

**For:** FSA Offices, Except State and County Offices

**Accepting Nominations for the FY 2005 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 2005 FEI's Leadership for a Democratic Society Program held in Charlottesville, Virginia.

**B Purpose**

This notice provides the following:

- 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.

|                      |  |
|----------------------|--|
| <b>Disposal Date</b> | <b>Distribution</b>                              |
| September 1, 2004    | All FSA Offices, except State and County Offices |

## Notice PM-2418

### 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 written statement of up to 2 pages addressing how the following abilities or competencies are supported in your current position:
  - leadership
  - initiative
  - interpersonal communication (people skills)
  - oral communication
  - written communication
  - technical competence

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

- 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
- a written statement from the first line supervisor or the appropriate Agency official assessing the nominee's potential.

**Notes:** Obtain supervisory signature where required (mandatory).

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

**Notice PM-2418**

**2 Nominations Process (Continued)**

**C Where to Send Completed AD-2010**

Send the **original and 3 copies** of the completed AD-2010 using either of the following methods.

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

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

**D Deadline**

HRD, TDB must **receive** all nominations by **June 28, 2004**. Nominations received after this date will **not** be considered. Substituting nomination items will **not** be permitted after the deadline.

## Notice PM-2418

### 3 Selection Process

#### A Participant Selection

The following information represents selection steps that are applicable to the FFAS Mission Area Merit Promotion Panel Composition.

| Step | Action   |
|------|--|
| 1    | The TDB Specialist will assemble a Merit Promotion 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 observer present during this process.  |
| 2    | The panel will review and rank employee nominations using criteria established agency-wide for LTTP.   |
| 3    | <p>The Merit Promotion Panel has the final responsibility for determining the best qualified candidates based on valid, LTTP-related criteria and the employee's application package. The panel refers the best qualified candidates to the Administrator or designee for approval for the allotted number of spaces approved. <b>No panel will be held if the number of nominations received does not exceed the number of slots available.</b> FSA shall submit only 2 nominations to the Department.</p> <p><b>Note:</b> 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. FSA provides reasonable accommodations to applicants with disabilities. The decision on granting reasonable accommodation will be on a case-by-case basis.</p> |
| 4    | The work of candidates while on official time performing labor relation representational functions must be viewed with neutrality.   |

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### 3 Selection Process (Continued)

#### B Program Costs

Tuition for the FY 2005 FEI is:

- \$11,850 for the 4 consecutive weeks program
- \$12,350 for the split 4-weeks (applied learning) program.

Tuition for the FY 2005 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.

#### C Accommodation

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

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

#### D Selection Notification

HRD, TDB will notify nominees of their selection.

#### E 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

LEADERSHIP FOR A DEMOCRATIC SOCIETY

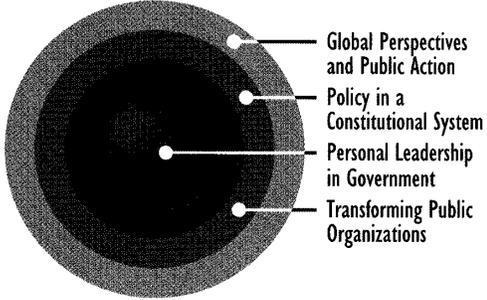
FEDERAL EXECUTIVE INSTITUTE

## 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. It also assists executives in addressing the five major focus areas in the President's Management Agenda.



## 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 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

## Description of FEI (Continued)

## Leadership for a Democratic Society Program Design

**F**EI's approach builds a learning community where 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 7-8 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 their 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?



AD-2010, 2005 Federal Executive Institute (FEI) Nomination Form

This form is available electronically.

AD-2010  
(06-08-04)

2005 Federal Executive Institute (FEI)  
NOMINATION FORM

Note: Deadline June 28, 2004

|  |  |  |
|--|--|--|
| 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?<br>(Check one box below.)<br>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 a check "✓" in the appropriate Column A below. Program dates selected are **not** guaranteed. Participants need to be flexible.

| A.         |            | B.             | C.   |
|------------|------------|----------------|--|
| 1ST CHOICE | 2ND CHOICE | PROGRAM NUMBER | DATES  |
|            |            | Program 303    | October 26 - November 19, 2004 (Veterans Day will be a class)    |
|            |            | Program 304    | November 28 - December 10, 2004 and February 27 - March 11, 2005 |
|            |            | Program 305    | January 3 - January 28, 2005 (Opening day will be Monday)        |
|            |            | Program 306    | January 30 - February 25, 2005                                   |
|            |            | Program 307    | March 13 - March 25, 2005 and June 5 - June 17, 2005             |
|            |            | Program 308    | April 3 - April 15, 2005 and June 19 - July 1, 2005              |
|            |            | Program 309    | April 24 - May 20, 2005  |
|            |            | Program 310    | July 10 - August 5, 2005   |
|            |            | Program 311    | August 7 - September 2, 2005                                     |
|            |            | Program 312    | September 11 - October 7, 2005                                   |

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 (People Skills)
  - Oral Communication
  - Written Communication
  - 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.
- D. A written statement from the first line supervisor or the appropriate Agency official assessing the nominees potential.

13. Please submit this nomination form, and all other information listed in Item 12, by June 28, 2004.

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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