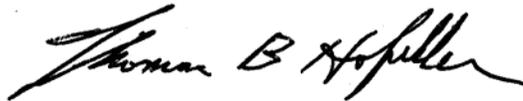


For: FSA Employees

FY 2008 OPM Management Development Center Seminars

Approved by: Associate Administrator for Operations and Management



1 Overview

A Background

HRD, Training and Development Branch (TDB) is accepting nominations for the FY 2008 Management Development Center seminars. 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 2008 Management Development Center seminars and explains the nomination and selection process.

C Contact

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

2 Program Overview

A Program Purpose

The Management Development Center seminars help 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.

Disposal Date March 1, 2008	Distribution All FSA employees; State Offices relay to County Offices
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Notice PM-2628

2 Program Overview (Continued)

B Additional Information about Individual Seminars

Seminars are held in residential facilities and are 1 to 2 weeks long. Additional information about individual seminars including length, locations, and cost can be obtained from <http://www.leadership.opm.gov>.

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

3 Nomination Process

A Nominee Qualifications

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

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** State and county Federal and non-Federal employees

Notes: FSA-1039 is available from the FFAS employee forms site at <http://165.221.16.90/dam/ffasforms/forms.html>.

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

Notice PM-2628

3 Nomination Process (Continued)

B Nomination Procedure (Continued)

- provide a written statement 1 page minimum addressing how the following abilities or competencies are supported in their current position; when providing the written statement, **address the following abilities or competencies individually:**
 - leadership
 - initiative
 - interpersonal communication (people skills)
 - oral communication
 - written communication
 - technical competence
- a business case 1 page minimum written and signed by the first line supervisor or the appropriate FSA official that:
 - states how the seminar will benefit the employee and FSA
 - assesses the applicant's potential and need for this training and development experience
- list of all formal training courses taken in the last 5 years
- a current OF-612, SF-171, or resume signed and dated by the applicant with current home address
- supervisory signature where required; signature of SED is **required** for State or County Office employees.

C Accommodation

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

D Deadline Date

All nominations **must** be received in HRD, TDB by COB **January 18, 2008**. Nominations received after this date will **not** be considered. Substitution of nomination items will **not** be permitted after the deadline.

Notice PM-2628

3 Nomination Process (Continued)

E Submitting Nomination Packages

Because of a major mail delay, it is recommended that applicant's send the original and 2 copies of the completed nomination package using FedEx to the following address:

REGINA APPERSON
USDA, FSA, HRD, TDB
1280 MARYLAND AVE SW
4TH FLOOR SUITE 490
WASHINGTON DC 20024.

Note: FAX and e-mail copies **will not** be accepted.

4 Selection Process

A Participant Selection

An HRD, TDB specialist 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 has the final responsibility for determining best qualified candidates based on valid, LTTP related criteria and employee's application package. They refer 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.**

4 Selection Process (Continued)

B Panel Membership (Continued)

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis 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 required 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, D.C. 20250-9410, or call (800) 795-3272. USDA is an equal opportunity provider and employer.

FSA provides reasonable accommodations to applicants with disabilities. The decision on granting reasonable accommodations 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.

C Program Costs

Tuitions for the 2008 Management Development Center seminars range from \$1,900 to \$5,300, depending on the trainee's seminar selection.

Tuition, travel, lodging costs, and per diem for GS and 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 up to \$10,000 per participant. State and County Offices will be responsible for funding any additional travel costs over \$10,000 within their travel budgets. Offices should provide detailed estimates of each trip along with their requests. Requests shall be submitted to BUD with a copy to DAFO.

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 2008 Management Development Center Full Seminar Schedule and Costs

The following provides the specifics for the Management Development Center seminars.

- Notes:** DC = Washington, DC
 EMDC = Shepherdstown, West Virginia
 VA = Alexandria, Virginia, Old Town Hilton
 WMDC = Aurora, Colorado

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

Full Schedule at a Glance	
Seminar	Dates
Alternative Dispute Resolution	March 17-21, 2008, at EMDC \$3,250 August 25-29, 2008, at EMDC \$3,250
Bridging Organizational Cultures	February 25-29, 2008, at EMDC \$3,250 June 23-27, 2008, at EMDC \$3,250
Budget and Performance Integration	March 26-28, 2008, at EMDC \$2,400 July 22-24, 2008, at EMDC \$2,400
Coaching and Mentoring for Excellence	February 11-15, 2008, at WMDC \$3,650 May 12-16, 2008, at WMDC \$3,650 August 4-8, 2008, at VA \$3,100
Communicating Face to Face (Formerly Leadership Communication)	March 17-21, 2008, at WMDC \$4,150 June 2-5, 2008, at WMDC \$4,150
Communicating to the Media, Public and Congress	February 4-8, 2008, at WMDC \$4,150 May 5-9, 2008, at WMDC \$4,150 August 18-22, 2008, at DC \$4,150
Conflict Resolution Skills: Effective Approaches to Difficult People, Difficult Conversations	February 25-29, 2008, at WMDC \$3,650 May 19-23, 2008, at VA \$3,100 August 11-15, 2008, at WMDC \$3,650
Contemporary Leadership Issues	September 3-5, 2008, at EMDC \$2,400
Crisis Leadership Workshop	March 24-28, 2008, at EMDC \$3,250 May 5-9, 2008, at EMDC \$3,250 August 4-8, 2008, at EMDC \$3,250
Developing Customer-Focused Organizations	March 3-7, 2008, at EMDC \$3,250 June 2-6, 2008, at EMDC \$3,250 September 22-26, 2008, at EMDC \$3,250
Developing High Performing Teams	May 5-9, 2008, at WMDC \$3,650 August 4-8, 2008, at WMDC \$3,650
Developing and Communicating Your Leadership Competencies	April 21-25, 2008, at EMDC \$3,650 July 14-18, 2008, at EMDC \$3,650 September 22-26, 2008, at EMDC \$3,650
Dynamics of Public Policy	July 7-18, 2008, at EMDC \$4,650

FY 2008 Management Development Center Full Seminar Schedule and Costs (Continued)

Full Schedule at a Glance	
Seminar	Dates
Effective Writing in the Federal Government	February 25-28, 2008, at EMDC \$2,850 Sunday Arrival; Starts Monday at 8:30 a.m. July 21-24, 2008, at EMDC \$2,850 Sunday Arrival; Starts Monday at 8:30 a.m.
Environmental Policy Issues	June 2-13, 2008, at EMDC \$4,650
Ethical Leadership (formerly Ethics and Public Service Values)	July 9-11, 2008, at EMDC \$2,400
Executive Development Seminar: Blended Course	May 5-July 10, 2008, at WMDC \$3,400
Executive Development Seminar: Leading Change	March 10-21, 2008, at EMDC \$5,200 April 7-18, 2008, at WMDC \$5,200 May 5-16, 2008, at EMDC \$5,200 Global Session-open to international participants. June 16-27, 2008, at WMDC \$5,200 July 14-25, 2008, at EMDC \$5,200 August 11-22, 2008, at WMDC \$5,200 Global Session-open to international participants. September 8-19, 2008, at EMDC \$5,200
Facilitative Leadership Seminar	March 10-14, 2008, at WMDC \$3,350 June 2-6, 2008, at WMDC \$3,350
Federal Budgetary Policies and Processes	April 14-25, 2008, at WMDC \$4,650
Government Performance and Results Seminar	January 28-February 1, 2008, at EMDC \$3,250
GrassRoots Leadership: It's Your Ship	March 18-20, 2008, at WMDC \$1,950 May 13-15, 2008, at WMDC \$1,950 August 12-14, 2008, at WMDC \$1,950
Homeland Security: Critical Infrastructure Protection	April 7-11, 2008, at EMDC \$3,250
Homeland Security: Understanding the Enemy	March 24-28, 2008, at EMDC \$3,250
Leadership Assessment Program Level-1 (formerly Leadership Assessment Program)	February 11-15, 2008, at EMDC \$5,200 May 19-23, 2008, at EMDC \$5,200 July 28-August 1, 2008, at EMDC \$5,200 September 22-26, 2008, at EMDC \$5,200
Leadership Assessment Program Level-2 (formerly Management Assessment Program)	March 10-14, 2008, at WMDC \$4,975 June 2-6, 2008, at WMDC \$4,975 September 8-12, 2008, at WMDC \$4,975
Leadership Foundations Seminar	February 4-8, 2008, at WMDC \$3,250 August 18-22, 2008, at WMDC \$3,250

FY 2008 Management Development Center Full Seminar Schedule and Costs (Continued)

Full Schedule at a Glance	
Seminar	Dates
Leadership Potential Seminar	February 4-15, 2008, at EMDC \$4,750 March 3-14, 2008, at WMDC \$4,750 April 7-18, 2008, at EMDC \$4,750 May 12-23, 2008, at WMDC \$4,750 Global Session-open to international participants. June 16-27, 2008, at EMDC \$4,750 July 7-18, 2008, at WMDC \$4,750 August 11-22, 2008, at EMDC \$4,750 Global Session-open to international participants. September 15-26, 2008, at WMDC \$4,750
Leadership Skills for Non-Supervisors/Non-Managers	February 24-29, 2008, at WMDC \$3,650 April 13-18, 2008, at WMDC \$3,650 May 18-23, 2008, at EMDC \$3,650 July 27-August 1, 2008, at WMDC \$3,650 September 28-October 3, 2008, at WMDC \$3,650
Leadership for Information Technology	April 21-25, 2008, at WMDC \$3,250
Management Assessment Program	September 22-26, 2008, at WMDC \$5,200
Management Development Seminar	January 7-18, 2008, at EMDC \$5,000 February 4-15, 2008, at WMDC \$5,000 February 25-March 7, 2008, at EMDC \$5,000 April 21-May 2, 2008, at WMDC \$5,000 May 5-16, 2008, at EMDC \$5,000 Global Session-open to international participants. June 2-13, 2008, at EMDC \$5,000 July 21-August 1, 2008, at WMDC \$5,000 August 11-22, 2008, at EMDC \$5,000 Global Session-open to international participants. September 8-19, 2008, at EMDC \$5,000 September 22-October 3, 2008, at WMDC \$5,000
Maximizing Your Organization's Greatest Asset: People	February 25-29, 2008, at WMDC \$3,250 September 8-12, 2008, at WMDC \$3,250
Navigating Federal Budgetary Policies and Processes (formerly called Federal Budgetary Policies and Processes)	April 14-25, 2008, at WMDC \$4,650
Project Management Principles	May 19-23, 2008, at WMDC \$3,250 July 28-August 1, 2008, at WMDC \$3,250 September 15-19, 2008, at DC \$3,250
Public Sector Leadership: Vision, Values and Vital Strategies	September 21-26, 2008, at TBD, San Diego \$7,695

FY 2008 Management Development Center Full Seminar Schedule and Costs (Continued)

Full Schedule at a Glance	
Seminar	Dates
Refresh for Success	April 23-25, 2008, at EMDC \$2,400
Resiliency Advantage	February 20-22, 2008, at EMDC \$2,400 April 16-18, 2008, at EMDC \$2,400 June 18-20, 2008, at EMDC \$2,400 August 19-21, 2008, at WMDC \$2,400 September 3-5, 2008, at EMDC \$2,400
Science, Technology, and Public Policy	June 16-27, 2008, at EMDC \$4,600
Seminar for New Managers: Blended	April 14-June 12, 2008, at DC \$2,750
Seminar for New Managers: Leading People (SNM)	January 28-February 8, 2008, at WMDC \$4,650 March 10-21, 2008, at EMDC \$4,650 April 7-18, 2008, at WMDC \$4,650 April 28-May 9, 2008, at EMDC \$4,650 June 9-20, 2008, at EMDC \$4,650 Global Session-open to international participants. July 7-18, 2008, at WMDC \$4,650 July 28-August 8, 2008, at EMDC \$4,650 September 8-19, 2008, at WMDC \$4,650 Global Session-open to international participants. September 15-26, 2008, at EMDC \$4,650
Senior Executive Assessment Program	March 31-April 4, 2008, at WMDC \$6,200 June 23-27, 2008, at WMDC \$6,200 September 22-26, 2008, at WMDC \$6,200
Starting Out Strong: Transition Strategies That Work (formerly Transition Strategies)	April 28-30, 2008, at EMDC \$2,400 August 25-27, 2008, at EMDC \$2,400
Strategic Leadership	February 4-7, 2008, at WMDC \$3,550 March 31-April 3, 2008, at WMDC \$3,550 July 7-11, 2008, at DC \$3,550 September 8-12, 2008, at WMDC \$3,550
Strategic Management of Human Capital	February 12-14, 2008, at EMDC \$2,400 July 29-31, 2008, at EMDC \$2,400
Supervising and Managing a Virtual Workforce (formerly Managing a Virtual Workforce)	February 20-22, 2008, at EMDC \$2,400 September 3-5, 2008, at EMDC \$2,400

FY 2008 Management Development Center Full Seminar Schedule and Costs (Continued)

Full Schedule at a Glance	
Seminar	Dates
Supervisory Leadership Seminar (Split Program)-Week 1: Supervision	January 7-11, 2008, at EMDC \$3,250 March 3-7, 2008, at WMDC \$3,250 April 7-11, 2008, at EMDC \$3,250 May 12-16, 2008, at EMDC \$3,250 June 16-20, 2008, at WMDC \$3,250 July 7-11, 2008, at EMDC \$3,250 August 18-22, 2008, at EMDC \$3,250 September 15-19, 2008, at WMDC \$3,250
Supervisory Leadership Seminar (Split Program)-Week 2: Leadership	January 14-18, 2008, at EMDC \$3,250 March 10-14, 2008, at WMDC \$3,250 April 14-18, 2008, at EMDC \$3,250 May 19-23, 2008, at EMDC \$3,250 June 23-27, 2008, at WMDC \$3,250 July 14-18, 2008, at EMDC \$3,250 August 25-29, 2008, at EMDC \$3,250 September 22-26, 2008, at WMDC \$3,250
Supervisory Leadership Seminar Online: Leadership	June 23-July 25, 2008, Online \$1,750
Team Building and Team Leadership	January 28-February 1, 2008, at WMDC \$3,250 April 7-11, 2008, at WMDC \$3,250 June 16-20, 2008, at EMDC \$3,250 July 21-25, 2008, at WMDC \$3,250 September 22-26, 2008, at WMDC \$3,250
Women's Leadership Seminar	June 2-6, 2008, at WMDC \$3,250

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 State and County Federal and non-Federal employees.

This form is available electronically.

FSA-1039 (12-28-07)	U.S. DEPARTMENT OF AGRICULTURE Farm Service Agency 2008 OPM MANAGEMENT DEVELOPMENT CENTERS NOMINATION FORM Note: Deadline January 18, 2008	
Important Notice: Supervisors shall contact the FSA Budget Division to insure that funding is available to support the nominee. If funding is not available do not submit the nominee for consideration to participate in this program. Travel/lodging costs will be funded by the employee's office travel budget.		
PART A – GENERAL INFORMATION		
1. If completed by field office, employees should enter name of State and County of Applicant:		
STATE:	COUNTY:	
2. Applicant's Name and Home Address <i>(Include ZIP Code)</i>	4. Division/Staff <i>(Include Office Address and ZIP Code)</i>	5. Room No. and STOP Code
3. Home Telephone No. <i>(Include Area Code)</i>	6. Work Telephone No. <i>(Include Area Code)</i>	7. Work FAX No. <i>(Include Area Code)</i>
8. Title of Present Position	9. Grade <i>(GS or CO and Grade)</i>	10. Are you a Career Employee? YES <input type="checkbox"/> NO <input type="checkbox"/>
11. Supervisory signature is required before submitting your name for consideration for this training. Supervisor shall sign to indicate that they have reviewed your nomination package. NOTE: Union officials on 100% official time do not need supervisory concurrence and signature.		
11A. Supervisor Print Name	11B. Supervisor's Signature	11C. Date <i>(MM-DD-YYYY)</i>
11D. State Executive Director Print Name <i>(Required for all FSA State and County Federal and Non-Federal Employees)</i>	11E. State Executive Director's Signature	11F. Date <i>(MM-DD-YYYY)</i>

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Example of FSA-1039 (Continued)

FSA-1039 (12-28-07) Page 2

PART B - INSTRUCTIONS

12. Required information to be included with this nomination form:

A. Provide a written statement 1 page minimum 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*):

- Leadership
- Initiative
- Interpersonal Communication (People Skills)
- Oral Communication
- Written Communication
- Technical Competence

Your written statement must be signed by your first line supervisor.

B. (*PART C*) A business case 1 page minimum written and signed by your first line supervisor or the appropriate Agency official stating how the program will benefit the employee and their agency. The business case should also assess the applicant's potential and need for this training and development experience.

C. Current OF-612 or resume signed and dated by the applicant with current home address.

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

Please submit this nomination form and information listed in Items 12A through 12E including the original and two (2) copies. All completed nomination packages must be received in the Training and Development Branch by **COB January 18, 2008**.

PART C - BUSINESS CASE

A business case 1 page minimum written and signed by the first line supervisor or the appropriate Agency official stating how the program will benefit the employee and their agency. The business case should also assess the applicant's potential and need for this training and development experience;

Statements for the Business Case are as follows:

1. How will this program benefit the applicant?
2. How will the applicant's completion of this program benefit your office?
3. How will the applicant's completion of this program benefit the agency?

13A. Supervisor Print Name	13B. Supervisor's Signature	13C. Date (MM-DD-YYYY)
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14. Please send the original and two (2) copies of the completed nomination package using either of the methods listed below:

<p>If sending by Regular U.S. Mail, send to:</p> <p>Regina Apperson USDA, FSA, HRD, TDB STOP 0574 1400 Independence Avenue, S.W. Washington, DC 20250-0574</p>	<p>OR</p>	<p>If sending by Special Delivery, hand carry or FEDEX, send to:</p> <p>Regina Apperson USDA, FSA, HRD, TDB 1280 Maryland Ave, SW 4th Floor Suite 490 Washington, DC 20024</p>
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NOTE: FAXED COPIES ARE NOT ACCEPTED.