FY05 CHRSCR Leadership Handbook

Prepared by the CHRSCR HRD Division, September 2004

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Introduction

1. **Leadership Defined.** FM 22-100: Army Leadership includes civilians as an integral part of Total Army doctrine. Doctrine defines leadership as "influencing people-by providing purpose, direction and motivation-while operating to accomplish the mission and improving the organization." The term influencing means getting people to do what you want them to do. Leaders of character and competence achieve excellence by developing a force that can fight and win the nation's wars and serve the common defense of the United States.

2. **Commitment to Leader Development:** The successful development of military and civilian leaders is key to the Army's success in peacetime and in combat. The Army recognized this early on and became the forerunner in the establishment of a progressive and sequential training common core to ensure military and civilian leaders are ready to meet these new challenges.

3. **Purpose:** As part of our commitment, this document was developed to provide supervisors and managers, in the South Central Region, with the most up-to-date procedures to apply for various leadership courses. This guide answers questions ranging from "What is the course and who may apply?" to "How do I apply". It covers all levels of employees (from new to SES). It also includes information on where to find training regulations, policies, and guidance. We hope you find it helpful when answering inquiries from your employees regarding leadership development.

4. **Point of Contact**: The Civilian Human Resources – South Central Region POC for questions regarding this guide and leadership courses is Ms Heidi Collier, 256.842.6672 (DSN 788), e-mail heidi.collier@us.army.mil .

Action Officer Development Course (AODC)
COURSE NUMBER: 131 F41

What is AODC and who may attend?

- The AODC was developed by the US Army Training and Doctrine Command, Ft. Monroe, VA, and the Army Training Support Center, Ft Eustis, VA.
- The Action Officer Development Course (AODC) is a mandatory (Priority I) course.
- It must be completed by all DA and local interns prior to graduation from the program.
- All individuals promoted/appointed to journey-level positions must enroll within 30 days of appointment/promotion and must successfully complete the course within 6 months of enrollment.
- Other employees interested in developing their action officer skills may also enroll.

What is the course goal?

- Prepare the student for staff work with training that is similar to what is offered to military officers at the Combined Army and Services Staff School, Center for Army Leadership.

Who pays for the course?

- There is no cost for this course and no selection process.

Where are AODC classes held?

- This course is available as interactive, online training.
- Students may begin the online courses from the website at any time.

How do I Register and Enroll in Action Officer Development Course (AODC)?

- Go to the Army Distance Learning Homepage: https://www.aimsrdl.atsc.army.mil/secured/accp_top.htm

- First time users must register, click on

and follow the directions on the screen, you will establish a USER-ID and Password
- Logon in order to:
  -

Enroll on-line for self development courses
  -

Update student information (i.e. name, address, email, etc.)

- PASSWORD Change your USER-ID and PASSWORD
- EXAMS Take on-line examinations and receive instant feedback
- ACTIVE Review active enrollments you have not yet completed
- HISTORY Review history records, not actively enrolled
- COURSE View listing of self development courses available
- SUBCOURSE View listing of self development modules/subcourses available

- To enroll in AODC, Course Number 131 F41, click on ENROLL and complete the enrollment form, following the directions on the screen...you are enrolling in a course, NOT a sub-course.

- Enrollment will be verified by e-mail. You may begin the course before receiving that email.

- To begin the course, click on **VIEW**. The Table of Contents page will open, click on the first topic to begin the course.

How do I Take the Final Exam?

- You MUST have received enrollment verification by e-mail before taking the final exam.

- Go to the Army Distance Learning Homepage: https://www.aimsrdl.atsc.army.mil/secured/accp_top.htm

- SIGN IN with your USER-ID and password, you will see:

  Sign In:
  USER-ID:
  PASSWORD:
  SIGN IN

- Click on EXAMS and follow the directions on the screen, when you complete the exam, you must certify the work is your own and submit.

Important Notes for AODC:

- You may start the course before you receive enrollment verification. If your application wasn't rejected at the time of submission, you can safely assume you are enrolled.

- You must receive the enrollment verification email prior to taking the final exam.

- Once exam is submitted, you will receive immediate feedback on your score.

- Passing Score? You will receive text reference for any missed questions.
- Non-Passing Score? You may retake the exam after a lapse of 24 hours.
- Official final score and completion notification will be sent via email as well as first class mail.
- You must forward a copy of your completion notification to your Training Coordinator for update in DCPDS.

US Army War College (AWC) - Resident

What is AWC and who may attend?

- The AWC-Resident is a 10-12 month resident school located at Carlisle Barracks, PA.
- DA civilian employees GS-14/15, and high potential GS-13s who have career status and are serving in permanent competitive appointments; Schedule A excepted appointments without time limitation; or are serving under an excepted service appointment in the Civilian Intelligence Personnel Management System and have a minimum of three years of consecutive service under one or more permanent appointments.

Are there any other requirements to attend?

- Have or be able to obtain a TOP SECRET clearance with Special Compartmentalized Information (SCI) access that will not expire during the academic year
- Identified by their organization as being on the track for executive-level service
- Sign a mobility agreement allowing for operational assignment to a position that fully utilizes the competencies acquired at AWC
- Participate in the development of their utilization plan. Normally, selectees will be placed in their operational assignments prior to graduation. Placement may involve an organizational, functional, and/or geographic move.

What is the goal of AWC?

To prepare selected military, civilian, and international leaders for the responsibilities of strategic leadership; educate current and future leaders on the development and employment of landpower in a joint, multinational and interagency environment; conduct research and publish on national security and military strategy; and engage in activities in support of the Army's strategic communication efforts.

How do I find the schedule of classes?

http://cpol.army.mil/library/train/catalog/ch02awc.html

How do I apply?

- Go to http://cpol.army.mil/library/train/catalog/ch02awc.html
- Scroll to the bottom of the screen and click on "Click here for Application package"
- It is highly recommended that you print out the page that comes up and use it as a checklist to ensure you have completed each step of the application process.
- Follow instructions on the page you printed. All of the forms and documents listed must be completed and forwarded as your application package. The on-line forms (provided) must be used. Assemble the forms in the order listed. Incomplete application packages will be returned.
- Application packages must be forwarded through the command channels. Commands/IRAs will forward an original and one copy of each application to:

US Army War College (AWC) - Resident

Department of the Army
Central Programs Branch
ATTN: DAPE-CP-CP (Ms Vern Carter)
2461 Eisenhower Avenue
Hoffman Building I – Room 476
Alexandria, VA 22332-0300

How are selections made and how am I notified of acceptance in the course?

- Applicants are evaluated at each level of the submission process before recommendations for Army civilian candidates are forwarded to the college for final approval.

- Evaluations are based on the level and degree to which the applicant possesses the following factors: ability to research and analyze; ability to communicate orally; ability to communicate in writing; professional knowledge; knowledge of the policy-making process; and, ability to innovate and synthesize

- The appropriateness of training to the employee's occupation, the utilization plan, and the employee's motivation for wanting to participate in the training are considered in the overall evaluation.

- The AWC accepts the results of the DA Secretariat Board and notifications of selections are sent by message through command channels.

- MACOMS should notify the selectee's CPAC.

- Principal selectees receive welcome packets directly from AWC.

How is the course funded?

- Authorized expenses and, if applicable, PCS costs (IAW the JTR) for an operational assignment, are centrally funded.

What if I need a deferment?

- Selectees or alternates elevated to selectees, who are unable to attend, may request one deferment for which originally selected.

- Because deferments affect the number of spaces for the next Fiscal Year, they are approved on a case by case basis, but are not guaranteed.

- Two-year deferments will not be granted.

    - The selectee will:

        1. Submit a memorandum through the same chain of command as their original application explaining why the deferment is necessary (e.g., personal or family emergency, unforeseen mission change, etc.)
        2. Include in the memorandum a statement as applicable, that no change is anticipated that would affect the original application.

US Army War College (AWC) - Resident

3. The memorandum will also include such supporting documentation as updated performance appraisals, SF-50 indicating promotion, if applicable, statement that their security clearance will not expire before completion of program and any change of address, command, etc.
4. Send a request "Thru/To Memorandum" addressed to Department of the Army, Office, Deputy Chief of Staff, G1, Central Program Operations Division, ATTN: Ms. Vern Carter (DAPE-CP-CPA), 200 Stovall Street, Room 4N07, Alexandria, VA 22332-0300.
5. A courtesy copy of the approved/disapproved deferment request will be forwarded to the Registrar of AWC.

What is the Graduate Assistance Program (GAP) ?

- The AWC GAP provides an opportunity for resident students to earn an initial master's degree from participating institutions (Shippensburg University and Pennsylvania State University) during their year of study at Carlisle Barracks.

- Both institutions offer a Master of Public Administration (MPA) degree program.

- AWC applicants who do not already have a master's degree may compete for approval to pursue the master's program.

- Applicants must indicate their desire to participate in the GAP **at the time of nomination** and provide justification in their Statement of Interest.

- Endorsements from activity and MACOM commanders must also provide strong support for the GAP and include the following:
    1. Approval of the MPA field of study;

    2. Commitment that the applicant would be allowed to remain in the Carlisle Barracks vicinity until all degree work is completed (but for no longer than a total of twelve months).

- The AWC GAP office ensures that GAP activities do not conflict with the student's priority as a resident student and provides a continuing interface between the AWC and the participating institutions.

- Students who are approved to attend Shippensburg or Penn State must report to Carlisle either two months prior to the start of AWC or remain two months after AWC graduation to complete all university course requirements.

- Participants in the Penn State program will be centrally funded only for direct costs associated with attending the AWC. They must complete any remaining course requirements within the time frame dictated by the institution on their own time and at their own expense. Tuition and books may be centrally funded only for AWC students approved for the Shippensburg program.

- Students who are accepted into the GAP must keep DAPE-CP-CPA informed of their status and provide proof of acceptance. At the time of application, AWC/Shippensburg applicants must submit two Request for Central Resource Support forms: one covering only costs associated with attendance at AWC; and one reflecting the additional costs (tuition, books, etc.) to include the two additional months of costs associated with attending Shippensburg University. Local mileage is not authorized to attend Shippensburg or Penn State.

US Army War College (AWC) - Resident

- Additional information about the GAP is provided in the welcome packets that are sent by AWC. AWC selectees can get also get information from the AWC web site at **http://carlisle-www.army.mil/usag/edctr/gapprogram/Default.htm**

Is there an evaluation process after the training is completed?

- Paragraph 10-9, Chapter 410, AR 690-400, addresses the requirement for evaluating long-term training within certain time frames after the trainee returns to duty.

- Within six weeks following the trainee's return to duty, the trainee's supervisor will complete an evaluation to assess post-utilization.

- To complete this evaluation online, click the link marked " Sample LTT Evaluation Plan (6 weeks)".

Sample LTT Evaluation Plan (6 weeks)

- Not later than eight months after the trainee returns to work, the supervisor and the trainee will jointly complete a second evaluation to assess continuing benefits of the training assignment.

- To complete this evaluation online, click the link marked "Sample LTT Evaluation Plan (8 months)".

Sample LTT Evaluation Plan (8 months)

- Supervisors should retain one copy of each evaluation and forward one copy of each evaluation to

  Department of Army
  Central Programs Branch
  ATTN: DAPE-CP-CP (Ms. Vern Carter)
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  Hoffman Building I - Room 476
  Alexandria, VA 22332-0300

- The completed questionnaires will be evaluated at both local and HQDA levels to ensure that utilization plans are being carried out effectively, improve administration of the long-term training program, and make better use of trainees upon completion of training. The requirement to evaluate long-term training applies to all centrally funded and locally funded programs.

US Army War College – Distance Education Course (AWC-DE)

What is AWC-DE and who may attend?

- The AWC-DE is a 2 year non-resident school.
- DA civilian employees GS-14/15, and high potential GS-13s who have career status and are serving in permanent competitive appointments; Schedule A excepted appointments without time limitation; or are serving under an excepted service appointment in the Civilian Intelligence Personnel Management System and have a minimum of three years of consecutive service under one or more permanent appointments.

Are there any other requirements to attend?

- Have or be able to obtain a TOP SECRET clearance with Special Compartmentalized Information (SCI) access that will not expire during the academic year
- Identified by their organization as being on the track for executive-level service
- Sign a mobility agreement allowing for operational assignment to a position that fully utilizes the competencies acquired at AWC
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What is the goal of AWC?

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How do I apply?

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- MACOMS should notify the selectee's CPAC.

- Principal selectees receive welcome packets directly from AWC.

How is the course funded?

- Authorized expenses and, if applicable, PCS costs (IAW the JTR) for an operational assignment, are centrally funded.

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US Army War College – Distance Education Course (AWC-DE)

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US Army War College – Distance Education Course (AWC-DE)

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Is there an evaluation process after the training is completed?

- Paragraph 10-9, Chapter 410, AR 690-400, addresses the requirement for evaluating long-term training within certain time frames after the trainee returns to duty.

- Within six weeks following the trainee's return to duty, the trainee's supervisor will complete an evaluation to assess post-utilization.

- To complete this evaluation online, click the link marked " Sample LTT Evaluation Plan (6 weeks)".

Sample LTT Evaluation Plan (6 weeks)

- Not later than eight months after the trainee returns to work, the supervisor and the trainee will jointly complete a second evaluation to assess continuing benefits of the training assignment.

- To complete this evaluation online, click the link marked "Sample LTT Evaluation Plan (8 months)".

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- Supervisors should retain one copy of each evaluation and forward one copy of each evaluation to

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  Central Programs Branch
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  2461 Eisenhower Avenue
  Hoffman Building I - Room 476
  Alexandria, VA 22332-0300

- The completed questionnaires will be evaluated at both local and HQDA levels to ensure that utilization plans are being carried out effectively, improve administration of the long-term training program, and make better use of trainees upon completion of training. The requirement to evaluate long-term term training applies to all centrally funded and locally funded programs.

Defense Leadership and Management Program (DLAMP)

What is DLAMP?

- DLAMP is a development program for those who want to enhance their qualifications to complete for key leadership positions. The program consists of:

    1. A rotational assignment of at least 12 months
    2. A course of professional military education taught by the National Defense University Colleges or one of the component Senior Service Colleges
    3. A minimum of ten graduate-level courses in leadership and management subjects relevant to the DoD, and
    4. Component and occupation specific development courses that complement DLAMP. (For Army participants, these comprise the leadership development core curriculum to include SBLM, and occupational training requirements documented in Army Civilian Training, Education, and Development System (ACTEDS) plans.)

How do I apply for DLAMP?

- You may apply for DLAMP through the Army's DLAMP Representative, Ms. Penny Berardelli, (703) 325-7261 or DSN 221-7261, e-mail Permila.Beratdelli@asamra.hoffman.army.mil.

How do I find more information on DLAMP?

- Additional information is available at http://www.cpms.osd.mil/dlamp/info_center.html

OPM Federal Executive Institute (FEI) – Leadership for a Democratic Society Program

What is FEI and who may attend?

- The FEI is a 4-week program covering personal leadership in government, transforming public organizations, policy in a constitutional system, global perspectives and public action.
- The campus is located in Charlottesville, VA.
- Target range is Senior Executive Service (SES) or equivalent pay systems and GS-15 managers.
- State, local and international government executives may also attend.

What is the goal of FEI?

- The goal of FEI is to develop career executive corps, linking individual development to improved agency performance.

How do I find the schedule of classes?

- A current schedule of class dates is available at: **http://www.leadership.opm.gov/content.cfm?CAT=LDS50**

How do I apply?

- You cannot apply on-line for this course.
- Participants arrange their attendance through their agency training offices. The training offices then submit training forms to FEI.
- International, state, and local executives arrange for attendance in the Leadership for a Democratic Society program through their training or personnel offices. These offices send nominations by letter with accompanying resumes.
- Applications go through command channels directly to the FEI. Contact FEI for nomination forms and more information.

Mailing Address: Federal Executive Institute
1301 Emmet Street
Charlottesville, VA 22903
Phone: (804) 980-6200
E-mail: fei@opm.gov

How are selections made?

- Applications are evaluated by the FEI for acceptance into the program.
- Selectees are notified by FEI.

OPM Federal Executive Institute (FEI) – Leadership for a Democratic Society Program

How is the course funded?

- Cost for FY05 classes range from $10,950.00 to $12,350.00 (includes meals, lodging, tuition, and course materials).
- All costs are paid by the participant's organization. Agencies reimburse FEI via credit card, SF 182, MIPR, Purchase Order, or other appropriate vehicle.
- The Institute does not refund charges if agencies must cancel attendance.

Industrial College of the Armed Forces (ICAF)

What is ICAF and who may attend?

- The ICAF is a 10 month resident school located at Ft. Leslie J. McNair, Washington, DC.
- DA civilian employees GS-14/15 who have career status and are serving in permanent competitive appointments; Schedule A, Excepted appointments without time limitation; or, are serving under an Excepted Service Appointment in the Civilian Intelligence Personnel Management System and have a minimum of three years of consecutive service under one or more permanent appointments.

Are there any other requirements to attend?

- Have or be able to obtain a TOP SECRET clearance with special background investigation (SBI) that will not expire during the academic year.
- Should possess a graduate degree and be identified by their organization as being on the track for executive-level service.
- Sign a mobility agreement allowing for operational assignment to a position that fully utilizes the competencies acquired.
- Participate in the development of their utilization plan. Normally, selectees will be placed in their operational assignments prior to graduation. Placement may involve an organizational, functional, and/or geographic move.
- Army Acquisition Corps (AAC) members must meet additional qualification requirements. These are stated on the ASC web site, http://asc.armyu.mil/division/cm/civilian.cfm under the Career Development section.

What is the goal of ICAF?

- To prepare selected military officers and civilians for senior leadership and staff position by conducting postgraduate, executive-level courses of study and associated research dealing with the resource component of national power, with special emphasis on material acquisition and joint logistics and their integration into national security strategy for peace and war. Graduates are awarded a Master of Science degree in National Resource Strategy. In addition, ICAF serves as the course provider for the Senior Acquisition Course directed by the Defense Acquisition Workforce Improvement Act. In this capacity, ICAF acts as a consortium college of the Defense Acquisition University.

.***How do I find the schedule of classes?***

- Program dates are available at http://cpol.army.mil/library/train/catalog/ch02icaf.html

How do I apply?

- Go to http://cpol.army.mil/library/train/catalog/ch02icaf.html
  Scroll to the bottom of the screen and click on “Click here for Application Package”.
- It is highly recommended that you print out the page that comes up and use it as a checklist to ensure you have completed each step of the application process.
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Industrial College of the Armed Forces (ICAF)

- Follow instructions on the page you printed. All of the forms and documents listed must be completed and forwarded as your application package. The on-line forms (provided) must be used. Assemble the forms in the order listed. Incomplete application packages will be returned.

- Application packages must be forwarded through the command channels.

- A complete Request for Central Resource Support Form must accompany the application.

- Commands/IRAs will forward an original and one copy of each application to

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Alexandria, VA 22331

How are selections made and how am I notified of acceptance in the course?

- Applicants are evaluated at each level of the submission process before recommendations for Army civilian candidates are forwarded to the college for final approval.

- Evaluations are based on the level and degree to which the applicant possesses the following factors: ability to research and analyze; ability to communicate orally; ability to communicate in writing; professional knowledge; knowledge of the policy-making process; and, ability to innovate and synthesize.

- The appropriateness of training to the employee's occupation, the utilization plan, and the employee's motivation for wanting to participate in the training are considered in the overall evaluation.

- Selections are subject to final approval and acceptance by NDU.

- Principal selectees and their alternates will be notified by their MACOMS.

How is the course funded?

- Authorized expenses and, if applicable, PCS costs (IAW the JTR) for an operational assignment, are centrally funded except for the AAC selectees.

- AAC selectees will receive funding guidance from the Acquisition Career Management Office, Ms. Wanda Meisner, (703) 704-0104, E-mail wanda.meisner@asc.belvoir.army.mil

What if I need a deferment?

- NDU does not grant deferments for ICAF.

Is there an evaluation process after the training is completed?

- Paragraph 10-9, Chapter 410, AR 690-400, addresses the requirement for evaluating long-term training within certain time frames after the trainee returns to duty.

Industrial College of the Armed Forces (ICAF)

- Within six weeks following the trainee's return to duty, the trainee's supervisor will complete an evaluation to assess post-utilization.

- To complete this evaluation online, click the link marked " Sample LTT Evaluation Plan (6 weeks)".

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- Not later than eight months after the trainee returns to work, the supervisor and the trainee will jointly complete a second evaluation to assess continuing benefits of the training assignment.

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- The completed questionnaires will be evaluated at both local and HQDA levels to ensure that utilization plans are being carried out effectively, improve administration of the long-term training program, and make better use of trainees upon completion of training. The requirement to evaluate long-term term training applies to all centrally funded and locally funded programs.

Intern Leadership Development Course (ILDC)

- The ILDC course is an intensive 5 day (40+ hours) course taught by facilitators from the Civilian Leadership Training Division (CLTD) of the Center for Army Leadership (CAL) at regional sites.

- This is a mandatory (priority I) course and must be completed by all DA and local interns prior to graduation from the intern program.

- It is highly recommended that interns complete this course within their first year.

What is the goal of ILDC?

- The goal of the ILDC course is to provide US Army Career interns with an understanding of the structure of the US Army, the Army's leadership competencies, and their emerging leadership role in the US Army.

How do I find out when/where the classes are scheduled?

- A current schedule of classes and their locations is available at: http://www-cgsc.army.mil/cal/cltd/cltd_schedules/

How do I apply for ILDC?

- Interns do not apply for these classes directly; supervisors of interns should schedule their interns through their servicing CPAC or CPOC.

- A list of POCs to obtain a space is located at: http://www-cgsc.army.mil/cal/cltd/CLTD_schedules/POC.asp

- Selected nominees will be notified by their CPAC or CPOC of their acceptance in a particular class.

- Generally, a 1556 is required to enroll in the course. A downloadable blank 1556 is available at: http://www.cgsc.army.mil/cal/cltd/download/DD1556.pdf
  A sample 1556 is included in this guide.

How is the course funded?

- Travel and per diem for HQDA central interns are already included in the average costs per intern work year. CLTD funds travel and per diem for local interns.

- Rental cars, official phone calls, and/or fax charges are not covered but may be funded by the participant's local organization.

Leadership, Education, and Development Course (LEAD)

What is LEAD and who may attend?

- The LEAD course is an intensive 5 day (40+ hours) course taught at regional sites by facilitators certified by the Civilian Leadership Training Division (CLTD) of the Center for Army Leadership (CAL).
- This is a mandatory (priority I) course and is phase II of the mandatory supervisory training courses.
- The target audience is new military and civilian supervisors of civilian employees.
- New civilian supervisors must complete both Phase I (Supervisory Development Course) and Phase II (LEAD) within six months after appointment to supervisory position.
- New military supervisors of civilians should complete both phases within 6 months but NLT 12 months of appointment to supervisory position.

What is the goal of LEAD?

- The goal of the LEAD course is to provide training and practical application in the Army leadership doctrine and competencies to first-time, first-line supervisors.

Where are the classes held?

- Local commands are responsible for conducting the LEAD courses.
- Contact your servicing Civilian Personnel Advisory Center (CPAC) or Civilian Personnel Operations Center (CPOC) for class dates and locations.

What are the course prerequisites?

The Supervisory Development Course (SDC) is a prerequisite for the LEAD course and must be completed prior to attending the LEAD course.

Am I guaranteed a space in the course?

Due to the high demand for the LEAD course, spaces can't be guaranteed. Priority for attendance at the LEAD course is as follows:

1st Priority: All new supervisors of civilians appointed within the past 12 months.
2nd Priority: Individuals who have been in supervisory positions more than 12 months.
3rd Priority: Team Leaders as well as other employees with leadership potential as recommended by their immediate supervisor.

How do I apply?

- Nominees should follow the application instructions of their servicing CPAC or CPOC to obtain a space in one of the classes.
- Selected nominees will be notified by their CPAC or CPOC of their acceptance in a particular class.

Leadership, Education, and Development Course (LEAD)

- Generally, a 1556 and a copy of the completion certificate from SDC are required to enroll in the course. A downloadable blank 1556 is available at:
  http://www.cgsc.army.mil/cal/cltd/download/DD1556.pdf
  A sample 1556 is included in this guide.

How is the course funded?

- Funding is the responsibility of the nominee's organization. This is not a centrally funded course.

- Organizations should include funding information on the 1556, if applicable.

Logistics Executive Development Course (LEDC)

What is LEDC and who may attend?

- The LEDC is a 16 week + 2 days resident program located at US Army Logistics Management College (ALMC), Ft. Lee, VA.

- Nominees must be GS-11 or above with career status; 5 years of cumulative experience in military logistics; demonstrated high potential for development, as evidenced by performance appraisals, awards, and recognition directly related to logistics accomplishments; posses a SECRET security clearance.

- LEDC is appropriate functional training for career programs 13, 17, 20, 24 and 33.

What is the goal of LEDC?

To develop leaders/managers (military and civilian) for potential executive level positions; and to prepare people to enhance the Army's logistic capability in war.

.***How do I find the schedule of classes?***

- Program dates are available at http://cpol.army.mil/library/train/catalog/ledc.html

How do I apply?

- An original and one copy of the application package must be submitted through command channels to the applicant's Functional Chief Representative (FCR).

- Go to http://cpol.army.mil/library/train/catalog/ledc.htm scroll to the bottom of the screen and click on "Click here for Application Package".

How are selections made and how am I notified of acceptance in the course?

- Applicant packages will be forwarded through command channels to the applicable FCR.

- FCRs will evaluate the nominees and forward the recommended candidates to ALMC for final acceptance.

- In consideration of the FCRs priority order and stated availability of funds, ALMC will make final selections and will notify FCRs accordingly.

- FCRs will notify nominees.

How is the course funded?

- Authorized travel and per diem costs for selected DA civilians will be at the discretion of the Functional Chief Representative(s) whose career programs are represented among the selectees.

Is there an evaluation process after the training is completed?

- Paragraph 10-9, Chapter 410, AR 690-400, addresses the requirement for evaluating long-term training within certain time frames after the trainee returns to duty.

Logistics Executive Development Course (LEDC)

- Within six weeks following the trainee's return to duty, the trainee's supervisor will complete an evaluation to assess post-utilization.

- To complete this evaluation online, click the link marked " Sample LTT Evaluation Plan (6 weeks)".

Sample LTT Evaluation Plan (6 weeks)

- Not later than eight months after the trainee returns to work, the supervisor and the trainee will jointly complete a second evaluation to assess continuing benefits of the training assignment.

- To complete this evaluation online, click the link marked "Sample LTT Evaluation Plan (8 months)".

Sample LTT Evaluation Plan (8 months)

- Supervisors should retain one copy of each evaluation and forward one copy of each evaluation to

  Department of Army
  Central Program Operations Division
  ATTN: SAMR-CP-CPO
  200 Stovall Street – Room 4N07
  Alexandria, VA 22332-0300

- The completed questionnaires will be evaluated at both local and HQDA levels to ensure that utilization plans are being carried out effectively, improve administration of the long-term training program, and make better use of trainees upon completion of training. The requirement to evaluate long-term term training applies to all centrally funded and locally funded programs.

Manager Development Course (MDC)
COURSE NUMBER: 131 F31

What is MDC and who may attend?

- The MDC provides newly appointed DA civilian managers* the knowledge and skills to perform managerial duties at a high level in a diverse organization.
- The MDC is a mandatory (Priority I) course. It must be completed by all newly appointed
- managers, regardless of grade, within six months of appointment to a managerial position.
- Other employees interested in developing their managerial skills may also enroll.

*A manager is one who works and supervises other managers or supervisors.

What is the course goal?

- Teach new managers the basic skills for managing work and leading people.

Who pays for the course?

- There is no cost for this course and no selection process.

Where are MDC classes held?

- This course is available as interactive, online training.
- Students may begin the online courses from the website at any time.

How do I Register for and Enroll in Management Development Course (MDC)?

- Go to the Army Distance Learning Homepage: https://www.aimsrdl.atsc.army.mil/secured/accp_top.htm

- First time users must register, click on REGISTER and follow the directions on the screen, you will establish a USER-ID and Password.
- Logon in order to:
  - ENROLL Enroll on-line for self development courses.
  - UPDATE Update student information (i.e. name, address, email, etc.).
  - PASSWORD Change your USER-ID and PASSWORD.

- EXAMS Take on-line examinations and receive instant feedback.
- ACTIVE Review active enrollments you have not yet completed.
- HISTORY Review history records if not actively enrolled.
- COURSE View listing of self development courses available.
- SUBCOURSE View listing of self development modules/subcourses available.

- To enroll in MDC, Course Number **131 F31**, click on ENROLL and complete the enrollment form, following the directions on the screen...you are enrolling in a course, NOT a sub-course.
- Enrollment will be verified by e-mail; however, you may begin the course before receiving that email.
- To begin the course, click on **VIEW**. The Table of Contents page will open; click on the first topic to begin the course.

How do I Take the Final Exam?

- You MUST have received enrollment verification by e-mail before taking the final exam.
- Go to the Army Distance Learning Homepage: https://www.aimsrdl.atsc.army.mil/secured/accp_top.htm
- SIGN IN with your USER-ID and password, you will see:

  Sign In:
  USER-ID:
  PASSWORD:
  SIGN IN

- Click on EXAMS and follow the directions on the screen. When you complete the exam, you must certify the work is your own and submit.

Important Notes for MDC:

- You may start the course before you receive enrollment verification; if your application wasn't rejected at the time of submission, you can safely assume you are enrolled.
- You must receive the enrollment verification email prior to taking the final exam.
- Once exam is submitted, you will receive immediate feedback on your score.
- Passing Score? You will receive text reference for any missed questions.
- Non-Passing Score? You may retake the exam after a lapse of 24 hours.

- Official final score and completion notification will be received via email as well as first class mail.

- You must forward a copy of your completion notification to your Training Coordinator for update in DCPDS.

National War College (NWC)

What is NWC and who may attend?

- The NWC is a 10 month resident school located at Ft. Leslie J. McNair, Washington, DC.
- DA civilian employees GS-14/15 who have career status and are serving in permanent competitive appointments; Schedule A, Excepted appointments without time limitation; or, are serving under an Excepted Service Appointment in the Civilian Intelligence Personnel Management System and have a minimum of three years of consecutive service under one or more permanent appointments.

Are there any other requirements to attend?

- Have or be able to obtain a TOP SECRET clearance with special background investigation (SBI) that will not expire during the academic year.
- Should possess a graduate degree and be identified by their organization as being on the track for executive-level service.
- Sign a mobility agreement allowing for operational assignment to a position that fully utilizes the competencies acquired.
- Participate in the development of their utilization plan. Normally, selectees will be placed in their operational assignments prior to graduation. Placement may involve an organizational, functional, and/or geographic move.

What is the goal of NWC?

To prepare selected military officers and federal officials for high-level policy, command, and staff responsibilities, through a senior-level course of study in national security strategy. The college emphasizes the joint and interagency perspective. At the conclusion of the academic year, the student receives a Master's Degree in National Security Strategy, and military students have fulfilled the education requirement for designation as a Joint Specialty Officer.

.***How do I find the schedule of classes?***

- Program dates and nomination deadlines are available at http://cpol.army.mil/library/train/catalog/ch02nwc.html

How do I apply?

- Go to http://cpol.army.mil/library/train/catalog/ch02nwc.html
  scroll to the bottom of the screen and click on "Click here for Application Package".
- It is highly recommended that you print out the page that comes up and use it as a checklist to ensure you have completed each step of the application process.
- Follow instructions on the page you printed. All of the forms and documents listed must be completed and forwarded as your application package. The on-line forms (provided) must be used. Assemble the forms in the order listed. Incomplete application packages will be returned.
- Application packages must be forwarded through the command channels.
- Endorsements are required from each echelon through which the nomination is forwarded.

National War College (NWC)

- Commands/IRAs will forward an original and one copy of each application to

  Department of the Army
  Central Programs Branch
  ATTN: Ms. Vern Carter
  2461 Eisenhower Avenue
  Hoffman Building I – Room 476
  Alexandria, VA 22332-0300

How are selections made and how am I notified of acceptance in the course?

- Applicants are evaluated at each level of the submission process before recommendations for Army civilian candidates are forwarded to the college for final approval.

- Evaluations are based on the level and degree to which the applicant possesses the following factors: ability to research and analyze; ability to communicate orally; ability to communicate in writing; professional knowledge; knowledge of the policy-making process; and, ability to innovate and synthesize.

- The appropriateness of training to the employee's occupation, the utilization plan, and the applicant's motivation for wanting to participate in the training are considered in the overall evaluation.

- Selections are subject to final approval and acceptance by NDU.

- Principal selectees and their alternates will be notified by their MACOMS.

How is the course funded?

- Authorized expenses and, if applicable, PCS costs (IAW the JTR) for an operational assignment, are centrally funded.

What if I need a deferment?

- NDU does not grant deferments for NWC.

Is there an evaluation process after the training is completed?

- Paragraph 10-9, Chapter 410, AR 690-400, addresses the requirement for evaluating long-term training within certain time frames after the trainee returns to duty.

- Within six weeks following the trainee's return to duty, the trainee's supervisor will complete an evaluation to assess post-utilization.

- To complete this evaluation online, click the link marked " Sample LTT Evaluation Plan (6 weeks)".

Sample LTT Evaluation Plan (6 weeks)

- Not later than eight months after the trainee returns to work, the supervisor and the trainee will jointly complete a second evaluation to assess continuing benefits of the training assignment.

National War College (NWC)

- To complete this evaluation online, click the link marked "Sample LTT Evaluation Plan (8 months)".

Sample LTT Evaluation Plan (8 months)

- Supervisors should retain one copy of each evaluation and forward one copy of each evaluation to

Department of Army
Central Programs Branch
ATTN: Ms. Vern Carter
2461 Eisenhower Avenue – Room 476
Alexandria, VA 22332-0300

- The completed questionnaires will be evaluated at both local and HQDA levels to ensure that utilization plans are being carried out effectively, improve administration of the long-term training program, and make better use of trainees upon completion of training. The requirement to evaluate long-term term training applies to all centrally funded and locally funded programs.

Organizational Leadership for Executives (OLE)

What is OLE and who may attend?

- The OLE course is an intensive 10 day (80+ hours) course taught by facilitators from the Civilian Leadership Training Division (CLTD) of the Center for Army Leadership (CAL) at Kansas City, MO.

- This is a priority II course and is designed for managers (supervisors of supervisors or mangers of programs, resources, and/or policy).

- Target range is GS-12 to GS/GM-15 and LTC/COL.

- NAF and Wage Grade filling managerial positions are also eligible.

- GS-11 Supervisory personnel who have completed the Supervisory Development Course and the Leadership Education and Development Course can apply for a waiver for attendance at OLE on a space available basis. Waivers can be requested by calling the POC at commercial 913-758-3506 or DSN 585-3506.

What is the goal of OLE?

- The goal of the OLE course is to train leaders with increased self-awareness able to visualize, communicate, and forge the organization's future. The course will explain and demonstrate the leadership skills and competencies required to perform at the managerial level. Emphasis is given to material which these leaders can use in leading their organization to increasing levels of excellence. OLE is entirely experiential in nature to assist the leader in looking beyond daily activities to assessing and interpreting, in an ever enlarging way, the external environment: the organization; the leadership process; the need for subordinate development at all levels; and the need for continuing self-development.

How do I find the schedule of classes?

- The schedule of classes is developed annually by the CAL. A current schedule of class dates is available at: http://www-cgsc.army.mil/cal/cltd/cltd_schedules/

- CONUS applicants may apply for the OLE course by one of the following methods:

    1. Register online at https://cgsc.leavenworth.army.mil/cal/cltd/cltd_courses/forms/ole_apply.asp
    2. Fax a completed DD Form 1556 to Civilian Leadership Training Division (CLTD) at commercial 913-758-3508 or DSN 585-3508
    3. Mail a completed DD Form 1556 to CLTD at the below address

Civilian Leadership Training Division (CLTD)
ATTN: ATZL-SWC-CL
250 Gibbon Avenue, Building 120, Room 373
Fort Leavenworth, KS 66027-2314

- If submitting a 1556, please include the full mailing address and billing instructions at item 37 in case a MIPR must be mailed. Indicate first and second preferences for class dates.

Organizational Leadership for Executives (OLE)

- OCONUS applicants in USAREUR must apply for OLE to the CPOCEUR.

- OCONUS applicants in Korea, Japan, and Okinawa must apply for OLE to the CPOC Korea.

How am I notified of acceptance in the course?

- Selected nominees will be notified by the CAL approximately 1 month before the start of the class of their acceptance in the class.

- The confirmations are generally sent to the home address listed on the application.

- The student will receive an information packet, pre-work packet, and fundcite/MIPR letter in sufficient time prior to the course start date.

How is the course funded?

- Travel and per diem are centrally funded through CLTD for Army civilians, with the exception of the following:

    1. Corps of Engineers Civilian Works funded civilians are funded through the Corps of Engineers
    2. NAF personnel are funded through HQ US Army Community and Family Support Center
    3. Active Duty Military and National Guard personnel are funded through their parent organization.
    4. Travel expenses for OCONUS attendees returning to CONUS to attend OLE are not centrally funded and must be paid by the attendee's organization. Per diem for OCONUS attendees are centrally funded.

- Rental cars, official phone calls, and/or fax charges are not covered but may be funded by the participant's local organization.

Any additional information I need to know?

- Brining family members to the training site is not recommended due to extensive course work and the group weekend assignment

- OLE is accredited by the North Central Association of Colleges and Schools for three graduate hours. These credits may be applied to graduate degree programs at institutions willing to accept the OLE course experience in lieu of regular academic work.

- When you are notified of acceptance in the course, you will be sent a pre-work package. This package must be completed and brought to the first day of class.

Program Management for Executives I (PME I)

What is PME I and who may attend?

- The PME I is a 14 day (80 + hours) course offered by the Army Management Staff College (AMSC) at Fort Belvoir, VA, and is a dynamic course for leaders and supervisors.
- Department of Army civilians, grades GS-13 and 14, and military officers, majors and above, are eligible to apply for PME.
- GS-12 and GS-15 personnel will be considered by exception.
- Preference is given to those individuals who supervise or direct the work of others.
- Those who are not managers, but are in the target audience, will be considered if they have leadership responsibility and give guidance/direction to the work of others.
- It is also open to all federal agencies on a space available basis.
- You should not attend this course together with your supervisor.

What is the goal of PME I?

- The PME I course explores leadership concepts and their practical application through challenging curriculum and networking opportunities. Students study adaptive change, the role of the leaders, ethical decision-making, communication, stress and wellness programs, personal leadership styles, and diversity. PME teaches that relationships, based on trust and respect, are a key ingredient to success. PME I is not a technical personnel course. Daily presentations by subject matter experts, along with interactive exercises and simulations, actions learning peer groups and relevant reading material, characterize the experience.

How do I find the class schedule?

- The schedule of classes is developed annually by AMSC.
- A current schedule of class dates and application deadline dates is available at: http://amscportal.belvoir.army.mil/portal/page?_pageid=33,42683&_dad=portal&_schema=PORTAL

How do I apply?

- Applications are only accepted electronically and may be completed at the AMSC web site https://amscportal.belvoir.army.mil/EAP-Secure/UserSignOn.jsp
- If you are a first time user, click on: **NEW USERS - Please SIGN UP here** Complete and submit the form, and your password will be e-mailed to you.
- Once you have your password, sign-in as an **existing user** and you can complete the application process. The application process is in 4 parts; please ensure you complete all parts before submitting the application.

How are selections made?

- Selections are made by an admissions committee in the AMSC Registrar's Office.

Program Management for Executives I (PME I)

- Nominees are notified of their selection approximately 45 days prior to the start date of the program.

How is the course funded?

- Travel and per diem are centrally funded for Army civilians.
- Corps of Engineers Civilian Works employees, Reserve Civilians, Non-Army DOD personnel, and National Guard personnel are funded through their parent organizations.
- NAF personnel are funded through HQ US Army Community and Family Support Center.
- Non-DOD Agency employees are funded through their parent organization. They are also charged a tuition of $1200.00 for PME I.

Program Management for Executives II (PME II)

What is PME II and who may attend?

- The PME II is a 5 day (40 + hours) course offered by the Army Management Staff College (AMSC) at Fort Belvoir, VA.
- It is a priority III, (recommended) leaders development core course.
- Department of Army civilians, grades GS-13 and 14, WS-16, equivalent NAF personnel, or military personnel, Majors and above are eligible to apply for PME.
- Preference is given to those individuals who supervise or direct the work of others.
- Those who are not managers, but are in the target audience, will be considered if they have leadership responsibility and give guidance/direction to the work of others.
- It is also open to all federal agencies on a space available basis.

Are there prerequisites for the course?

- Nominees must have attended PME I at least two years prior to the start of PME II.

What is the goal of PME II?

- The PME II course explores evolving dimensions of leadership and human resource management as primary concerns of federal leaders. PME II challenges the participants to examine their leadership style, their use of power and authority, and to recognize their influence and impact on individuals and their organizations.

How do I find the class schedule?

- A current schedule of class dates and application deadline dates is available at: http://amscportal.belvoir.army.mil/portal/page?_pageid=33,42683&_dad=portal&_schema=PORTAL

How do I apply?

- Applications are only accepted electronically and may be completed at the AMSC web site https://amscportal.belvoir.army.mil/EAP-Secure/UserSignOn.jsp
- If you are a first time user, click on: **NEW USERS - Please SIGN UP here** complete and submit the form. Your password will be e-mailed to you.
- Once you have your password, sign-in as an **existing user** and you can complete the application process. The application process is in 4 parts; please ensure you complete all parts of the application before submitting.

How are selections made?

- Selections are made by an admissions committee in the AMSC Registrar's Office.
- Nominees are notified of their selection approximately 45 days prior to the start date of the program.

Program Management for Executives II (PME II)

How is the course funded?

- Travel and per diem are centrally funded for Army civilians.
- Corps of Engineers Civilian Works employees, Reserve Civilians, Non-Army DOD personnel, and National Guard personnel are funded through their parent organizations.
- NAF personnel are funded through HQ US Army Community and Family Support Center.
- Non-DOD Agency employees are funded through their parent organization. They are also charged tuition of $850.00 for PME II.

Senior Executive Service (SES) Members

General Information regarding SES courses

- Tuition for all mandatory SES courses is centrally funded.
- Travel and per diem are NOT centrally funded.
- Individuals withdrawing from a course will have to reimburse the forfeited tuition
- To enroll in a course, fax a completed DE Form 1556 (with blocks 25, 26, 27, 28, 29, 30, 31, 33, and 34 left blank and 32 signed) to the SES office at (703)-693-0777.
- To contact the SES Office: (703)-693-1121 (DSN 223), Fax (703)-693-0777, or via e-mail marilyn.ervin@hqda.army.mil
- Information on SES courses can be found on-line at http://cpol.army.mil/ses/
- For accommodations in the National Capital Region, contact the Army Central Registration Center (ACRC) at 1-800-GO-ARMY-1. Travelers outside the continental US can use ACRC by calling DSN 897-2790.

Army Sponsored Mandatory Courses

Senior Executive Diversity Awareness Training (SEDAT) (AKA: Senior Executive Equal Opportunity Seminar (SEEOS))

- This is a 2-3 day course that familiarizes senior leaders with their equal opportunity responsibilities.
- It must be completed within one year of appointment to the SES position.

Force Management Course for Senior Leaders (AKA: General Officer/Senior Executive Service Force Integration Course)

- This 5 day course provides a systemic overview of "How the Army Runs". It covers the constitutional, statutory, and regulatory basis for the force projection Army and the capabilities that must be sustained through management of doctrinal, organization, and material change.
- It must be completed within one year of appointment to the SES position.

Leadership at the Peak (LAP)

- LAP is a 5 day course which focuses exclusively on the demands of senior-most leaders, guaranteeing a comfortable, secure environment in which they can evaluate their leadership style and effectiveness and focus on high-level challenges in the company of their peers. It blends self-discovery, self-development and fitness activities and sets it all against a background of contemporary business themes.
- This course may be attended after serving a minimum of 6 months in an SES or equivalent position
- This course is provided by the Center for Creative Leadership (CCL). Additional information is available at http://www.ccl.org/CCLCommerce/index.aspx?CatalogID=Home

Senior Executive Service (SES) Members

SES Orientation Program

- This is a 6 day course to assist newly appointed SES members in the transition to the Army's Executive Team by providing discussion and insight on the strategic and operational challenges faced by senior leaders and by obtaining a unified frame of reference and a common understanding of Army mission and challenges.

Army Senior Leaders Communications Workshop

- This is a 2 day workshop, during which an extensive, individualized training program is developed for each participant using scenarios and issues relevant to their area of expertise and experience. Each senior leader spends approximately an hour in the workshop with one of the Army's top media trainers, discussing skills, and techniques needed for successful interviews.

- Additional information is available by calling 703-602-5255 or 604-2312 or email: mediaworkshop@hqda.army.mil.

DOD Sponsored Mandatory Courses

APEX Orientation Program

- This course must be completed within 2 years of appointment to an SES position.

- This is a 2 week course designed to improve the newly appointed executive's effectiveness on the job through enhanced leadership and decision making strategies, an increased understanding of the Department's structure and processes critical to its operation, the integration of DoD and Component priorities, and by fostering a sense of jointness.

- Additional information is available at http://persec.whs.mil/apex/apexprog.html

OPM Sponsored Optional Courses

SES Briefing for New Executives

- This course, if selected, should be completed within one year of appointment to the SES position.

- This is a 2 day session conducted by the US Office of Personnel Management with the White House. It provides an overview of executive branch priorities and a unique opportunity to interact with a broad range of policymakers. Briefings are conducted by some of the most knowledgeable individuals from the White House Administration on domestic and foreign policy issues.

Sustaining Base Leadership Management (SBLM) - Resident

What is SBLM and who may apply?

- The SBLM Resident course is a 12 week program (plus 2 weeks pre-course work) offered by the Army Management Staff College (AMSC) at Fort Belvoir, VA.

- Civilian nominees must be serving in or have potential for advancement to key leadership positions.

- Nominees must have a career conditional appointment or career status, serve in Schedule A excepted appointments without time limitations, or serve under an Excepted Service appointment in the Defense Civilian Intelligence Personnel System; and be serving in grades GS-12 through GS/GM-14 or equivalent NAF grades.

- A GS-11 or GM-15 may apply by exception.

- Military personnel should contact their career branch assignment officer or the AMSC Registrar at (703) 805-4756/57 (DSN 655) or through the AMSC web site at http://www.amsc.belvoir.army.mil.

How do I submit a waiver request?

- All GS-11 applicants must submit a request for grade waiver.

- The grade waiver must be written and signed by the first or second line supervisor and state the benefits of SBLM attendance.

- Waiver should clearly address: (1) Why is the supervisor sending the applicant at the current time as opposed to later when the applicant is a GS-12? (2) What skills, knowledge, etc., will the applicant bring back that will benefit the organization? and (3) How will the supervisor utilize this new knowledge within the organization for the benefit of the total Army?

- Waivers should be in memorandum format and addressed to:

  DA Secretariat for Selection Board
  ATTN: PAPC-MSB
  200 Stovall Street – Room 5S07
  Alexandria, VA 22332

NOTE: Do not send waiver to selection board, simply address the memorandum to them.

- Waivers may be e-mailed (providing the applicant has a signature mechanism) or mailed to the program manager at:

  Department of the Army
  Central Programs Branch
  ATTN: DAPE-CP-CP (Ms. Vern Carter)
  2461 Eisenhower Avenue
  Hoffman Building I – Room 476
  Alexandria, VA 22332-0300

Email: Vernessa.Carter@asamra.hoffman.army.mil

Sustaining Base Leadership Management (SBLM) - Resident

What is the goal of SBLM?

The goal of SBLM is to prepare a select group of Army civilian and military leaders for advancement to key leadership positions in the sustaining base; To enhance the cohesiveness of the Army by promoting the bond between civilian and military leaders; and to be a sustaining base resource.

How do I find the schedule of classes?

- A current schedule of class dates and application deadline dates is available at: http://amscportal.belvoir.army.mil/portal/page?_pageid=33,1&_dad=portal&_schema=PORTAL

How do I apply?

- Applications are only accepted through the electronic application process (EAP) and may be completed at the AMSC web site https://amscportal.belvoir.army.mil/EAP-Secure/UserSignOn.jsp
- You do not need to complete the application in one sitting. You may save it, and return to complete it later. The information will be stored in a database at the college.
- If you are a first time user, click on: **NEW USERS - Please SIGN UP here**
  Complete and submit the form. Your password will be e-mailed to you.
- Once you have your password, sign-in as an **existing user** and you can complete the application process
- The application process is in multiple parts and each part must be completed prior to submission.

What are the selection procedures?

- Nominees are evaluated competitively by the DA Secretariat Board.
- Selections are based on the board's assessment of each candidate's potential to assume key leadership positions in the combat support/combat service support arena.
- Notification of selections is released electronically through command channels.
- Employees notified of primary or alternate selection status should notify the AMSC Registrar's Office of location or phone number changes at (703) 805-4757/56 (DSN 655) or e-mail to registrar@amsc.belvoir.army.mil.

How is the course funded?

- Travel and per diem are centrally funded by ACTEDS resources, except for NAF, Corps of Engineers civil works, non-DA employees, Reserve National Guard State employees, and military personnel.
- NAF employees are centrally funded by HQ, US Army Community and Family Support Center.

How do I get a deferment ?

- Selectees, or alternates elevated to selectees, who are unable to attend may request one deferment (up to a maximum of 12 months) from the class for which originally selected.

Sustaining Base Leadership Management (SBLM) - Resident

- A deferment must be requested in writing and:

  1. It must be initiated by the selectee.
  2. Identify the class for which originally selected and the class to which deferment is requested.
  3. Explain briefly why the deferment is necessary (personal or family emergency, unforeseen mission change,etc.).
  4. Include a statement, as applicable: There has been no change, nor is any anticipated that would affect the original application or supporting documentation; or Updated documents are attached, or will be provided not later than 14 days prior to the scheduled board.
  5. Go through the same chain of command as the original application, as a minimum, through the supervisor, the local servicing personnel office and the MACOM/IRA personnel organization (or equivalent).

- A "To/Thru memorandum" should be addressed to:

  Department of the Army
  Central Programs Branch
  ATTN: Ms Vern Carter
  2461 Eisenhower Avenue – Room 468
  Alexandria, VA 22331

- The selectee will also provide a courtesy copy of the deferment request to the Registrar, AMSC, (703) 805-4757/56 (DSN 655) or e-mail registrar@amsc.belvoir.army.mil

Sustaining Base Leadership Management – Non-Resident (SBLM-NR)

What is SBLM-NR and who may attend?

- The SBLM Non-Resident course is a 12 month program offered by the Army Management Staff College (AMSC), Fort Belvoir, VA. This is truly a "not in residence program".
- Persons unable to attend the resident program due to long-term personal hardships or critical mission requirements may consider the nonresident program.
- Commanders or managers will only forward nonresident nominations of individuals with long-term personal or professional hardships that preclude their participation in the resident program.
- The nonresident program is only offered once per year.
- Student discussion is supported 24 hours a day/7 days a week throughout the world.
- Requirements/assignments are electronically submitted.
- The program has two mail-ahead assignments which students must prepare and two resident sessions--one at the beginning and one at the end of the program. Both resident sessions are requirements for graduation.
- You must prepare for "attendance" by completing four weeks of prework prior to participating in the first resident week of the program.

What is the goal of SBLM-NR?

- The goal of SBLM is to prepare a select group of Army civilian and military leaders for advancement to key leadership positions in the sustaining base. To enhance the cohesiveness of the Army by promoting the bond between civilian and military leaders, and to be a sustaining base resource. The SBLM Nonresident Program offers a variety of online techniques to help you learn the linkages, relationships, and dependencies between the elements of the Army's sustaining base. While the content is the same as the resident program, the delivery method is geared to distance learning.

Who may apply?

- Civilian nominees must be serving in or have potential for advancement to key leadership positions.
- Have a career conditional appointment or career status; Serve in Schedule A excepted appointments without time limitations; or serve under an Excepted Service appointment in the Defense Civilian Intelligence Personnel System and, be serving in grades GS-12 through GS/GM-14 or equivalent NAF grades.
- A GS-11 or GM-15 may apply by exception.
- Military personnel should contact their career branch assignment officer or the AMSC Registrar at (703) 805-4756/57 (DSN 655) or through the AMSC web site at http://www.amsc.belvoir.army.mil

How do I prepare and submit a waiver?

- All GS-11 applicants must submit a Request for Grade Waiver.

Sustaining Base Leadership Management – Non-Resident (SBLM-NR)

- The grade waiver must be written and signed by the first or second line supervisor and state the benefits of SBLM attendance.

- Waiver should clearly address: (1) Why is the supervisor sending the applicant at the current time as opposed to later when the applicant is a GS-12? (2) What skills, knowledge, etc., will the applicant bring back that will benefit the organization? and (3) How will the supervisor utilize this new knowledge within the organization for the benefit of the total Army?

- Waivers should be in memorandum format and addressed to:

  DA Secretariat for Selection Board
  ATTN: PAPC-MSB
  200 Stovall Street – Room 5S07
  Alexandria, VA 22332

NOTE: Do not send waiver to selection board, simply address the memorandum to them.

- Waivers may be e-mailed (providing the applicant has a signature mechanism) or mailed to the program manager at:

  Department of the Army
  Central Programs Branch
  ATTN: DAPE-CP-CP (Ms. Vern Carter)
  2461 Eisenhower Avenue
  Hoffman Building I – Room 476
  Alexandria, VA 22332-0300

  Email: Vernessa.Carter@asamra.hoffman.army.mil

How do I find the class schedule?

- A current schedule of class dates and application deadline dates is available at: http://amscportal.belvoir.army.mil/portal/page?_pageid=33,42671&_dad=portal&_schema=PORTAL

How do I apply?

- Applications are only accepted through the electronic application process (EAP) and may be completed at the AMSC web site https://amscportal.belvoir.army.mil/EAP-Secure/UserSignOn.jsp

- You do not need to complete the application in one sitting. You may save it, and return to complete it later. Your information is saved into a database at the AMSC.

- If you are a first time user, click on: **NEW USERS - Please SIGN UP here**
  Complete and submit the form. Your password will be e-mailed to you.

- Once you have your password, sign-in as an **existing user** and you can complete the application process. The application process is in multiple parts and each part must be completed prior to submission.

Sustaining Base Leadership Management- Non-Resident (SBLM-NR)

How are selections made?

- Nominees are evaluated competitively by the DA Secretariat Board.
- Selections are based on the board's assessment of each candidate's potential to assume key leadership positions in the combat support/combat service support arena.
- Notification of selections is released electronically through command channels.
- Employees notified of primary or alternate selection status should notify the AMSC Registrar's Office of location or phone number changes at (703) 805-4757/56 (DSN 655) or e-mail to registrar@amsc.belvoir.army.mil

How is the course funded?

- Travel and per diem are centrally funded by ACTEDS resources, except for NAF, Corps of Engineers civil works, non-DA employees, Reserve National Guard State employees, and military personnel.
- NAF employees are centrally funded by HQ, US Army Community and Family Support Center.

How do I get a deferment ?

- Selectees, or alternates elevated to selectees, who are unable to attend may request one deferment (up to a maximum of 12 months) from the class for which originally selected.
- A deferment must be requested in writing and:

    6. It must be initiated by the selectee.
    7. Identify the class for which originally selected and the class to which deferment is requested.
    8. Explain briefly why the deferment is necessary (personal or family emergency, unforeseen mission change,etc.).
    9. Include a statement, as applicable: There has been no change, nor is any anticipated that would affect the original application or supporting documentation; or Updated documents are attached, or will be provided not later than 14 days prior to the scheduled board.
    10. Go through the same chain of command as the original application, as a minimum, through the supervisor, the local servicing personnel office and the MACOM/IRA personnel organization (or equivalent).

- A "To/Thru memorandum" should be addressed to:

    Department of the Army
    Central Programs Branch
    ATTN: Ms. Vern Carter
    2461 Eisenhower Avenue – Room 468
    Alexandria, VA 22331

- The selectee will also provide a courtesy copy of the deferment request to the Registrar, AMSC, (703) 805-4757/56 (DSN 655) or e-mail registrar@amsc.belvoir.army.mil

Supervisory Development Course (SDC)
COURSE NUMBER: 131 F21

What is SDC and who may attend?

- The following agencies collaborated to develop the Supervisory Development Course: The Army Training Support Center, Ft. Eustis, VA; Deputy Chief of Staff, Training, US Army Training and Doctrine Command, Ft Monroe, VA; and the Office of the Deputy Assistant Secretary of the Army (Civilian Personnel Policy).

- The SDC provides newly appointed DA civilian managers* the knowledge and skills to perform managerial duties at a high level in diverse organizations.

- The SDC is a mandatory (Priority I) course. It must be completed by all newly appointed managers, regardless of grade, within six months of appointment to a managerial position.

- Other employees interested in developing their managerial skills may also enroll.

*A manager is one who works and supervises other managers or supervisors

What is the course goal?

- Provide the new supervisor with the supervisory knowledge necessary to successfully manage work and lead people.

Who pays for the course?

- There is no cost for this course and no selection process.

Where are SDC classes held?

- This course is available as interactive online training.

- Students may begin the online courses from the website at any time.

How do I Register for and Enroll in Supervisory Development Course (SDC)?

- Go to the Army Distance Learning Homepage: https://www.aimsrdl.atsc.army.mil/secured/accp_top.htm

- First time users must register, click on

and follow the directions on the screen, you will establish a USER-ID and Password.

- Logon in order to:

  -

Enroll on-line for self development courses

- UPDATE Update student information (i.e. name, address, email, etc.)
- PASSWORD Change your USER-ID and PASSWORD
- EXAMS Take on-line examinations and receive instant feedback
- ACTIVE Review active enrollments you have not yet completed
- HISTORY Review history records, not actively enrolled
- COURSE View listing of self development courses available
- SUBCOURSE View listing of self development modules/subcourses available

- To enroll in SDC, Course Number **131 F21**, click on ENROLL and complete the enrollment form, following the directions on the screen...you are enrolling in a course, NOT a sub-course.

- Enrollment will be verified by e-mail. You may begin the course before receiving that email.

- To begin the course, click on **VIEW**. The Table of Contents page will open, click on the first topic to begin the course.

How do I Take the Final Exam?

- You MUST have received enrollment verification by e-mail before taking the final exam.

- Go to the Army Distance Learning Homepage: https://www.aimsrdl.atsc.army.mil/secured/accp_top.htm

- SIGN IN with your USER-ID and password, you will see:

  Sign In:
  USER-ID:
  PASSWORD:
  SIGN IN

- Click on EXAMS and follow the directions on the screen, when you complete the exam, you must certify the work is your own and submit.

Important Notes for SDC:

- You may start the course before you receive enrollment verification, if your application wasn't rejected at the time of submission, you can safely assume you are enrolled.

- You must receive the enrollment verification email prior to taking the final exam.
- Once exam is submitted, you will receive immediate feedback on your score.
- Passing Score? You will receive text reference for any missed questions.
- Non-Passing Score? You may retake the exam after a lapse of 24 hours.
- Official final score and completion notification will be received via email as well as first class mail.
- You must forward a copy of your completion notification to your Training Coordinator for update in DCPDS.

APPENDIX

Sample Application Checklist *

All of the forms and documents listed below must be completed and forwarded as your application package. The on-line forms (provided below) must be used. Assemble the forms in the order listed.
Incomplete application packages will be returned.

1. __ **Application for ACTEDS Training Opportunities - On line**

2. __ MACOM/IRA Endorsements Follow chain of command - Must be attached

3. __ Two Letters of Recommendation. May be from sources outside Chain of Command. Must Be Attached

4. __ **Nominee's Statement of Interest - On line**

5. __ **Supplemental Information - On line**

6. __ **SSC/GPP Form - On line**

7. __ **Functional Review Form - On line** ***(Non-Acquisition Applicants Only)***

8. __ **Résumé using the Army Résumé Builder - Online**
DO NOT INCLUDE SUPPLEMENTAL DATA
(See instructions at **Appendix E** of this catalog)

9. __ Last 3 Performance Ratings (including annotated Support Forms) - MUST BE ATTACHED. 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.

10. __ **Individual Mobility Agreement for Assignment to Senior Service Colleges (SSC) - On line**

11. __ **Request for Central Resource Support Form - On line**

12. __ SF 181, Race and National Origin Identification
Available at: **http://www.opm.gov/forms/html/sf.asp**

13. __ **Senior Acquisition Course (SAC) Form** (AAC Members Only). Signed by Acquisition Career Management Office (ACMO). Must be attached.

14. __ **National Defense University (NDU) Student Nomination Form**

15. __ Official College/University Transcript. Must Be Attached. (Highest Degree Held)

16. ___ **NDU Student World-Wide Travel Form**

17. ___ **Agreement to Continue in Service**

18. __ Senior Rater Potential Evaluation (Acquisition Candidates only)

19. __ Acquisition Career Record Brief (Acquisition Candidates only)

* Each course that utilizes an application checklist, will have a different checklist. This is only included as an example. Please go to the application page of the course you are interested in applying for and print off the checklist for that particular course. Each item on the checklist must be included as part of your application package.

Additional Opportunities

Long Term Training (LTT) and Developmental Assignments

- LTT and developmental assignments are training which an employee is assigned on a continuous, full-time basis for more than 12- calendar days. The assignment may be at either government or non-government facilities. It may include both formal training programs and planned development assignments. LTT enables employees to keep abreast of changes and innovations in their occupational fields, learn new skills, or develop/improve abilities needed in current or future positions.

- Nominees must be serving in or registered in a career program with career status appointments, Schedule A excepted appointments without time limitation, or excepted appointments in the Defense Civilian Intelligence Personnel System (DCIPS).

- Nominees must have minimum total of 3 years of service in any one of a combination of such appointments.

- Additional information on LTT can be found at: http://cpol.army.mil/library/train/catalog/app_c.html

Veterans Re-adjustment Appointment (VRA) Program

- Information on the VRA program can be found at http://cpol.army.mil/permiss/791.html

DA and Local Intern Programs

- Information on Career Intern programs can be found at http://cpol.army.mil/permiss/794.html

Army Acquisition Programs

- Information on the Army Acquisition Programs can be found at http://asc.rdaisa.army.mil

Sample – Request, Authorization, Agreement, Certicicaiton of Training and Reimbursement (DD Form 1556)

Form-fillable DD Form 1556 is available at the following link.
http://cpolrhp.belvoir.army.mil/scr/hrdd/Tools/DD1556.pdf

Training Regulations, Policies, and Guidance

- **Executive Order 11348** - Provides for the further training of Government employees is accessible via Civilian Personnel On Line (CPOL) at: http://www.cpol.army.mil/permiss/72.html

- **Title 5, Administrative Personnel, of the United States Code (USC) 4100 (aka Government Employees Training Act - GETA)** is accessible via CPOL at: http://www.cpol.army.mil/permiss/700.html

- **Title 5, Administrative Personnel, Code of Federal Regulations (CFR), Office of Personnel Management, Chapter 410** – Training is accessible via CPOL at: http://www.access.gpo.gov/nara/cfr/waisidx_00/5cfr410_00.html

- **OPM Leadership and Policy** is accessible at: http://www.opm.gov/hrd/lead/index.htm

- **Army Regulation 690-400, Employee Performance and Utilization, Chapter 410, Training**, is accessible at: http://www.usapa.army.mil/cpol/ar690-400-410/c2contents.html

- **Army Regulation 690-950, Civilian Personnel - General and Miscellaneous, Chapter 950, Civilian Personnel Career Management**, is accessible at: http://www.usapa.army.mil/pdffiles/r690_950.pdf

- **Department of the Army (DA), Human Resource Development (HRD) Task List, 9 December 1997**, is accessible via CPOL at: http://docs.usapa.belvoir.army.mil/jw2/xmldemo/r690_950/head.asp

- **DA, Civilian Personnel, Standardized Business Processes, Standard Operating Procedures (SOPs), 23 November 1998** is accessible via CPOL at: http://www.cpol.army.mil/library/general/bpm/

- **DA Civilian Personnel Business Process Maps (BPMs), March 1998** is accessible via CPOL at: http://www.cpol.army.mil/library/general/bpm/

- **Army Civilian Personnel on Line (CPOL)** at: http://www.cpol.army.mil/

- **Personnel Management and Information Support Systems (PERMISS)** at: http://cpol.army.mil/permiss/

- **Center for Army Leadership** at: http://www-cgsc.army.mil/cal/cltd