

For: FSA Offices, Except State and County Offices

Accepting Nominations for the FY 2009 Federal Executive Institute (FEI)

Approved by: Acting Associate Administrator for Operations and Management



1 Overview

A Program Announcement

This notice announces that HRD, Training and Development Branch (TDB) is accepting nominations for the FY 2009 FEI’s Leadership for a Democratic Society Program held in Charlottesville, Virginia.

Note: The **FEI Leadership for a Democratic Society Program** overview description can be found at <http://www.leadership.opm.gov/programs/Executive-Leadership-Development/LDS/Index.aspx>. **Do not apply on-line. Only applications accepted through the nomination process described in this notice will be considered.** This web site is to be used **only** for learning more about the program overview.

B Purpose

This notice provides the following:

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

C Contact

If there are questions about this notice, contact Arlene Bailey, HRD, TDB at 202-401-0339.

2 Nomination Process

A Nominee Qualifications

Nominees must be grade 15 or above or the equivalent grade level. **Schedule C** employees are **not** eligible to participate in this program.

Disposal Date	Distribution
September 1, 2008	All FSA Offices, except State and County Offices

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2 Nomination Process (Continued)

B Nomination Procedure

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

- completed AD-2010 (Exhibit 1), including supervisory signature (mandatory)

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

- written statement of up to 2 pages addressing how the following abilities or competencies are supported in the 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.

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

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2 Nomination Process (Continued)

C Where to Send Completed Nomination Package

Send the **original and 3 copies** of the completed nomination package 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 1280 MARYLAND AVENUE, SW 4 th FLOOR SUITE 490 WASHINGTON DC 20024

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

D Deadline

All nominations must be received in HRD, TDB by **COB July 8, 2008**. Nominations received after this date will **not** be considered. Substitution of nomination items will **not** be permitted after the deadline.

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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 (nonvoting) observer present and there may be a union (nonvoting) representative observing 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. No panel will be held if the number of nominations received does not exceed the number of slots available. FSA shall submit only 3 nominations to USDA.</p> <p>Note: 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 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, SW., Washington, DC 20250-9410, or call 800-795-3272 (voice) or 202-720-6382 (TDD). USDA is an equal opportunity provider and employer. 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 relations representational functions must be viewed with neutrality.

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3 Selection Process (Continued)

B Program Costs

Tuition for the FY 2009 FEI is:

- \$17,550 for the 4 consecutive weeks program
- \$17,550 for the split 4-weeks (applied learning program).

Tuition for the **FY 2009 FEI** shall be coded to the employee's originating office and travel costs will be funded by the employee's office travel budget.

Note: Tuition includes food, lodging, all instructional services, and course materials.

C Accommodation

Persons with disabilities who require accommodations to attend or participate in this training should contact Arlene Bailey at 202-401-0339 or TDD at 202-205-9048.

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.

AD-2010, 2009 Federal Executive Institute (FEI) Nomination Form

This form is available electronically.

AD-2010
(06-23-08)

2009 Federal Executive Institute (FEI)
NOMINATION FORM

Note: Deadline July 8, 2008

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 a check mark in the appropriate Column A below. Program dates selected are not guaranteed. Participants need to be flexible.

A.		B. PROGRAM NUMBER	C. DATES
1ST CHOICE	2ND CHOICE		
		Program 343	October 26 - November 21, 2008
		Program 344	November 30 - December 12, 2008, and return March 1 - 13, 2009
		Program 345	January 4 - 30, 2009
		Program 346	February 1 - 27, 2009
		Program 347	March 15 - 27, 2009, and return June 14 - 26, 2009
		Program 348	March 29 - April 24, 2009
		Program 349	April 26 - May 22, 2009
		Program 350	May 31 - June 12, 2009, and return September 13 - September 25, 2009
		Program 351	July 12 - August 7, 2009
		Program 352	September 27 - October 23, 2009

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 July 8, 2008

Arlene Bailey USDA, FSA, HRD, TDB STOP 0574 1400 Independence Avenue, S.W. Washington, DC 20250-0574	OR	If sending package by FedEx, UPS, Express mail or hand carry use address below: USDA-FSA-HRD-TDB 1280 Maryland Ave., SW, 4th Floor, Suite 490 Washington, DC 20024
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