

**DEPARTMENT OF ARMY
FEDERAL EXECUTIVE INSTITUTE (FEI) - LEADERSHIP FOR A DEMOCRATIC
SOCIETY PROGRAM
POLICY/PROCEDURES**

NOV 15 2010

1. **REFERENCES.** See Appendix 1.
2. **APPLICABILITY.** These policies and procedures apply to all current civilian Army Acquisition, Logistics and Technology (AL&T) workforce members.
3. **PURPOSE.** This document establishes the policy and procedures for the application, selection and attendance of AL&T workforce members for the FEI Program.
4. **RESPONSIBILITIES.**
 - a. **The Deputy Director, Acquisition Career Management (DDACM).**
 - (1) Has oversight and management of the announcement and board process.
 - (2) Has final approval authority to select AL&T workforce members to participate in the FEI Program each year.
 - b. **US Army Acquisition Support Center (USAASC).**
 - (1) The USAASC, acting on behalf of the DDACM, has responsibility for the content of the application, announcement, area of consideration, eligibility criteria and board selection process.
 - (2) Provides the Department of Army (DA) G-3/5/7 a list of selectees no later than six weeks prior to each class start date.
 - c. **Supervisor.**
 - (1) Endorses and recommends AL&T workforce member to participate in the FEI program.
 - (2) Reviews and approves/disapproves the Individual Development Plan (IDP) submitted by AL&T workforce member for the FEI Program.
 - (3) Ensures employee has met current position certification requirement prior to participation in the FEI Program.
 - (4) Writes and signs the Post Utilization Plan as part of the application process. This approval endorses the applicant's participation in the program during duty hours, if selected. No employees will be required to use leave or make-up the time devoted to completion of the program.

(5) Approves appropriate continuous learning points earned by participating in the FEI program.

(6) Ensures employee attends all events and provides, if applicable, sufficient notice to the USAASC of any necessary cancellation or non attendance.

(7) Notifies the USAASC FEI Program Manager if an employee fails to complete the obligated service period specified in the Agreement to Continue in Service on the Standard Form (SF) 182. In the event the employee moves to another organization, the supervisor is responsible for notifying the gaining organization that a service obligation agreement is in effect.

d. AL&T Workforce Member.

(1) Must meet all eligibility requirements specified in the FEI Program announcement.

(2) Must meet their required Defense Acquisition Workforce Improvement Act (DAWIA) level of certification for their current acquisition position at the time of application submission.

(3) Must submit all the required documentation and information requested in the announcement before the close date using the on-line application system, the Army Acquisition Professional Development System (AAPDS).

(4) Must complete all the course requirements and attend all events. If any courses or events are missed, the individual may be removed from the FEI Program. Individuals removed from the program will be required to reimburse the Federal Government the tuition cost at the estimated cost of \$19,900.00.

(5) Must notify supervisor, FEI Program instructor and USAASC FEI Program Manager if unable to participate in any portion of the course or event. If the student cannot fully participate in the assigned course dates, no less than five weeks notice must be given to allow the USAASC to find an alternate attendee. The USAASC must provide alternate student information to FEI no less than four weeks prior to the program start date. If an alternate cannot be found due to time constraints, the individual may be required to reimburse the cost of tuition as outlined in Section 5e of this document.

e. USAASC Program Manager.

(1) Updates the policy and procedures for the FEI program each year.

(2) Partners with FEI program manager and DA G-3/5/7 training coordinator in the execution of the FEI program announcement.

(3) Prepares annual announcement and conducts board for the FEI program.

(4) Provides assistance with submission of applications in the AAPDS.

- (5) Plans, schedules and conducts selection board.
- (6) Notifies board selectees and non-selectees in a timely manner.
- (7) Monitors attendance and collects repayment of tuition, if applicable.

f. USAASC Workforce Management Division. Markets FEI program to workforce.

5. POLICY.

a. FEI/Leadership for a Democratic Society Program. The Leadership for a Democratic Society Program is approximately four weeks in length and is offered either in one session (four weeks) or two sessions (two weeks each separated by a six week period the student spends back at his/her office). All sessions require weekend participation.

b. 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.

c. Funding.

(1) USAASC is the sponsor of the FEI Program.

(2) Contingent upon funding and the needs of the Army, USAASC will provide funding each year for the FEI program.

(3) The number of participants may increase or decrease each year based on quota allotment, funding constraints and the needs of the Army.

(4) Lodging, per diem, tuition and textbooks will be funded by USAASC.

(5) Travel will not be funded by USAASC. Participants must obtain funding for travel from their home organization.

d. On-line-Submission Requirement. The application and board process used to select individuals for the FEI program will be the AAPDS. AAPDS is an automated application system that can be accessed via the Career Acquisition Management Portal (CAMP) located at <https://rda.altess.army.mil/camp>.

e. Reimbursement Requirement.

(1) Participants who withdraw or fail to complete the course will be removed from the program and required to reimburse the Federal Government. If tuition is not paid in full or financial arrangements are not made within 30 days of notification of payment, the supervisor will be notified regarding the debt owed to the Federal Government. The individual will be prevented from participation in other education, training and experience programs sponsored by the USAASC if debt is not resolved. All reimbursements for the FEI Program will be made by personal check, money order or certified check. The check or money order should be payable to the US Treasury and mailed to: US Army Acquisition Support Center, ATTN: FEI Program Manager, 9900 Belvoir Road, Building 201, Suite 101, Fort Belvoir, VA 22060-5567.

(2) Students who are unable to reimburse the Federal Government in full within 30 days may request a payment plan to resolve debt. The plan must be submitted to the USAASC Program Manager for the FEI Program within 30 days of notification of the requirement to reimburse the Federal Government.

6. PROCEDURES.

a. Announcement Process.

(1) The USAASC will plan, manage and announce the FEI Program each year. The announcement will be advertised no later than October each year on the USAASC web site at <http://asc.army.mil> under "Upcoming Events."

(2) The announcement will be open a minimum of 30 days.

(3) AL&T workforce members will be notified of the FEI Program announcement through direct email if their email address is listed correctly on their Acquisition Career Record Brief (ACRB).

(4) AL&T workforce members must obtain approval from their supervisor to participate in the FEI program during duty hours in order to travel to courses and events. Employees should update and submit the IDP to supervisor for approval.

(5) Applicants will apply using the AAPDS. To access AAPDS, login at <https://rda.altess.army.mil/camp/> and click on Career Acquisition Personnel and Position Management Information System (CAPP MIS). Once in CAPP MIS, click the "AAPDS" tab, then select the "Apply" link to view current announcement. AL&T workforce members are required to submit their application in accordance with the requirements listed in the FEI program announcement.

(6) Applicants must complete all sections of the application. All requested documents must be completed and the entire application submitted in AAPDS by the closing date of the announcement or the individual will not be considered.

(7) AL&T workforce members who apply with sufficient lead-time before the closing date of the announcement will be notified if their application is incomplete; they will then be allowed to resubmit the correct or requested information provided it is submitted before the closing date of the announcement.

b. Board Process.

(1) The USAASC will plan and conduct the review board to recommend AL&T workforce members to participate in the FEI Program.

(2) The FEI Program board is a competitive selection process. Individuals will be evaluated based on their prior work experience, education and training. The board will evaluate and rate all applications of individuals determined eligible for the FEI Program.

(3) The DDACM is the final decision authority on program approval, attendance and funding.

c. Notification. Selectees will be notified by email of their selection for participation in the program within seven days after approval of the board results. Non-selectees will be notified within ten days of approval results. Selectees should notify their supervisor of their selection and of the required participation timeframes for completion of the program.

d. Organizational Assignment. AL&T workforce members selected for the FEI Program will remain on the rolls of their current organization.

e. Salary and Leave Administration. The individual's home organization is responsible for salary, administration of leave and maintenance of leave records.

f. Deferrals, Deployments and Compassionate Requests.

(1) AL&T Workforce members who are selected for the FEI Program must attend the offering designated in the announcement. Deferrals will not be granted. Deployment and compassionate requests will be considered on a case-by-case basis. All requests must be in writing and forwarded to Branch Chief, Acquisition, Education and Training, US Army Acquisition Support Center, 9900 Fort Belvoir Road, Building 201, Fort Belvoir, VA 22060.

(2) AL&T workforce members who are deployed must provide a copy of their orders to the Program Manager for the FEI Program. These individuals will be allowed to return to the FEI Program, if feasible, or will be placed in the next offering. These individuals are not required to reapply.

g. Agreement to Continue in Service. AL&T workforce members selected for non-government training in excess of 80 hours or long term training and developmental programs in excess of 120 calendar days must complete an Agreement to Continue in Service before assignment to the training. Supervisors will ensure the selectee is informed in advance of the obligation. A signed copy of the agreement must be

maintained in the organization's case file. Tracking and compliance of service obligation requirement is the organization's responsibility.

7. **EFFECTIVE DATE AND IMPLEMENTATION.** These policies and procedures are effective immediately and will remain in effect until superseded.

A handwritten signature in dark ink, appearing to read 'CRAIG A. SPISAK', written in a cursive style.

CRAIG A. SPISAK
Deputy Director
Acquisition Career Management

APPENDIX 1.

1. Title 10, United States Code, Chapter 87, "Defense Acquisition Workforce, Section 1701-1764, Defense Acquisition Workforce Improvement Act (DAWIA) of 1990", as amended (DAWIA II) – http://www/dau.mil/libray/2DAWIAPL108_375C1.pdf.
2. DoDD 5000.52, "Defense Acquisition, Technology, and Logistics Workforce Education, Training, and Career Development Program", January 12, 2005 – <http://www.dtic.mil/whs/directives/corres/pdf/500066p.pdf>.
3. DoDI 5000.66, "Operation of the Defense Acquisition, Technology, and Logistics Workforce Education, Training and Career Development Program", December 21, 2005 – <http://www.dtic.mil/whs/directives/corres/pdf/500066p.pdf>.
4. DoD Desk Guide for, "Acquisition, Technology, and Logistics Workforce Career Management", January 10, 2006 – <http://icatalog.dau.mil/workforce/01-10-06%20ATL%20Workforce%20Desk%20Guide%20Issued%20Version%20with%20Forms.pdf>
5. Department of Army, "Acquisition Career Field Certification Policy and Procedures", June 1, 2010 - http://asc.army.mil/docs/policy/acq_career_field_cert.pdf.
6. Memorandum, "Director, Army Acquisition (AAC) Guidance Memorandum #1, December 22, 2006 - http://asc.army.mil/docs/policy/AAC_Policy_Memorandum_IDP_Accountability.pdf.
7. Memorandum, "Director, Army Acquisition (AAC) Guidance Memorandum #3, October 31, 2007 - http://asc.army.mil/docs/policy/DACM_Guidance_Memo_03.pdf
8. Current Acquisition Education, Training and Experience Catalog - <http://asc.army.mil/career/pubs/aete/default.cfm>