Executive Development Seminar: Blended Course**

\$3,200  
 Mar 29 – May 9, '04 (W) (On-line portion)  
 May 24 – July 11, '04 (W) (On-line portion)  
 Jul 26 – 30, '04 (W) (In-Residence for Mar 29 and May 24 groups)

**Executive Supervisory Skills**

\$2,600  
 Nov 10 – 14, '03 (W)  
 Aug 23 – 27, '04 (W)

**Facilitative Leadership**

\$2,900  
 Nov 17 – 21, '03 (W)  
 Jan 26 – 30, '04 (W)  
 Mar 1 – 5, '04 (W)  
 Jun 21 – 25, '04 (W)

**Federal Budgetary Policies and Processes**

\$3,900  
 Apr 12 – 23, '04 (W)

**Federal Human Resources Management**

\$3,900  
 Jun 7 – 18, '04 (E)

**Government Performance and Results: Managing Your Organization to Outcomes and Results**

\$2,600  
 Jan 26 – 30, '04 (E)

**Healthy Watersheds**

STBA  
 TBA See Web

**NEW Homeland Security: Critical Infrastructure Protection**

\$2,600  
 Feb 23 – 27, '04 (E)  
 Aug 16 – 20, '04 (E)

**NEW Homeland Security: Understanding the Enemy**

\$2,600  
 Nov 3 – 7, '03 (E)  
 \*Apr 12 – 16, '04 (E)  
 Nov 1 – 5, '04 (E)

**Leadership Assessment Program**

\$4,450  
 Nov 17 – 21, '03 (E)  
 Feb 23 – 27, '04 (E)  
 \*Apr 5 – 9, '04 (E)  
 May 3 – 7, '04 (W)  
 Jun 7 – 11, '04 (E)  
 Aug 9 – 13, '04 (E)  
 Nov 15 – 19, '04 (E)

**FY 2004 Schedule (Continued)**

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**Leadership Communications Work Shop: Interpersonal Communication**  
 \$3,900  
 Nov 10 – 14, '03 (W)  
 Mar 22 – 26, '04 (W)  
 Jul 19 – 23, '04 (W)  
 Sep 20 – 24, '04 (W)

**Leadership Foundation Seminar**  
 \$2,600  
 Jun 28 – July 2, '04 (W)  
 Oct 18 – 22, '04 (W)

**Leadership Potential Seminar**  
 \$3,900  
 Oct 27 – Nov 7, '03 (W)  
 Dec 1 – 12, '03 (E)  
 \*Jan 20 – 30, '04 (W)  
 Feb 2 – 13, '04 (E)  
 Mar 8 – 19, '04 (W)  
 Mar 22 – Apr 2, '04 (E)  
 May 3 – 14, '04 (E)  
 Jun 7 – 18, '04 (W)  
 Jun 21 – Jul 2, '04 (E)  
 Jul 12 – 23, '04 (W)  
 Jul 26 – Aug 6, '04 (E)  
 Aug 9 – 20, '04 (W)  
 Aug 23 – Sep 3, '04 (E)  
 \*Sep 7 – 17, '04 (E)  
 \*Sep 20 – Oct 1, '04 (E)  
 Sep 27 – Oct 8, '04 (W)  
 Oct 18 – 29, '04 (E)  
 Nov 29 – Dec 10, '04 (W)

**Leadership Skills for Non-Supervisors/Managers**  
 \$2,900  
 Nov 16 – 21, '03 (W)  
 Dec 14 – 19, '03 (W)  
 Feb 1 – 6, '04 (W)  
 Mar 21 – 26, '04 (W)  
 Jun 20 – 25, '04 (W)  
 Jul 25 – 30, '04 (W)  
 Sep 19 – 24, '04 (W)  
 Dec 12 – 17, '04 (W)

**Lessons New Workplace: Leading Through Change and Chaos**  
 \$2,600  
 Feb 22 – 27, '04 (W) (at 4:00 p.m.)

**Management Assessment Program**  
 \$4,450  
 Dec 7 – 12, '03 (W)  
 Mar 28 – Apr 2, '04 (W)  
 May 23 – 26, '04 (E)  
 Jun 20 – 25, '04 (W)  
 Jul 25 – 30, '04 (W)  
 Aug 22 – 27, '04 (W)

**Management Development Seminar**  
 \$3,900  
 Oct 27 – Nov 7, '03 (W)  
 Dec 1 – 12, '03 (E)  
 Jan 5 – 16, '04 (E)  
 Jan 20 – 30, '04 (W)  
 \*Feb 17 – 27, '04 (E)  
 Mar 8 – 19, '04 (W)  
 Mar 22 – Apr 2, '04 (E)  
 Apr 19 – 30, '04 (E)  
 May 3 – 14, '04 (E)  
 May 17 – 28, '04 (W)  
 Jun 7 – 18, '04 (W)  
 Jun 21 – Jul 2, '04 (E)  
 Jul 12 – 23, '04 (W)  
 Jul 26 – Aug 6, '04 (E)  
 Aug 9 – 20, '04 (W)  
 Aug 23 – Sep 3, '04 (E)  
 \*Sep 7 – 17, '04 (E)  
 Sep 27 – Oct 8, '04 (W)  
 Nov 1 – 12, '04 (W)  
 Nov 29 – Dec 10, '04 (E)

**Managing Project Teams**  
 \$2,600  
 Nov 17 – 21, '03 (W)  
 Mar 8 – 12, '04 (E)  
 May 10 – 14, '04 (W)  
 Jul 19 – 23, '04 (W)  
 Sep 27 – Oct 1, '04 (E)

**Managing Projects Well**  
 \$2,600  
 April 5 – 9, '04 (W)  
 Aug 30 – Sep 3, '04 (W)

**Maximizing Human Capital**  
 \$2,600  
 Dec 1 – 5, '03 (W)  
 May 24 – 28 '04 (W)

**Maximizing IT Investments**  
 \$2,600  
 Nov 3 – 7, '03 (E)  
 Feb 23 – 27, '04 (W)  
 Aug 23 – 27, '04 (W)

**NEW Mission to the STARS**  
 \$1,925  
 Dec 3 – 4, '03 (AL)  
 \*Mar 10 – 11, '04 (AL)  
 Dec 1 – 2, '04 (AL)

**FY 2004 Schedule (Continued)**

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**NEW Motivating for Results**  
 \$2,900  
 Aug 16 – 20, '04 (W)

**National Security Policy**  
 \$3,900  
 Feb 2 – 13, '04 (W)  
 Sep 7 – 17, '04 (W)

**Natural Resources Seminar**  
 \$3,900  
 Aug 9 – 20, '04 (E)

**Science, Technology, and Public Policy**  
 \$3,900  
 Dec 1 – 12, '03 (E)  
 Apr 19 – 30, '04 (E)  
 Jun 7 – 18, '04 (E)  
 \*Sep 20 – Oct 1, '04 (E)  
 Nov 29 – Dec 10, '04 (E)

**Seminar for New Managers: Leading People**  
 \$3,900  
 Oct 20 – 31, '03 (E)  
 Oct 27 – Nov 7, '03 (W)  
 Dec 1 – 12, '03 (E)  
 Jan 5 – 16, '04 (E)  
 Jan 20 – 30, '04 (W)  
 Feb 2 – 13, '04 (E)  
 Mar 8 – 19, '04 (W)  
 Mar 22 – Apr 2, '04 (E)  
 Apr 19 – 30, '04 (E)  
 May 3 – 14, '04 (E)  
 May 17 – 28, '04 (W)  
 Jun 7 – 18, '04 (W)  
 Jun 21 – Jul 2, '04 (E)  
 Jul 12 – 23, '04 (W)  
 Jul 26 – Aug 6, '04 (E)  
 Aug 9 – 20, '04 (W)  
 Aug 23 – Sep 3, '04 (E)  
 \*Sep 7 – 17, '04 (E)  
 Sep 27 – Oct 8, '04 (W)  
 Oct 18 – 29, '04 (E)  
 Nov 1 – 12, '04 (W)

**Senior Leadership Workshop**  
 \$ 2,900  
 Sep 12 – 17, '04 (W)

**Strategic Diversity: A Business Necessity**  
 \$2,600  
 Mar 15 – 19, '04 (E)

**Strategic Leadership: Building Performance-Based Organizations**  
 \$2,900 (\$4,450 for both weeks)  
 Feb 23 – 27, '04 (W)  
 May 17 – 21, '04 (W)  
 Aug 23 – 27, '04 (W)

**Strategic Leadership: Leading Culture Change**  
 \$2,900 (\$4,450 for both weeks)  
 Mar 1 – 5, '04 (W)  
 May 24 – 28, '04 (W)  
 Aug 30 – Sep 3, '04 (W)

**Supervisory Leadership Seminar**  
 \$3,900  
 Oct 20 – 31, '03 (E)  
 Dec 8 – 19, '03 (W)  
 Feb 2 – 13, '04 (E)  
 Mar 22 – Apr 2, '04 (W)  
 May 17 – 28, '04 (E)  
 Jun 21 – Jul 2, '04 (W)  
 Aug 9 – 20, '04 (E)  
 Sept 20 – 30, '04 (W)  
 Nov 29 – Dec 10, '04 (E)

**Team Building and Team Leadership**  
 \$ 2,600  
 Oct 20 – 24, '03 (W)  
 Nov 17 – 21, '03 (E)  
 Dec 1 – 5, '03 (W)  
 Jan 5 – 9, '04 (W)  
 Mar 8 – 12, '04 (E)  
 May 10 – 14, '04 (W)  
 Jul 12 – 16, '04 (E)  
 Aug 16 – 20, '04 (E)  
 Sep 13 – 17, '04 (W)  
 Nov 15 – 19, '04 (E)

**United States Foreign Policy**  
 \$2,600  
 Jan 26 – 30, '04 (E)

**Women’s Assessment program**  
 \$4,450  
 Apr 4 – 9, '04 (W)

**Women’s Leadership Seminar**  
 \$2,600  
 Aug 30 – Sep 3, '04 (W)

Example of FSA-1039

This form is available electronically.

<b>FSA-1039</b> (10-09-03)	U.S. DEPARTMENT OF AGRICULTURE Farm Service Agency <b>2004 Management Development Centers                  NOMINATION FORM</b>  <b>Note: Deadline October 29, 2003</b>	1. Name of the State and County of Applicant  STATE: _____  COUNTY: _____
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2. Name and Home Address (Including Zip Code)	3. Division/Staff	4. Stop Code
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5. Title:	6. Grade (GS or CO):
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7A. Home Telephone No. (Include Area Code)	7B. Work Telephone No. (Include Area Code)	7C. Office Fax No. (Include Area Code)
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**8. Select your 1st and 2nd choice seminars.**

1st Choice*	
Course*:	
Location 1st Choice*:	
Location 2nd Choice*:	
Dates 1st Choice*:	
Dates 2nd Choice*:	
2nd Choice*	
Course*:	
Location 1st Choice*:	
Location 2nd Choice*:	
Dates 1st Choice*:	
Dates 2nd Choice*:	

\* Indicate a 1st and 2nd choice seminar, location, and date. Competition for seminars is very keen and therefore we sometimes have to schedule participants for their second choice.

9. Please notify your supervisor that you are submitting your name for consideration of the training listed above. Have your supervisor sign below to indicate that they have been notified. Travel costs will be funded by the employee's office travel budget.

9A. Supervisor Print Name	9B. Supervisor's Signature	9C. Date (MM-DD-YYYY)
9D. State Executive Director Print Name	9E. State Executive Director's Signature	9F. Date (MM-DD-YYYY)

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

A. Current resume, OF-612 that includes the following:

- full name
- home address
- applicant's signature
- dated

B. Written statement of up to 2 pages addressing how the following abilities or competencies are supported in your current position. (Note: When providing the written statement, address the following abilities or competencies individually).

- Oral
- Written
- Interpersonal communication
- Leadership
- Initiative
- Technical competencies

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

**NOTE: FAXED COPIES ARE NOT ACCEPTED.**

**11. Please submit this nomination form, and all other information listed in Item 10 (one original and 6 copies), by October 29, 2003**

USDA-FSA-HRD, Training and Development Branch Stop 0574 Julia Jackson 1400 Independence Avenue, SW Washington, DC 20250-0574 Telephone Number: 202-418-9049	<b>OR FEDEX TO:</b> USDA-FSA-HRD, Training and Development Branch Julia Jackson 2101 L Street, NW, Suite 303-A Washington, DC 20037 Telephone Number: 202-418-9049
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