



**DEPARTMENT OF DEFENSE
WASHINGTON HEADQUARTERS SERVICES**
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WASHINGTON, DC 20301-1155



Human Resources

December 8, 2014

MEMORANDUM FOR CHAIRMAN OF THE JOINT CHIEFS OF STAFF
UNDER SECRETARIES OF DEFENSE
DEPUTY CHIEF MANAGEMENT OFFICER
ASSISTANT SECRETARIES OF DEFENSE
GENERAL COUNSEL OF THE DEPARTMENT OF
DEFENSE
DIRECTOR, OPERATIONAL TEST AND EVALUATION
DIRECTOR, COST ASSESSMENT AND PROGRAM
EVALUATION
INSPECTOR GENERAL OF THE DEPARTMENT OF
DEFENSE
ASSISTANTS TO THE SECRETARY OF DEFENSE
DIRECTOR, NET ASSESSMENT
DIRECTORS OF THE DEFENSE AGENCIES
DIRECTORS OF THE DOD FIELD ACTIVITIES

SUBJECT: Call for Nominations for Leadership Development Opportunities for Civilian
Employees – Fiscal Years 2015-16

This memorandum serves as the call for nominations for upcoming DoD-wide leadership development opportunities. Program descriptions and application requirements can be found in the attached. Leadership development opportunities are recognized as highly beneficial to employees and are a key element in developing the leadership talent of the Department.

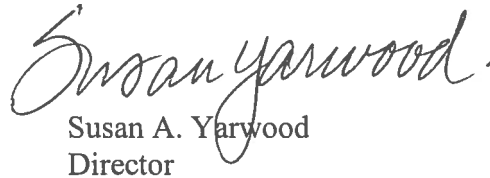
Nominations should be submitted through your training coordinators to the WHS, Human Resources Directorate (HRD), Learning and Development Division (L&DD) Learning and Development in-box (whs.pentagon.hrd.mbx.ddd-learning-and-development@mail.mil) by the due date specified for each program. Applications for each program can be obtained through the L&DD Leadership Development SharePoint portal located at:
<https://whsportal.osd.mil/HRD/LDD/SitePages/LDO.aspx>.

Leadership development selection processes are designed to be rigorous; please ensure there is a deliberate and thorough assessment of all individuals nominated. As with any competitive process, nominations should reflect your organization's diversity and broad functional distributions.

All nomination packages must be validated, processed and submitted through your organization's training coordinator. As required, HRD will hold a Fourth Estate executive panel to select the best qualified candidates from all nominations received to fill allocated program

quotas. Both selection and non-selection notifications will be sent via your organizational training coordinator.

Please review the tuition and travel estimates for each program; organizations that do not receive training funds through HRD L&DD must pay the entire program cost. For questions or additional information, contact Kimberly L. Duncan, Leadership Development Program Manager, at (571) 372-7745 or kimberly.l.duncan10.civ@mail.mil.


Susan A. Yarwood
Director

Attachment:
As stated

Leadership Development Program Summaries Fiscal Year 2015-16

Programs Included in this Announcement	Page #	Application Due to L&DD
Eisenhower School Senior Acquisition Course	2	23-Feb-2015
Executive Leader Development Program (ELDP)	3	23-Feb-2015
House Committee on Appropriations Fellowship	4	23-Feb-2015
Legislative Fellows Program	5	23-Feb-2015
Seminar XXI	6	23-Feb-2015
Defense Civilian Emerging Leader Program (DCELP)	7	1-Jun-2015
Defense Senior Leadership Development Program (DSLDP)	8	1-Jul-2015

For application forms and additional program information, please go to the Learning and Development Division (L&DD) SharePoint portal located at the following link:

<https://whsportal.osd.mil/HRD/LDD/SitePages/LDO.aspx>

**Senior Acquisition Course at the
Dwight D. Eisenhower School for National Security and Resource Strategy
(Eisenhower School) – National Defense University (NDU)
Fort McNair, Washington, DC**

Term: August 2015 through June 2016

Eligibility: GS-14 equivalent or above. Nominees must be senior acquisition professionals and must provide a copy of their Level I, II, or III certificate in their application.

Quota: The Fourth Estate typically receives one senior acquisition professional quota for this program.

Purpose: To provide an understanding of the fundamental disciplines utilized in coping with future defense management and national security problems.

Description: The curriculum focuses on the philosophy, policies, programs, systems and techniques of national security management as viewed from top levels of the national security structure. NDU, through the Eisenhower School, also offers a concentration program in information strategy, emphasizing the information-based warfare component of national power.

Application Packages Shall Include:

- NDU Student Nomination Form (all fields required)
- Senior Acquisition Course Nomination Form
- Level I, II, or III Acquisition Certification certificate
- NDU World Wide Travel Statement
- Release Statement
- Official transcript (highest degree earned)
- One-page biography or resume to include education and career history
- Two (2) letters of recommendation
- Statement of career aspirations, goals, and suitability for the program (2-page limit)
- Current SF-50
- Continued Service Agreement for a period of 3 years after program completion.

Security Requirements: Nominees must possess a final TOP SECRET clearance and SCI access by April 30, 2015, to ensure eligibility for access to SCI courses during the Fall semester. Individuals participating in Information Strategies must have completed a Single Scope Background Investigation (SSBI) within the past five years. Check the Eisenhower School web site below for any additional requirements and submit with nomination package.

Tuition Cost: None

Travel Cost: Domestic and international travel are paid for by NDU. Housing and travel to the school is paid by the organization of the individual accepted into the program if they do not live in the Washington, DC area.

Executive Leadership Development Program (ELDP)

Term: Nine month program from October 2015 to June 2016

Eligibility: GS-12 through GS-14 or equivalents. Individuals selected must be permanent, full-time civilian employees.

Quota: Overall, the Fourth Estate receives 20 allocations, with OSD/WHS receiving 3 of those quotas.

Purpose: To identify future DoD executives, provide them essential leadership development, and ultimately support the warfighter and combatant commanders. This program is to give civilian employees the warfighter experience to enable them to better understand the needs of the department.

Description: The program starts with a two-day orientation in the Washington, DC area and is an opportunity to participate in an exceptional joint civilian training and development experience. Now, more than ever, knowing and understanding the missions of the Department from the policy maker and war-fighter perspective is critical for future DoD leaders. ELDP is not for everyone. Events during the program may require participants to work long hours when deployed, travel on weekends, adjust to rapidly changing conditions and situations, climb three-story nautical ladders, jump from airborne training towers, fly in tactically configured military aircraft, run a 12-minute mile, and participate in team sports.

Application Packages Shall Include:

- ELDP application
 - Civilian education
 - ELDP statement of interest
 - Supervisor statement of applicant's qualifications
 - Qualification statement describing how you meet each of the following competencies: Team building, Accountability, Decisiveness and Influencing/negotiating (a separate paragraph for each; two-page total limit)
- Resume (3-page limit)
- Current SF-50
- SF-182
- Continued Service Agreement for a period of six (6) months beginning the day after program completion.

Security Requirements: Candidates must possess a secret security clearance

Tuition Cost: \$6,500. Three centrally funded for OSD/WHS; all other organizations are responsible for program costs.

Travel Cost: Approximately \$25-30K. Funded by organization of participant.

House Committee on Appropriations Surveys and Investigations Division – Professional Development Program

Term: Full time detail for one year beginning at various times.

Eligibility: Permanent civilians at the GS-12 through GS-15 levels seeking increased knowledge and proficiency in the Federal budget, the budget process, investigation techniques, and budget policy processes are encouraged to apply.

Quota: To be determined by the House Committee on Appropriations. The Committee will review all nomination packages, conduct interviews and select participants.

Purpose: The House Appropriations Committee has established a unique and important program that will enable professional staff on the Congress, and the Executive Branch to become involved in the core Appropriations evaluation and deliberative process. The program is intended as both a learning experience and an opportunity to apply developed analytic tools to a wide variety of Federal, domestic, and defense oriented programs.

Description: A one-year detail to the House Committee on Appropriations Surveys and Investigations Division located in the Capitol. The detail will enable participants to be directly involved in providing oversight, evaluations and investigations on issues and programs of interest to the Committee.

Application Packages Shall Include:

- Cover letter describing applicant's interest in program
- Resume
- Letter of recommendation by a supervisor
- Current SF-50
- Continued Service Agreement for a period of 3-years beginning the day after completing the program.

Tuition Cost: This is a non-reimbursable detail. The Committee will cover costs associated with the conduct of a study, including non-local travel, equipment and supplies.

Travel Cost: Paid by the Committee

Legislative Fellows Program

Term: January 2016 through December 2016

Eligibility: GS-13, equivalent or above permanent, full time civilian, with demonstrated flexibility in work habits, ability to independently work in an unstructured environment with minimal supervision, and a significant interest in the operations and activities of the legislative branch.

Quota: WHS receives two (2) quotas for this program.

Purpose: To enable executive branch employees the experience of a comprehensive understanding of how the United States Congress operates.

Description: An intensive orientation to the operations and organization of the U. S. Congress followed by a full-time assignment on the staff of a member, committee, or support agency of the U.S. Congress.

Application Packages Shall Include:

- Brookings Application
- Detailed Resume
- Letter of recommendation by a supervisor or an agency Executive Resources Board of the nominee's executive potential and need for the fellowship
- Statement by the nominee describing:
 - need for the fellowship
 - relevance of the fellowship to career goals
 - how this fellowship will be utilized by the nominee's agency
- Current SF-50
- Continued Service Agreement for a period of 3 years beginning the day after program completion.

Tuition Cost: \$6,135. Centrally funded for OSD/WHS; all other organizations are responsible for program costs.

Travel Cost: Funded by organization of participant.

Seminar XXI, Massachusetts Institute of Technology (MIT), Foreign Politics, International Relations & the National Interest

Term: One academic year, approximately September 2015 through May 2016. Classes are held monthly: six one-day classes are held in Washington, DC and three weekend classes are held in Warrenton, VA.

Eligibility: The fundamental criterion for choosing Seminar XXI Fellows is that they be expected to reach top posts in business, military, or government within the next three to five years. Priority will be given to GS-15s and high achieving GS-14s or their equivalents.

Quota: Two (2) civilian and two (2) military quotas.

Purpose: To cultivate in the future leaders of the national security and economic policy communities the broad perspectives and analytical skills that will enable them to evaluate foreign politics and formulate effective policy options for the United States.

Description: This is an educational program developed by the Center for International Studies at MIT, and focuses on the analysis of different perspectives for understanding comparative politics, international relations, and international political economy. Some sessions are held during non-work hours.

Application Packages Shall Include:

- Seminar XXI application (eForm)
- Sponsor form (eForm) OR letter of recommendation
- Resume OR Biography
- Current SF-50
- Continued Service Agreement for a period of 3 months beginning the day after program completion.

This program **requires** current eForms. They will be available in February 2015.

Tuition Cost: \$9,600. Centrally funded for OSD/WHS; all other organizations are responsible for program costs.

Travel Costs: Room and board in Warrenton, VA is covered by tuition. Travel to and from Warrenton will be paid by the organization of those selected into the program.

Defense Civilian Emerging Leader Program (DCELP)

Term: This program is approximately 8 months. Classes are held in Southbridge, MA. Participants continue to work at their jobs while completing this program, although there may be course work to complete during regular working hours.

Eligibility: GS-7 through GS-11 or equivalent in financial management, human resources and acquisition fields (501s, 201s and 203s. Acquisition applicants must be on an acquisition coded position description).

Purpose: Successful nominees will be enrolled into a competency-based leadership development program for emerging leaders that provides a comprehensive blueprint for professional development at the Lead Self and Lead Teams/Projects levels on the Department of Defense (DoD) Civilian Leadership Development model.

Description: This cohort program consists of five residential courses conducted by the Office of Personnel Management that focuses on: Leadership Assessment, Leadership Skills for Non-Supervisors, Team Development I and II, Conflict Resolution and Effective Writing and Research in the Federal Government. The DoD/DCELP office will also include an online presentation of the DoD Acculturation Course, with concentration of the mission and culture of the Department. In addition, the DCELP Program Office will offer three additional courses of instruction to include; Leadership Theories/Principles, Effective Writing and Research in the DoD, and Emotional Intelligence.

Application Packages Shall Include:

- DCELP application
- Statement of interest
- Supervisor assessment
- Resume (5 page limit) in the mandatory format (see Document Library)
- Current SF 50
- SF-182
- Continued service agreement for 90 days beginning the day after completing the program

Tuition Cost: Centrally funded by the human resources, financial management and acquisition functional communities.

Travel Cost: Funded by organization of participant. From the NCR travel costs are estimated at \$500 per trip. Total for 6 trips is approximately \$3,000. If a rental car is authorized, the program costs will increase approximately \$400 for each week.

Defense Senior Leader Development Program (DSLDP)

Term: Two (2) years beginning in March 2016. Schedule includes a 3-month on-line Defense Strategy Foundation Professional Military Education (PME) prerequisite course, PME, an Experiential Activity (e.g., rotational assignment, Enterprise-wide task force, etc.), three seminars, a structured interview, and an expected outplacement of those graduating from the program.

Eligibility: GS-15/equivalents (and GS-14/equivalents with tremendous advancement potential) with at least one year of recent supervisory experience. Must be permanent, full-time DoD civilians, with at least 5 years of government service.

Quota: The Fourth Estate receives up to nine (9) quotas for this program.

Purpose: Created in response to evolving challenges, DSLDP institutes a competency-based approach to the deliberate development of senior civilian leaders with the Enterprise-wide perspective needed to lead organizations, people and programs and achieve results in the Joint, interagency, and multi-national environment.

Description: As endorsed by the Deputy Secretary of Defense, DSLDP is the premier DoD-wide leadership development program for senior Defense civilians and a key component of the Department's talent management and succession planning strategy. DSLDP was codified in the DoD Instruction 1430.16, "Growing Civilian Leaders." The program elements are designed to enhance one's readiness for top leadership positions; however, successful completion of the program does not imply eligibility for, or guarantee, promotion. DSLDP graduates are expected to be ready and able to return the investment made in them by taking on even more responsible senior leader positions across the enterprise.

Application Packages Shall Include:

- DSLDP Nominee Information Sheet
- Resume (three-page limit)
- Statement of interest
- Narrative Statement of Achievements (four-page limit); stating how the nominee meets each of the 5 Executive Core Qualifications
- Supervisor's assessment
- Latest performance appraisal
- Transcripts for baccalaureate or higher degree from an accredited institution (legible unofficial copies are acceptable)
- Current SF50
- SF-182
- Continued Service Agreement for a 3-year period beginning the day after program completion.

Tuition Cost: Funded by Defense Civilian Personnel Advisory Service (DCPAS).

Travel Cost: Funded by organization of participant (including cost of living expenses for attending PME outside of students' local commuting areas.)