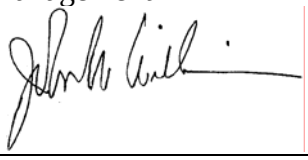
UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
Washington, DC 20250

Notice PM-2577

For: FSA Federal and County Employees

FY 2007 Seminars of the Management Development Centers

Approved by: Deputy Administrator, Management



1 Overview

A Background

HRD, Training and Development Branch (TDB) is accepting nominations for the FY 2007 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/CO-11 and above employees about the FY 2007 seminars of the Management Development Centers and explains the nomination and selection process
- obsoletes Notice PM-2576 because the accounting code in subparagraph 4 C was incorrect.

C Contact

If there are any questions about this notice, contact Regina Apperson at 202-401-0347.

Disposal Date	Distribution
April 1, 2007	All FSA Federal and County employees; State Offices relay to County Offices

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 can be found at **http://www.leadership.opm.gov**.

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

3 Nomination Process

A Nominee Qualifications

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 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.

- Completed FSA-1039 (Exhibit 2) with supervisory concurrence and signature. SED's signature is **mandatory** for all FSA State and County Federal and non-Federal employees.

  Notes: FSA-1039 is available from FFAS employee forms site at **http://165.221.16.90/dam/ffasforms/currentforms.asp**.

  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.

- 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.

3 Nomination Process (Continued)

C Accommodation

Persons with disabilities requiring accommodations should contact Regina Apperson at 202-401-0347.

D Where to Send the Nomination Packages

Send the original and 2 copies of the completed nomination package using 1 of the following methods.

Method of Submission	Address
USPS Mail	Regina Apperson USDA, FSA, HRD, TDB 1400 Independence Avenue SW Rm 490 STOP 0574 Washington DC 20250-0574.
FedEx	Regina Apperson USDA, FSA, HRD, TDB 1280 Maryland Ave SW 4th Floor Suite 490 Washington DC 20024 Telephone: 202-401-0347.
Hand Delivery	Regina Apperson 1280 Maryland Ave SW 4th Floor Suite 400 Washington DC.

Notes: Because of major USPS mail delays, FedEx is the preferred method of delivery.

FAXed copies **will not** be accepted.

If using hand delivery, do **not** try to leave the nomination package with the security guard; they will **not** accept packages.

E Deadline Date

All nomination packages **must** be received in HRD, TDB by COB **March 7, 2007**. Nominations received after March 7, 2007, 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 30 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 bases of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at 202-720-2600 (voice and TDD). To file a complaint of discrimination, write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, DC 20250-9410, or call 800-795-3272 (voice) or 202-720-6382 (TDD). USDA is an equal opportunity provider and employer.

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 2007 Seminars of the Management Development Centers ranges from $1,700 to $5,900 depending on the trainee's course selection.

Tuition, travel, lodging costs, and per diem for FSA, GS/CO 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 CO employee has been selected, SF-182's should have an appropriation/fund in block 21. SF-182, block 21 should read "787SSCCC020000". SS should be replaced with the applicable State code and CCC should be replaced with the applicable county code. Refer to 98-FI, Exhibit 13 for specific lists of codes. 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 2007 Full Course Schedule and Cost

The following provides course schedule and cost information.

Note: An updated schedule of courses can be found at **http://www.leadership.opm.gov/**.

(EMDC) = in Shepherdstown, WV
(WMDC) = in Denver, CO
(DC) = Washington, DC
(AL) = Huntsville, Alabama
*****Program starts on Sunday.

Full Schedule at a Glance

Alternative Dispute Resolution
$2,900.00
Mar 5 - 9, '07 @ EMDC
Includes tuition, materials, meals, lodging; $2,900.00
Sep 24 - 28, '07 @ WMDC
Includes tuition, materials, meals, lodging; $4,400.00
Bridging Organizational Cultures
$2,995.00
Sep 17 - 21, '07 @ EMDC
Includes tuition, materials, meals, lodging; $2,995.00
Building High-Performance Organizations in the 21st Century
$2,995.00
Aug 21 - 24, '07 @ TBD
Includes instruction, lunch, and break service; $2,995.00
May 14 - 18, '07 @ WMDC
Includes tuition, materials, meals, lodging; $3,400.00
Jul 16 - 20, '07 @ WMDC
Includes tuition, materials, meals, lodging; $3,400.00
May 29 - Jun 8, '07 @ EMDC
Includes tuition, materials, meals, lodging; $4,400.00
Sep 4 - 14, '07 @ EMDC
Includes tuition, materials, meals, lodging; $4,400.00
Competitive Sourcing
$2,200.00
Mar 6 - 8, '07 @ TBD
Includes instruction, lunch, and break service; $2,200.00
Conflict Resolution Skills: Effective Approaches to Resolving Conflict in the Workplace
$3,400.00
Feb 26 - Mar 2, '07 @ WMDC
Includes tuition, materials, meals, lodging; $3,400.00
Apr 30 - May 4, '07 @ TBD
Course fee includes tuition and course materials; $2,950.00
Jul 9 - 13, '07 @ WMDC
Includes tuition, materials, meals, lodging; $3,400.00
Aug 13 - 17, '07 @ TBD
Course fee includes tuition and course materials; $2,950.00

FY 2007 Full Course Schedule and Cost (Continued)

Crisis Leadership Workshop
$2,995.00
Mar 19 - 23, ‘07 @ EMDC
Includes tuition, materials, meals, lodging; $2,995.00
Jun 18 - 22, ‘07 @ EMDC
Includes tuition, materials, meals, lodging; $2,995.00
Aug 6 - 10, ‘07 @ EMDC
Includes tuition, materials, meals, lodging; $2,995.00
Developing Customer-Focused Organizations
$2,995.00
Apr 30 - May 4, ‘07 @ EMDC
Includes tuition, materials, meals, lodging; $2,995.00
Sep 10 - 14, ‘07 @ WMDC
Includes tuition, materials, meals, lodging; $2,995.00
Developing High Performing Teams
$3,400.00
Mar 19 - 23, ‘07 @ WMDC
Includes tuition, materials, meals, lodging; $3,400.00
May 7 - 11, ‘07 @ University of Phoenix/Oakland Learning Center
Includes Tuition & Materials Only; $2,900.00
Aug 6 - 10, ‘07 @ WMDC
Includes tuition, materials, meals, lodging; $3,400.00
Developing and Communicating Leadership Competencies Seminar
$3,400.00
Jun 4 - 8, ‘07 @ EMDC
Includes tuition, materials, meals, lodging; $3,400.00
Aug 27 - 31, ‘07 @ EMDC
Includes tuition, materials, meals, lodging; $3,400.00
Dynamics of Public Policy
$4,400.00
Apr 30 - May 11, ‘07 @ EMDC
Includes tuition, materials, meals, lodging; $4,400.00
Effective Writing in the Federal Government
$2,600.00
Mar 26 - 29, ‘07 @ EMDC
Includes tuition, materials, meals, lodging; $2,600.00
May 21 - 24, ‘07 @ EMDC
Includes tuition, materials, meals, lodging; $2,600.00
Environmental Policy Issues
$4,400.00
May 29 - Jun 8, ‘07 @ EMDC
Includes tuition, materials, meals, lodging; $4,400.00
Ethics and Public Service Values
$1,950.00
Apr 4 - 6, ‘07 @ EMDC
Includes tuition, materials, meals, lodging; $1,950.00
Jun 27 - 29, ‘07 @ EMDC
Includes tuition, materials, meals, lodging; $1,950.00
Aug 8 - 10, ‘07 @ EMDC
Includes tuition, materials, meals, lodging; $1,950.00

FY 2007 Full Course Schedule and Cost (Continued)

Executive Communications Workshop:
$4,500.00
Mar 12 - 16, ‘07 @ WMDC
Includes tuition, materials, meals, lodging; $4,500.00
May 21 - 25, ‘07 @ WMDC
Includes tuition, materials, meals, lodging; $4,500.00
Aug 20 - 24, ‘07 @ WMDC
Includes tuition, materials, meals, lodging; $4,500.00
Executive Development Seminar: Blended Course
$3,500.00
Mar 19 - Jul 20, ‘07 @ WMDC
This course is 8 weeks online and 1 week in residence. The in residence portion is July 16-20. The cost includes tuition, course materials, meals, and lodging; $3,500.00
May 14 - Jul 20, ‘07 @ WMDC
This course is 8 weeks online and 1 week in residence. The in residence portion is July 16-20. The cost includes tuition, course materials, meals, and lodging; $3,500.00
Executive Development Seminar: Leading Change
$4,950.00
Apr 9 - 20, ‘07 @ WMDC
Includes tuition, materials, meals, lodging; $4,950.00
Jul 9 - 20, ‘07 @ EMDC
Includes tuition, materials, meals, lodging; $4,950.00
Aug 6 - 17, ‘07 @ WMDC
Includes tuition, materials, meals, lodging; $4,950.00
Sep 17 - 28, ‘07 @ EMDC
Includes tuition, materials, meals, lodging; $4,950.00
Facilitative Leadership Seminar
$3,100.00
Mar 12 - 16, ‘07 @ WMDC
Includes tuition, materials, meals, lodging; $3,100.00
Jul 23 - 27, ‘07 @ WMDC
Includes tuition, materials, meals, lodging; $3,100.00
Federal Budgetary Policies and Processes
$4,400.00
Apr 16 - 27, ‘07 @ EMDC
Includes tuition, materials, meals, lodging; $4,400.00
Grassroots Leadership: It's Your Ship
$1,700.00
Mar 27 - 29, ‘07 @ WMDC
Includes tuition, materials, meals & lodging. The cost for local residents with lunch only is $1500; $1,700.00
May 15 - 17, ‘07 @ University of San Diego
Includes instruction, lunch, and break service; $1,700.00
Homeland Security: Critical Infrastructure Protection
$2,995.00
Sep 24 - 28, ‘07 @ EMDC
Includes tuition, materials, meals, lodging; $2,995.00
Homeland Security: Understanding the Enemy
$2,995.00
Apr 16 - 20, ‘07 @ EMDC
Includes tuition, materials, meals, lodging; $2,995.00

FY 2007 Full Course Schedule and Cost (Continued)

Leadership Assessment Program
$4,950.00
Apr 9 - 13, ‘07 @ EMDC
Includes tuition, materials, meals, lodging; $4,950.00
Jun 25 - 29, ‘07 @ EMDC
Includes tuition, materials, meals, lodging; $4,950.00
Aug 27 - 31, ‘07 @ EMDC
Includes tuition, materials, meals, lodging; $4,950.00
Leadership Communications Workshop: Interpersonal Communications
$4,400.00
Jun 11 - 15, ‘07 @ WMDC
Includes tuition, materials, meals, lodging; $4,400.00
Sep 24 - 28, ‘07 @ WMDC
Includes tuition, materials, meals, lodging; $4,400.00
Leadership For Lawyers
$2,200.00
Jul 10 - 12, ‘07 @ Radisson Hotel
Includes Tuition & Materials Only; $2,200.00
Leadership Foundations Seminar
$2,995.00
Aug 13 - 17, ‘07 @ WMDC
Includes tuition, materials, meals, lodging; $2,995.00
Leadership Potential Seminar
$4,500.00
Mar 19 - 30, ‘07 @ WMDC
Includes tuition, materials, meals, lodging; $4,500.00
Apr 16 - 27, ‘07 @ EMDC
Includes tuition, materials, meals, lodging; $4,500.00
May 7 - 18, ‘07 @ WMDC
Includes tuition, materials, meals, lodging; $4,500.00
Jun 18 - 29, ‘07 @ WMDC
Includes tuition, materials, meals, lodging; $4,500.00
Jul 23 - Aug 3, ‘07 @ EMDC
Includes tuition, materials, meals, lodging; $4,500.00
Aug 20 - 31, ‘07 @ EMDC
Includes tuition, materials, meals, lodging; $4,500.00
Sep 10 - 21, ‘07 @ WMDC
Includes tuition, materials, meals, lodging; $4,500.00
Leadership Potential Seminar: Blended Course
$2,500.00
Jul 23 - Sep 28, ‘07 @ TBD
This course is 7 weeks online and 1 week in residence. The in residence portion is September 24-28. The cost includes tuition and course materials.; $2,500.00

FY 2007 Full Course Schedule and Cost (Continued)

Leadership for Information Technology
$2,995.00
May 21 - 25, '07 @ WMDC
Includes tuition, materials, meals, lodging; $2,995.00
Management Assessment Program
$4,950.00
Apr 2 - 6, '07 @ WMDC
Includes tuition, materials, meals, lodging; $4,950.00
Jun 11 - 15, '07 @ WMDC
Includes tuition, materials, meals, lodging; $4,950.00
Sep 10 - 14, '07 @ WMDC
Includes tuition, materials, meals, lodging; $4,900.00
Management Development Seminar
$4,750.00
Feb 26 - Mar 9, '07 @ WMDC
Includes tuition, materials, meals, lodging; $4,750.00
Apr 9 - 20, '07 @ WMDC
Includes tuition, materials, meals, lodging; $4,750.00
Jul 9 - 20, '07 @ WMDC
Includes tuition, materials, meals, lodging; $4,750.00
Aug 13 - 24, '07 @ EMDC
Includes tuition, materials, meals, lodging; $4,750.00
Sep 10 - 21, '07 @ WMDC
Includes tuition, materials, meals, lodging; $4,750.00
Management Development Seminar
$4,750.00
Feb 26 - Mar 9, '07 @ WMDC
Includes tuition, materials, meals, lodging; $4,750.00
Apr 9 - 20, '07 @ WMDC
Includes tuition, materials, meals, lodging; $4,750.00
Jul 9 - 20, '07 @ WMDC
Includes tuition, materials, meals, lodging; $4,750.00
Aug 13 - 24, '07 @ EMDC
Includes tuition, materials, meals, lodging; $4,750.00
Sep 10 - 21, '07 @ WMDC
Includes tuition, materials, meals, lodging; $4,750.00
Management Development Seminar
$4,750.00
Feb 26 - Mar 9, '07 @ WMDC
Includes tuition, materials, meals, lodging; $4,750.00
Apr 9 - 20, '07 @ WMDC
Includes tuition, materials, meals, lodging; $4,750.00
Jul 9 - 20, '07 @ WMDC
Includes tuition, materials, meals, lodging; $4,750.00
Aug 13 - 24, '07 @ EMDC
Includes tuition, materials, meals, lodging; $4,750.00
Sep 10 - 21, '07 @ WMDC
Includes tuition, materials, meals, lodging; $4,750.00
Management Development Seminar: Blended Course
$2,500.00
Jun 18 - Aug 23, '07 @ TBD
This course is 7 weeks online and 3 days in residence. The in residence portion is August 21-23. The cost includes tuition and course materials.; $2,500.00

FY 2007 Full Course Schedule and Cost (Continued)

Managing a 21st Century Workforce
$1,995.00
Mar 12 - 14, ‘07 @ EMDC
Includes tuition, materials, meals, lodging; $1,995.00
Jul 23 - 25, ‘07 @ EMDC
$1,995.00
Maximizing Your Organization's Greatest Asset: People
$2,995.00
Jun 11 - 15, ‘07 @ WMDC
Includes tuition, materials, meals, lodging; $2,995.00
Peak Performance: Harnessing Your Full Potential
$4,950.00
Apr 9 - May 16, ‘07 @ EMDC
This course is offered in two sessions. The first session is April 9-12, 2007 and the second session is May 14-16, 2007. ; $4,950.00
Jun 4 - Jul 11, ‘07 @ EMDC
This course is offered in two sessions. The first session is June 4-7, 2007 and the second session is July 9-11, 2007. ; $4,950.00
Aug 6 - Sep 6, ‘07 @ EMDC
This course is offered in two sessions. The first session is August 6-9, 2007 and the second session is September 4-6, 2007. ; $4,995.00
Project Management Principles
$2,995.00
Mar 12 - 16, ‘07 @ WMDC
Includes tuition, materials, meals, lodging; $2,995.00
Jun 18 - 22, ‘07 @ WMDC
Includes tuition, materials, meals, lodging; $2,995.00
Sep 24 - 28, ‘07 @ WMDC
Includes tuition, materials, meals, lodging; $2,995.00
Refresh for Success
$1,995.00
Mar 12 - 14, ‘07 @ EMDC
Includes tuition, materials, meals, lodging; $1,995.00
Sep 5 - 7, ‘07 @ EMDC
Includes tuition, materials, meals, lodging; $1,995.00
Resiliency Advantage
$1,900.00
Feb 20 - 22, ‘07 @ EMDC
Includes tuition, materials, meals, lodging; $1,900.00
Apr 2 - 4, ‘07 @ EMDC
Includes tuition, materials, meals, lodging; $1,950.00
May 30 - Jun 1, ‘07 @ EMDC
Includes tuition, materials, meals, lodging; $1,950.00
Jul 16 - 18, ‘07 @ EMDC
Includes tuition, materials, meals, lodging; $1,950.00
Sep 5 - 7, ‘07 @ EMDC
Includes tuition, materials, meals, lodging; $1,950.00
Science, Technology, and Public Policy
$4,400.00
Jul 9 - 20, ‘07 @ EMDC
Includes tuition, materials, meals, lodging; $4,400.00

FY 2007 Full Course Schedule and Cost (Continued)

Seminar for New Managers: Blended Course
$2,500.00
Jun 4 - Aug 9, '07 @ TBD
This course is 7 weeks online and 3 days in residence. The in residence portion is August 7-9. The cost includes tuition and course materials; $2,500.00
Jun 4 - Aug 9, '07 @ WMDC
Includes Tuition & Materials Only; $2,500.00
Seminar for New Managers: Leading People (SNM)
$4,500.00
Apr 9 - 20, '07 @ WMDC
Includes tuition, materials, meals, lodging; $4,500.00
May 14 - 25, '07 @ EMDC
Includes tuition, materials, meals, lodging; $4,500.00
Jun 11 - 22, '07 @ EMDC
Includes tuition, materials, meals, lodging; $4,500.00
Jul 9 - 20, '07 @ WMDC
Includes tuition, materials, meals, lodging; $4,500.00
Aug 13 - 24, '07 @ EMDC
Includes tuition, materials, meals, lodging; $4,500.00
Sep 10 - 21, '07 @ WMDC
Includes tuition, materials, meals, lodging; $4,500.00
Senior Executive Assessment Program
$5,900.00
Jun 25 - 29, '07 @ WMDC
Includes tuition, materials, meals, lodging; $5,900.00
Sep 24 - 28, '07 @ WMDC
Includes tuition, materials, meals, lodging; $5,900.00
Seven Steps to Performance-Based Acquisition and Management
$2,400.00
Aug 6 - 10, '07 @ Acquisition Solutions Training Institute
Course fee includes tuition and course materials; $2,400.00
Strategic Leadership
$3,300.00
May 14 - 18, '07 @ WMDC
Includes tuition, materials, meals, lodging; $3,300.00
Aug 6 - 10, '07 @ WMDC
Includes tuition, materials, meals, lodging; $3,300.00
Supervisory Leadership Seminar (Split Program) - Week 1: Supervision
$2,995.00
Jun 18 - 22, '07 @ WMDC
Includes tuition, materials, meals, lodging; $2,995.00
Aug 13 - 17, '07 @ EMDC
Includes tuition, materials, meals, lodging; $2,995.00
Sep 17 - 21, '07 @ WMDC
Includes tuition, materials, meals, lodging; $2,995.00

FY 2007 Full Course Schedule and Cost (Continued)

Supervisory Leadership Seminar (Split Program) - Week 2: Leadership
$2,995.00
Mar 12 - 16, ‘07 @ WMDC
Includes tuition, materials, meals, lodging; $2,995.00
Jun 25 - 29, ‘07 @ WMDC
Includes tuition, materials, meals, lodging; $2,995.00
Aug 20 - 24, ‘07 @ EMDC
Includes tuition, materials, meals, lodging; $2,995.00
Sep 24 - 28, ‘07 @ WMDC
Includes tuition, materials, meals, lodging; $2,995.00
Supervisory Leadership Seminar (Split Program) - Week 2: Leadership
$2,995.00
Mar 12 - 16, ‘07 @ WMDC
Includes tuition, materials, meals, lodging; $2,995.00
Jun 25 - 29, ‘07 @ WMDC
Includes tuition, materials, meals, lodging; $2,995.00
Aug 20 - 24, ‘07 @ EMDC
Includes tuition, materials, meals, lodging; $2,995.00
Sep 24 - 28, ‘07 @ WMDC
Includes tuition, materials, meals, lodging; $2,995.00
Supervisory Leadership Seminar Online: Leadership
$1,500.00
Apr 2 - May 6, ‘07 @ WMDC
$1,500.00
Aug 20 - Sep 21, ‘07 @ WMDC
$1,500.00
Team Building and Team Leadership
$2,995.00
Mar 19 - 23, ‘07 @ University of Phoenix/Oakland Learning Center
Includes Tuition & Materials Only; $2,500.00
Apr 9 - 13, ‘07 @ WMDC
Includes tuition, materials, meals, lodging; $2,995.00
Jun 25 - 29, ‘07 @ WMDC
Includes tuition, materials, meals, lodging; $2,995.00
Sep 24 - 28, ‘07 @ EMDC
Includes tuition, materials, meals, lodging; $2,995.00
The ABCs Of Effective Relationships
$2,415.00
Aug 21 - 22, ‘07 @ TBD
Includes tuition, materials, lunch, break service; $2,415.00
Transition Strategies in the Public Sector (formerly First 90 Days in Government)
$1,995.00
Apr 2 - 4, ‘07 @ EMDC
Includes tuition, materials, meals, lodging; $1,950.00
Jun 25 - 27, ‘07 @ EMDC
Includes tuition, materials, meals, lodging; $1,950.00
Aug 6 - 8, ‘07 @ EMDC
Includes tuition, materials, meals, lodging; $1,950.00
Women's Leadership Seminar
$2,995.00
Jun 4 - 8, ‘07 @ WMDC
Includes tuition, materials, meals, lodging; $2,995.00

Example of FSA-1039

This is an example FSA-1039 that must be completed with supervisory concurrence and signature. SED's signature is **mandatory** for all FSA State and County Federal and non-Federal employees.

This form is available electronically.

FSA-1039
(02-12-07)

U.S. DEPARTMENT OF AGRICULTURE
Farm Service Agency

2007 Management Development Centers
NOMINATION FORM

Note: Deadline March 7, 2007

1. Name of the State and County of Applicant
STATE: _____
COUNTY: _____

2. Applicants Name and Home Address *(Including Zip Code)*	3. Applicants Work Address *(Including Zip Code)*	4. Division/Staff	5. Stop Code

6. Work Email Address	7. Title	8. Grade (GS or CO)

9A. Home Telephone No. *(Include Area Code)*	9B. Work Telephone No. (*Include Area Code)*	9C. Office Fax No. *(Include Area Code)*

10. 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.

11. 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.

11A. Supervisor Print Name	11B. Supervisor's Signature	11C. Date *(MM-DD-YYYY)*
11D. State Executive Director Print Name	11E. State Executive Director's Signature	11F. Date *(MM-DD-YYYY)*

12. 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.

13. Please submit the nomination form, and other information listed in Item 12 (one original and two copies), by March 7, 2007.

USDA-FSA-HRD, Training and Development Branch Stop 0574 Regina Apperson 1400 Independence Avenue, SW Washington, DC 20250-0574 Telephone Number: 202-401-0347	*OR FEDEX TO:* USDA-FSA-HRD, Training and Development Branch Regina Apperson 1280 Maryland Avenue, SW 4th Floor Suite 490 Washington, DC 20024 Telephone Number: 202-401-0347

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