

For: FSA Employees

FY 2010 OPM Management Development Center Seminars

Approved by: Deputy Administrator, Management



1 Overview

A Background

HRD, Training and Development Branch (TDB) is accepting nominations for the FY 2010 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 2010 Management Development Center seminars
- explains the nomination and selection process.

C Contact

If there are any questions about this notice, contact Tracey Foster at 202-401-0350.

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.

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| Disposal Date December 1, 2009 | Distribution All FSA employees; State Offices relay to County Offices |
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Notice PM-2730

2 Program Overview (Continued)

B Additional Information About Individuals 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 at <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

Notes: SED's signature is **mandatory** for **all** State and county Federal and non-Federal employees.

FSA-1039 is available from the FFAS Employee Forms/Publications Online Website 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-2730

3 Nomination Process (Continued)

B Nomination Procedure (Continued)

- a written statement, 1 page minimum, addressing how the following abilities or competencies are supported in their current position

Note: 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.

Note: Signature of SED is **required** for State and County Office employees.

C Accommodation

Persons with disabilities requiring accommodations should contact Tracey Foster at 202-401-0350.

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

D Deadline Date

All nominations **must** be **received** in HRD, TDB by **COB August 28, 2009**. Nominations received after this date will **not** be considered. Substitution of nomination items **will not** be permitted after the deadline.

Notice PM-2730

3 Nomination Process (Continued)

E Where to Send Nomination Package

Application packages **must** include the original and 3 copies of the completed nomination package. Because of major mail delays, applicants must submit their application package by either of the following options:

- FedEx or UPS to:

Tracey Foster
USDA, FSA, HRD, TDB
1280 Maryland Ave SW
4th Floor, Suite 490
Washington DC 20024
Telephone: 202-401-0350

- USDA Courier Service or hand deliver to:

Tracey Foster
USDA, FSA, HRD, TDB
Portals Building, 4th Floor, Suite 490
1280 Maryland Ave SW
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 15 employees.

4 Selection Process (Continued)

B Panel Membership

The Assessment Panel:

- will review and rank employee nominations using criteria established FSA-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, 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 of 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. 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.

Notice PM-2730

4 Selection Process (Continued)

C Program Costs

Tuition for the 2010 Management Development Center seminars range from \$1,750 to \$7,945 depending on the trainee's seminar selection.

Notes: Tuition, travel, lodging costs, and per diem for FSA Federal and County Office employees shall be coded to their originating office. Tuition costs should be absorbed within their office allotment. Offices may request travel reimbursement up to \$10,000 from BUD once travel expenses have been incurred. FSA Federal and County Offices will be responsible for funding any additional travel costs for over \$10,000 within their travel budgets. Submit requests to BUD using the allotment change request forms.

Upon notification that a County Office employee has been selected, SF-182's should have an appropriation/fund in item C 1 for County Offices using a 14-digit line of accounting, such as "987SSCCC010000". See 98-FI, Exhibit 13 for County Office organization codes. The ninth and tenth digits ("01") in the line of accounting reflects the Upward Mobility Program for training.

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 2010 Management Development Center Full Seminar Schedule and Costs

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

- Notes:** CA = California
 EMDC = Shepherdstown, West Virginia
 PA = Pennsylvania
 VA = Virginia
 WMDC = Aurora, Colorado

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

| Full Schedule at a Glance | |
|---|---|
| Seminar | Dates |
| Bridging Organizational Cultures | February 22-26, 2010, at EMDC \$3,500 April 26-30, 2010, at WMDC \$3,500 July 19-23, 2010, at WMDC \$ 3,500 September 20-24, 2010, at EMDC \$3,500 |
| Budget and Performance Integration | February 17-19, 2010, at EMDC \$2,575 June 8-10, 2010, at EMDC \$2,575 September 8-10, 2010, at EMDC \$2,575 |
| Coaching and Mentoring for Excellence | October 26-29, 2009, at WMDC \$3,750 February 1-4, 2010, at WMDC \$3,750 May 24-27, 2010, at WMDC \$3,750 August 9-12, 2010, Hilton Alexandria Old Town, Alexandria, VA \$3,250 |
| Communicating Face to Face | November 16-20, 2009, at WMDC \$4,400 |
| Conflict Resolution Skills: Effective Approaches to Difficult People, Difficult Conversations | November 2-5, 2009, at WMDC \$3,750 February 8-11, 2010, at WMDC \$3,750.00 May 3-6, 2010, at Hilton Alexandria Old Town, Alexandria, VA \$3,250 August 2-5, 2010, at WMDC \$3,750 |
| Crisis Leadership Workshop | November 2-6, 2009, at EMDC \$3,500 March 22-26, 2010, at EMDC \$3,500 May 3-7, 2010, at WMDC \$3,500 August 2-6, 2010 at EMDC \$3,500 |
| Developing Customer-Focused Organizations | November 16-20, 2009, at WMDC \$3,500 May 24-28, 2010, at EMDC \$3,500 August 23-27, 2010, at EMDC \$3,500 |
| Developing High Performing Teams | March 29-April 2, 2010, at EMDC \$3,900 May 17-21, 2010, at WMDC \$3,900 August 23-27, 2010, at WMDC \$3,900 |
| Dynamics of Public Policy | October 19-30, 2009, at EMDC \$5,035 July 12-23, 2010, at EMDC \$5,035 |
| Effective Writing (formerly: Leading with the Written Word) | November 16-19, 2009, at EMDC \$3,075 February 16-19, 2010, at EMDC \$3,075 April 26-29, 2010, at WMDC \$3,075 June 7-10, 2010, at EMDC \$3,075 September 7-10, 2010, at EMDC \$3,075 |

FY 2010 Management Development Center Full Seminar Schedule and Costs (Continued)

| Full Schedule at a Glance | |
|--|---|
| Seminar | Dates |
| Environmental Policy Issues | March 1-12, 2010, at WMDC \$5,035 August 23 through September 3, 2010, at \$5,035 |
| Executive Development Seminar: Blended Course | May 17–July 16, 2010, at WMDC \$3,800 |
| Executive Development Seminar: Leading Change | October 19-30, 2009, at EMDC \$6,000 November 30-December 11, 2009, at EMDC \$6,000 January 25–February 5, 2010, at EMDC \$6,000 March 22–April 2, 2010, at EMDC \$6,000 May 10-21, 2010, at EMDC \$6,000 June 14-25, 2010, at WMDC \$6,000 August 16-27, 2010, at WMDC \$6,000 September 13-24, 2010, at EMDC \$6,000 |
| Facilitative Leadership Seminar | February 1-5, 2010, at WMDC \$3,550 August 30 through September 3, 2010, at WMDC \$3,550 |
| Federal Budgetary Policies and Processes | April 12-23, 2010, at EMDC \$5,035 |
| Federal Regulatory Policy | April 26-30, 2010, at EMDC \$2,675 |
| GrassRoots Leadership: It's Your Ship | October 20-22, 2009, at WMDC \$2,025 March 2-4, 2010, at WMDC \$2,025 May 11-13, 2010, at WMDC \$2,025 August 31 through September 2, 2010, at WMDC \$2,025 |
| Labor Management Relations: Leading Change and Moving Forward | March 1-3, 2010, at EMDC \$3,000 August 9-11, 2010, at EMDC \$3,000 |
| Leadership Assessment Program Level – 1 (formerly Leadership Assessment Program) | November 2-6, 2009, at EMDC \$5,600 February 8-12, 2010, at EMDC \$5,600 April 5-9, 2010, at EMDC \$5,600 June 7-11, 2010, at EMDC \$5,600 August 9-13, 2010, at WMDC \$5,600 |
| Leadership Assessment Program Level – 2 (formerly Leadership Assessment Program) | December 7-11, 2009, at WMDC \$5,350 March 8-12, 2010, at WMDC \$5,350 June 14-18, 2010, at EMDC \$5,350 September 27 through October 1, 2010, at WMDC \$5,350 |
| Leadership Competencies: Preparing for the Next Step | November 2-6, 2009, at WMDC \$3,950 February 8-12, 2010, at EMDC \$3,950 June 21-25, 2010, at EMDC \$3,950 August 30 through September 3, 2010, at EMDC \$3,950 |
| Leadership Foundations Seminar | March 8-12, 2010, at EMDC \$2,950 July 12-16, 2010, at WMDC \$2,950 September 20-24, 2010, at WMDC \$2,950 |

FY 2010 Management Development Center Full Seminar Schedule and Costs (Continued)

| Full Schedule at a Glance | |
|--|---|
| Seminar | Dates |
| Leadership Potential Seminar | October 19-30, 2009, at EMDC \$5,150 January 4-15, 2010, at EMDC \$5,150 February 1-12, 2010, at WMDC \$5,150 March 15-26, 2010, at EMDC \$5,150 April 12-23, 2010, at WMDC \$5,150 May 10-21, 2010, at EMDC \$5,150 June 14-25, 2010, at WMDC \$5,150 July 12-23, 2010, at EMDC \$5,150 August 2-13, 2010, at WMDC \$5,150 September 13-24, 2010, WMDC \$5,150 |
| Leadership Skills for Non-Supervisors/Non-Managers | November 2-6, 2009, at EMDC \$3,750 February 8-12, 2010, at WMDC \$3,750 March 22-26, 2010, at WMDC \$3,750 April 26-30, 2010, at EMDC \$3,750 May 24-28, 2010, at WMDC \$3,750 July 26-30, 2010, at WMDC \$3,750 August 16-20, 2010, at EMDC \$3,750 September 13-17, 2010, at WMDC \$3,750 |
| Leadership for Information Technology | September 27 through October 1, 2009, at WMDC \$3,500 |
| Leading Work and Project Teams | March 8-19, 2010, at EMDC \$5,035 April 26 through May 7, 2010, at WMDC \$5,035 August 23 through September 3, 2010, at EMDC \$5,035 |
| Management Development Seminar | October 19-30, 2009, at EMDC \$5,300 December 7-18, 2009, at WMDC \$5,300 January 4-15, 2010, at EMDC \$5,300 February 22 through March 5, 2010, at EMDC \$5,300 March 15-26, 2010, at WMDC \$5,300 April 12-23, 2010, at EMDC \$5,300 May 10-21, 2010, at WMDC \$5,300 June 14-25, 2010, at EMDC \$5,300 July 12-23, 2010, at WMDC \$5,300 August 9-20, 2010, at EMDC \$5,300 September 13-24, 2010, at WMDC \$5,300 |
| Project Management Principles | November 2-6, 2009, at WMDC \$3,500 April 19-23, 2010, at WMDC \$3,500 June 7-11, 2010, at EMDC \$3,500 September 13-17, 2010, at EMDC \$3,500 |
| Public Sector Leadership: Vision, Values, and Vital Strategies | June 7-11, 2010, at TBD, Philadelphia, PA \$7,945 September 13-17, 2010 at TBD, San Diego, CA \$7,945 |
| Resiliency Advantage | November 17-19, 2009, at EMDC \$2,575 February 23-25, 2010, at EMDC \$2,575 March 30 through April 1, 2010, at WMDC \$2,575 May 25-27, 2010, at EMDC \$2,575 July 27-29, 2010, at EMDC \$2,575 |
| Science, Technology, and Public Policy | February 22 through March 5, 2010, at EMDC \$5,035 |

FY 2010 Management Development Center Full Seminar Schedule and Costs (Continued)

| Full Schedule at a Glance | |
|---|---|
| Seminar | Dates |
| Seminar for New Managers: Leading People (SNM) | October 19-30, 2009, at WMDC \$5,035 November 30 through December 11, 2009 at EMDC \$5,035 January 4-15, 2010, at EMDC \$5,035 March 15-26, 2010, at WMDC \$5,035 April 12-23, 2010, at EMDC \$5,035 May 10-21, 2010, at WMDC \$5,035 June 14-25, 2010, at EMDC \$5,035 July 26 through August 6, 2010, at EMDC \$5,035 August 16-27, 2010, at WMDC \$5,035 September 13-24, 2010, at EMDC \$5,035 |
| Seminar for New Managers: Online | March 1 through April 23, 2010 at Online, WMDC \$2,800 |
| Senior Executive Assessment Program | November 30 through December 4, 2009, at WMDC \$6,350 March 1-5, 2010, at WMDC \$6,350 June 7-11, 2010, at WMDC \$6,350 September 13-17, 2010, at WMDC \$6,350 |
| Strategic Leadership | October 26-29, 2009, at Holiday Inn National Airport, Arlington, VA \$3,075 April 12-15, 2010, at Holiday Inn National Airport, Arlington, VA \$3,075 |
| Strategic Management of Human Capital | January 25-27, 2010, at EMDC \$2,575 May 24-26, 2010, at WMDC \$2,575 August 30 through September 1, 2010, at EMDC \$2,575 |
| Supervising and Managing Teleworkers and Other Non-Traditional Work Arrangement (formerly Managing a Virtual Workforce) | February 17-19, 2010, at EMDC \$2,575 May 3-5, 2010, at WMDC \$2,575 September 8-10, 2010, at EMDC \$2,575 |
| Supervisory Leadership Seminar (Split Program) – Week 1: Supervision | September 28 through October 2, 2009, at WMDC \$3,350 January 25-29, 2010, at EMDC \$3,350 February 22-26, 2010, at WMDC \$3,350 March 15-19, 2010, at EMDC \$3,350 April 12-16, 2010, at WMDC \$3,350 May 10-14, 2010, at EMDC \$3,350 June 14-18, 2010, at WMDC \$3,350 July 12-16, 2010, at EMDC \$3,350 August 2-6, 2010, at WMDC \$3,350 |
| Supervisory Leadership Seminar (Split Program) – Week 2: Leadership | October 5-9, 2009, at WMDC \$3,350 February 1-5, 2010, at EMDC \$3,350 March 1-5, 2010, at WMDC \$3,350 March 22-26, 2010, at EMDC \$3,350 April 19-23, 2010, at WMDC \$3,350 May 17-21, 2010, at EMDC \$3,350 June 21-25, 2010, at WMDC \$3,350 August 9-13, 2010, at WMDC \$3,350 September 20-24, 2010, at EMDC \$3,350 |

FY 2010 Management Development Center Full Seminar Schedule and Costs (Continued)

| Full Schedule at a Glance | |
|--|--|
| Seminar | Dates |
| Supervisory Leadership Seminar Week 2 Online: Frontline Leadership Skills | July 12 through August 13, 2010, at Online, WMDC \$1,750 |
| Team Building and Team Leadership | November 2-6, 2009, at EMDC \$3,500 January 11-15, 2010, at WMDC \$3,500 May 3-7, 2010, at EMDC \$3,500 June 28 through July 2, 2010, at WMDC \$3,500 September 20-24, 2010, at WMDC \$3,500 |
| Women's Leadership Seminar | June 7-11, 2010, at WMDC \$3,500 |

Example of FSA-1039

The following is an example of 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.

| | | | |
|--|--|--|--------------|
| <p>This form is available electronically.</p> <p>FSA-1039 U.S. DEPARTMENT OF AGRICULTURE (07-29-09) Farm Service Agency</p> <p style="text-align: center;">2010 MANAGEMENT DEVELOPMENT CENTERS NOMINATION FORM</p> <p style="text-align: center;">Note: Deadline August 28, 2009</p> | | <p>1. Name of State and County of Applicant</p> <p>STATE: _____</p> <p>COUNTY: _____</p> | |
| PART A – GENERAL INFORMATION | | | |
| 2. Applicant's Name and Home Address (include ZIP Code) | 3. Applicant's 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. (including Area Code) | 9B. Work Telephone No. (including Area Code) | 9C. Office Fax No. (including Area Code) | |
| 10. Select your 1st and 2nd choice seminars. | | | |
| 1st Choice* | | | |
| Course*: | | | |
| Location 1 st Choice*: | | | |
| Location 2 nd Choice*: | | | |
| Dates 1 st Choice*: | | | |
| Dates 2 nd Choice*: | | | |
| 2nd Choice* | | | |
| Course*: | | | |
| Location 1 st Choice*: | | | |
| Location 2 nd Choice*: | | | |
| Dates 1 st Choice*: | | | |
| Dates 2 nd Choice*: | | | |
| <p><small>*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.</small></p> | | | |
| <p>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.</p> | | | |
| 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) | |
| <p><small>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 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, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA is an equal opportunity provider and employer.</small></p> | | | |

Example of FSA-1039 (Continued)

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|---|-----------------------------|--|
| FSA-1039 (07-29-09) | | Page 2 |
| PART B - INSTRUCTIONS | | |
| <p>12. Required information to be included with this nomination form:</p> <p>A. Provide a written statement 1 page minimum addressing how the following abilities or competencies are supported in your current position (<i>Note: When providing the written statements, address the following abilities or competencies individually</i>):</p> <ul style="list-style-type: none"> • Leadership • Initiative • Interpersonal Communication (People Skills) • Oral Communication • Written Communication • Technical Competence <p>Your written statement must be signed by your first line supervisor.</p> <p>B. (<i>PART C</i>) 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.</p> <p>C. Current OF-612 or resume signed and dated by the applicant with current home address.</p> <p>D. List of all formal training courses taken in the last 5 years.</p> <p>Please submit this nomination form and information listed in Items 12A through 12D including the original and three (3) copies. All completed nomination packages must be received in the Training and Development Branch by COB August 28, 2009.</p> | | |
| PART C - BUSINESS CASE | | |
| <p>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;</p> <p>Statements for the Business Case are as follows:</p> <ol style="list-style-type: none"> 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) |
| 14. Please send the original and three (3) 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>Tracey Foster USDA, FSA, HRD, TDB 1400 Independence Ave., SW STOP 0574 Washington, DC 20250-0574</p> | OR | <p>If sending by Special Delivery, hand carry or FEDEX, send to:</p> <p>Tracey Foster USDA, FSA, HRD, TDB 1280 Maryland Ave., SW Portals Building, 4th Floor, Suite 490 Washington, DC 20024 Telephone Number: 202-401-0350</p> |
| NOTE: FAXED AND EMAIL COPIES ARE NOT ACCEPTED. | | |