
2011 Federal Executive Institute (FEI) Leadership for a Democratic Society

OFFERED IN

Charlottesville, VA

**On-line Announcement Open 23 May to 10 June 2011
No extensions will be granted beyond this date**

***Program 372 (11 September – 7 October 2011)**

This announcement is directed to permanent Department of the Army Civilian (DAC), Acquisition, Logistics, & Technology (AL&T) workforce who currently occupy positions in the Senior Executive Service (SES) or are GS-15s or broadband/payband equivalent.

1. PLEASE REVIEW AND NOTE THE FOLLOWING:

- Applicants must submit their application on-line using the Army Acquisition Professional Development System (AAPDS):
<https://rda.altess.army.mil/camp/>.
- Organizations are reminded to not modify or conduct separate evaluations/selection boards under this announcement. The U.S. Army Acquisition Support Center (USAASC) will conduct the board to select individuals.
- A Command Endorsement Memorandum is required in order to be selected for an FEI program. Existing command endorsement and commitment of funding is for the year of nomination only.
- Lodging, per diem, tuition and textbooks will be funded by USAASC.
- Travel will not be funded by USAASC. Participants must obtain funding for travel from their home organization.
- All the required documents must be submitted on-line to receive consideration. Incomplete applications will be ineligible for consideration and will **not** be reviewed by the board. It is strongly recommended that the resume and the Acquisition Career Record Brief (ACRB) match. Applicants should review all documents before submitting the application in AAPDS.

- Completion of the on-line applications in AAPDS must be finalized and submitted NLT 10 June 2011.

2. General Program Information

- FEI/Leadership for a Democratic Society Program. The Leadership for a Democratic Society Program is approximately four weeks in length and requires weekend participation.
- FEI Program of Study. The FEI uses the United States Constitution as the principal guide in helping students to understand the diverse goals of the government and the citizens they serve. FEI fosters executives who excel in a 21st century world while remaining connected to the Constitutional principles forged in the 18th century. The themes of the Leadership for a Democratic Society program reflect the constitutional underpinnings of federal government work and the common culture of senior federal executives. Students will build their skills in personal leadership and gain insights into organizational theory, the policy framework in which government leadership occurs and broad global trends and events that shape government agendas.

3. Eligibility Criteria: Applicant/selectee must meet **ALL** of the following requirements:

- Be a permanent Department of the Army Civilian (DAC) in a SES position or GS-15/equivalent grade within a Demonstration Project or NSPS.
- Be an AL&T workforce member.
- Be serving in a Career or Career Conditional Appointment.
- Be certified in current acquisition position. Applicants must be certified in their current acquisition position at the time of submission. Certification status must be reflected on the ACRB.

4. How to Apply: All applications must be submitted in AAPDS. Applicants who are approved for attendance and have a command endorsement memorandum should submit their application into AAPDS. To access AAPDS, first login at the Career Acquisition Management Portal (CAMP) using the following link: <https://rda.altess.army.mil/camp/> and click on (Career Acquisition Personnel and Position Management Information System (CAPPMIS)). Once in CAPPMIS, select "AAPDS" tab, then select the "Application Module" link. Click on the event entitled "Federal Executive Institute (FEI) FY11 Program 372 (11 Sep-7 Oct 11)" and submit the documents listed in below:

Note: You must upload or type information in these sections.

- ✓ Application for ACTEDS Training Opportunity

- ✓ Command Endorsement
 - ✓ Resume
 - ✓ Statement of Interest
 - ✓ Performance Ratings
 - ✓ SF 181 – Ethnicity and Race Identification
 - ✓ Utilization Plan
 - ✓ Acquisition Career Record Brief (ACRB)
 - ✓ Service Tenure Agreement
 - ✓ SF182 - Authorization, Agreement And Certification Of Training
- **Application for ACTEDS Training Opportunity:** Fill out the ACTEDS Training Opportunities application at this link: http://cpol.army.mil/cgi-bin/acteds/catalog/pop_form3.cgi . Once completed scan and upload.
 - **Command Endorsement Memorandum:** All applicants must obtain and upload a Command Endorsement Memorandum addressed to the Deputy Director, Acquisition Career Management, 9900 Fort Belvoir Road, Fort Belvoir, VA 22060 from the first General Officer/Senior Executive Service level in the applicant's chain-of-command. The endorsement memorandum should, at a minimum: identify what benefit the education will provide to the Army and the Acquisition Corps and how the training will be utilized in the command upon return of the selectee to the command. The endorsement must also include a statement that the organization understands the travel expenses for FEI courses are an organizational responsibility.
 - **Resume:** Please upload your resume from Resumix. DO NOT INCLUDE SUPPLEMENTAL DATA.
 - **Statement of Interest:** Upload your signed and dated Statement of Interest as a part of your application in AAPDS. Ensure you state, in 2,000 characters or less, the following details: (1) the class date(s) you wish to attend in order of preference; (2) why you want to be a participant in the FEI Program; (3) the contributions you will bring to the program; and (4) the benefits to the Army that will result from your participation.
 - **Performance Ratings:** Upload your past three performance evaluations. Each evaluation submitted must also be accompanied with the corresponding Support Form(s). For individuals covered by NSPS, the complete evaluation must be provided. For individuals covered by the DoD Acquisition Workforce Demonstration Project, include Part I, CCAS Salary Appraisal Form, Part II, Supervisor Assessment, and Part III, Employee Self Assessment. For TAPES, include Department of the Army (DA) Form 7222, the Senior System Civilian Evaluation Report, and DA Form 7222-1, Senior System Evaluation Report Support Form. If these appraisals are not available, you must include an

explanation about the missing appraisals, verified by your supervisor or CPAC, and your “next” most recent appraisals.

- **SF 181, Ethnicity and Race Identification:** Please go to this link and fill out the SF 181: http://www.opm.gov/forms/pdf_fill/sf181.pdf. This form is required by G-3/5/7. Once completed, upload the form.
- **Utilization Plan:** Please have your rating supervisor complete the utilization plan found at http://cpol.army.mil/cgi-bin/acteds/catalog/pop_util-plan.cgi. This plan must be signed, dated, and uploaded.
- **ACRB:** Update your ACRB. Applicants should contact an Acquisition Career Manager (ACM) for assistance in updating sections that cannot be updated by applicant. ACMs can be contacted either by e-mail at DAMI_AskAnACM@conus.army.mil or by phone at (commercial) 575-678-2247 or (DSN) 258-2247.
- **Service Tenure Agreement:** Upload the Agreement to Continue in Service. DA policy requires civilian employees selected for non-Government training in excess of 80 hours or long-term training and development programs in excess of 120 calendar days (Government or non-government) complete service agreement before assignment to the training. All applicants must complete the agreement at APPENDIX A. The start date for obligated service will be the first Monday after training completion and the end date will be 63 working days after the start date. The agreement must be signed and uploaded in this section.
- **SF-182, Authorization, Agreement And Certification Of Training:** Access the form located at http://www.opm.gov/forms/pdf_fill/sf182.pdf. Complete Section A and have your supervisor complete and sign Section D, lines 1a through 1e. Once completed, upload the form to this section.

5. Individual Development Plan. Applicants must update their Individual Development Plan in order to receive credit for completion of the FEI Leadership for a Democratic Society program. The IDP does not need to be submitted as part of the application process. Enter the FEI program on the Individual Development Plan (IDP) under the section entitled “Other Training Plan – Add Other Training” of the IDP. List as “Planned.” Leave source of funding blank.

Once all documents are completed, you must hit the “submit” button to submit your application in AAPDS.

6. Selection and Notification

- The board will select the best qualified candidates from those nominated. The board will make selections based upon the following: an assessment of the potential and qualifications of each nominee for continued outstanding service to

the Army; the level and degree to which the nominee possesses the knowledge and abilities required of the program; the appropriateness of the training to the nominee's occupation; overall benefit to the nominee and the Army as reflected in the official record before the board. The board will review the training, education and experience of each applicant and make a recommendation to the Deputy Director, Acquisition Career Management. The board will be provided all documents except the Agreement to Continue in Service, the SF181 and the SF182.

- The application and board process will be conducted using AAPDS. AAPDS is an automated application and board process used to select individuals for education, training and experience opportunities
- The board will recommend principles and may identify alternates based on the number of applicants for each location.
- Selected individuals will be notified by the USAASC. Successful candidates must accept or decline attendance, in writing, within ten (10) calendar days of notification.
- IAW AR 350-1 a selectee who declines a quota will be removed from any future consideration for FEI. The USAASC POC should be notified telephonically of any declination. The declination must be followed up in writing by memorandum through the chain of command to USAASC. Selectee should contact Karen Atkins, 703-805-3778, email karen.atkins@us.army.mil concerning any declinations.

Privacy Act Information

The Office of Personnel Management (OPM) is authorized to rate applicants for Federal jobs under Sections 1302, 3301, and 3304 of Title 5, US Code. Section 1104, Title 5, allows OPM to authorize other Federal agencies to rate applicants for Federal jobs. Information you put on your resume and other forms is needed to see how well your education and work experience qualifies you for Federal jobs. We may also need information such as citizenship and military service to see what laws we must follow in deciding whom the Federal Government may employ. Your social security number (SSN) is required to keep your records separate from other applicants who may have the same name and date of birth. We may also use your SSN to request information about you from schools, employers, banks, and others who know you but only as allowed by law or Presidential directives. Information you provide may also be given to Federal, State, and local agencies checking for violations of the law or other lawful purposes. Providing this information is voluntary. However, your application cannot be processed if you do not provide this information.

THE DEPARTMENT OF THE ARMY IS AN EQUAL OPPORTUNITY EMPLOYER.

Applicants will receive appropriate consideration without regard to non-merit factors such as race, color, religion, sex, national origin, marital status, and sexual orientation except where specifically authorized by law, age, politics or disability which do not relate to successful performance of the duties of this position. Otherwise qualified applicants with disabilities who need reasonable accommodation may notify the agency Point of Contact on this announcement of their need.

APPENDIX A

Agreement to Continue in Service

- Department of the Army (DA) policy requires civilian employees selected for **non-Government** training in excess of **80 hours**, or long-term training and development programs in excess of **120 calendar days (Government or non-Government)** complete a service agreement **before** assignment to the training.
- The period of service will equal at least **three** times the length of the training, to begin upon the employee's return to duty following training completion.
- Nothing in this agreement shall be construed as limiting the authority of an agency to waive, in whole or in part, an obligation of an employee to pay expenses incurred by the Government in connection with the training.
- Approving officials will retain a copy of each signed agreement and monitor execution of the obligation period.

a. I AGREE that upon completion of the training that I have requested, I will serve in the Department of Defense (DoD) three times the length of the training period; except that if I receive no salary for the time spent in training the period of obligated service will be either on month or a period equal to the amount of time spent in training, whichever is greater. The length of part time training is the number of hours spent in class or with the instructor. The length of full-time training is eight hours for each day of training, up to a maximum of 40 hours a week.

b. If I voluntarily leave the DoD and the Federal service before completing the period of service agreed to in item a above, I AGREE to reimburse the DoD for the registration fees, tuition and matriculation fees, library and laboratory fees, purchase or rental of books, materials, supplies, travel, per diem, and miscellaneous other related training program costs (EXCLUDING salary) paid in connection with my training. However, the amount of the reimbursement will be reduced on a pro rata basis for the percentage of completion of the obligated service. (For example, if the cost of training is \$900 and I complete two-thirds of the obligated service, I will reimburse the DoD \$300 instead of the original \$900.)

c. If I voluntarily leave the DoD to enter service of another Federal agency or other organization in any branch of the Government before completing the period of service agreed to in item a above, I will give my serving personnel office or training office advance notice during which time, in accordance with Federal regulations, a determination concerning reimbursement or transfer of the remaining service obligation to the gaining agency will be made. Requests to waive repayment of training dollars will be sent to Director, ASC, ATTN: Chief, AC-D, 9900 Belvoir Road, Suite 101, Mail Stop 5567, Fort Belvoir, VA 22060-5567.

d. I understand that any amounts which may be due to the employing agency as a result of any failure on my part to meet the terms of this agreement may be withheld from any monies owed me by the government, or may be recovered by other methods as are approved by law.

e. I acknowledge that this agreement does not in any way commit the Government to continue my employment.

Period of obligated service:

I am not receiving any contributions, awards, or payments in connection with this training, from any other government agency or non-Government organization and shall not accept such without first obtaining approval from the authorizing training official. I agree that should I fail to complete the requested training successfully, due to circumstances within my control, I will reimburse the agency for all training costs excluding salary associated with my attendance.

Trainee Signature Date Signed

Code of Federal Regulations: Title 5, Ch 410.309(c) Army Regulation 690-400, Ch 410, subch 1-16,5-7,5-8 and 14-2