

## VA Employee Leadership Development Application

*Please submit this application to be considered for Federal Executive Institute (FEI), Senior Service Colleges (SSC), School of Advanced Military Studies (SAMS), or Army Intermediate Level Education Program (ILE).*

### Section I: Requirements

**For your application to be accepted, you must meet the following minimum qualifications:**

- ✓ Hold Career Status (completed federal probationary and conditional employment period as of the final application deadline);
- ✓ Have been assigned at least 1 year with your current Administration or Staff Organization/Office (as of the final application deadline);
- ✓ Have received a “Fully Successful” or higher summary rating on most recent performance rating of record;
- ✓ Have no current disciplinary action in your personnel file.

**You must meet the eligibility requirements for all of the programs for which you are applying as identified below.**

**Additionally, you must submit a separate application for each category of courses you are applying to. The categories are: 1) FEI; 2) SSCs; 3) SAMS; 4) ILE.**

Eligibility Requirements	
FEI	SSC, SAMS, ILE
<ul style="list-style-type: none"> <li>• Currently SES/equivalent*, or GS-15/equivalent* who demonstrates high potential for promotion to Executive level</li> <li>• Demonstrate potential to lead and make long-term contributions to VA</li> </ul>	<ul style="list-style-type: none"> <li>• Currently a GS-15/equivalent* (for SSC)</li> <li>• Currently a GS-14/equivalent* or GS-15/equivalent* (for SAMS)</li> <li>• Currently a GS-13/equivalent* or GS-14/equivalent* (for ILE)</li> <li>• Hold a bachelors degree from an accredited institution</li> <li>• Possess a current Secret security clearance (at minimum) or be able to obtain one prior to course start date</li> </ul>

*\*Includes Title 38/Hybrid 38 Equivalent*

**If selected for one of these programs, candidates may be required to**

- ✓ Complete a Standard Form 182 including a Continued Service Agreement (CSA) which requires the employee to:
  - Return to work for the VA beginning the first workday after completion of the training
  - Continue to serve at VA for a specific amount of time (12 months for FEI; 36 months for SSC, SAMS, and ILE);
- ✓ Submit additional documentation prior to official acceptance based on program requirements (all programs);
- ✓ Meet monthly with an assigned VA Executive mentor during the period of attendance (SSC only);
- ✓ Complete a Veteran focused research paper approved by the institution and VA (SSC only);
- ✓ Apply for a Secret-level security clearance, if you do not currently have a clearance (SSC, SAMS, and ILE only);
- ✓ Potentially complete a directed reassignment (including possible geographical reassignment) as determined by VA senior leadership to utilize the knowledge and training acquired by the employee from course attendance (SSC, SAMS, and ILE only).

Application Deadlines
<p><i>First Deadline</i></p> <ul style="list-style-type: none"> <li>• <b>January 17, 2012</b> – Applicants email completed application package to first-level supervisor to begin the Leadership Endorsement process; Applicants also email a copy to their organization’s Human Resources Point of Contact (HR POC) and VALU (<a href="mailto:VALLeadershipDevelopm@va.gov">VALLeadershipDevelopm@va.gov</a>).</li> </ul>
<p><i>Final Deadline</i></p> <ul style="list-style-type: none"> <li>• <b>January 27, 2012</b> – After Leadership Endorsement process is complete, Human Resources points of contact (HR POCs) submit applications to VALU (<a href="mailto:VALLeadershipDevelopm@va.gov">VALLeadershipDevelopm@va.gov</a>). VALU confirms receipt of application to applicant and the organization HR POCs.</li> </ul>

**Section II: Personal Information**

Full Name: \_\_\_\_\_  
*Last* *First* *M.I.*

Home Address: \_\_\_\_\_  
*Street Address* *Apartment/Unit #*

\_\_\_\_\_ *City and State* *ZIP Code*

Home Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**Section III: Professional Information**

Title: \_\_\_\_\_ Highest Degree Earned: \_\_\_\_\_ Grade/Step: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Department: \_\_\_\_\_

Work Location: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Employment Start  
Dates MM/DD/YYYY: \_\_\_\_\_  
*With Federal Government* *With VA* *With current Administration or Staff Org/Office*

Have you ever participated in any of these programs? Check if "yes", otherwise leave blank

SSC ( <i>specify</i> )	Current Participant <input type="checkbox"/>	Graduate <input type="checkbox"/>
SAMS	Current Participant <input type="checkbox"/>	Graduate <input type="checkbox"/>
ILE	Current Participant <input type="checkbox"/>	Graduate <input type="checkbox"/>
FEI	Current Participant <input type="checkbox"/>	Graduate <input type="checkbox"/>

**Section IV: Program Preferences**

See program descriptions

Categories	Programs	Indicate Top Three Preferences (SSC only*)			I am applying for: (check only one**)
		1	2	3	
1	Federal Executive Institute: Leadership in a Democratic Society, Charlottesville, VA				<input type="checkbox"/>
2	SSC: National War College, Washington, DC				<input type="checkbox"/>
	SSC: Industrial College of the Armed Forces, Washington, DC				
	SSC: Naval War College, Newport, RI				
	SSC: Air War College, Montgomery, AL				
	SSC: U.S. Army War College, Carlisle, PA				
	SSC: Fletcher School of Law and Diplomacy Fellowship, Boston, MA				
3	School of Advanced Military Studies (SAMS), Ft. Leavenworth, KS				<input type="checkbox"/>
4	Army Intermediate Level Education Program (ILE), Ft. Leavenworth, KS				<input type="checkbox"/>

\* While the selection board will seek to match selected candidates with their preferred programs, VA organizational requirements (e.g., program availability, seat allocation) will be the determining factor in final selection decisions.

\*\* You must submit a separate application for each category of courses for which you are applying.

**Section V: Applicant Qualifications and Suitability**

Attach all supplemental documentation to this application form

Required for All Applicants	Check when complete
<ul style="list-style-type: none"> <li>Applicant Resume (Two page maximum; include description of current job duties, education, work history and business references)</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Essay: What are: 1) the developmental benefits of your participation in this program; and, 2) how will your attendance at this course benefit VA? (Two page maximum; please reference VA leadership competencies and use specific, detailed examples from your work experience)</li> </ul>	<input type="checkbox"/>
Additional Documentation Required by SSCs	
<ul style="list-style-type: none"> <li>Transcript (from accredited institution for bachelors degree and any graduate degree(s) earned; required for SSCs, SAMS, and ILE only; scanned copy is acceptable)</li> </ul>	<input type="checkbox"/>

**Most Recent Performance Rating of Record (verified by Supervisor)**

<input type="checkbox"/> Outstanding	<input type="checkbox"/> Excellent	<input type="checkbox"/> Fully Successful	
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First-level Supervisor Signature

**Section VI: Applicant Certification**

By signing below, I certify that:

- (a) I have read and understand all potential requirements of program participation listed in ‘Section I’;
- (b) I understand that by applying for this training/education program I am declaring my willingness to accept a directed assignment/reassignment to a Department of Veterans Affairs position located anywhere within the United States;
- (c) All information in this application is accurate.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**Section VII: Leadership Endorsement**

	<i>Highly Recommend</i>	<i>Recommend</i>	<i>**Do Not Recommend</i>	<b>Signature</b>
*First-level Supervisor  <i>Comments: (Please limit to 250 characters)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
*Second-level Supervisor  <i>Comments: (Please limit to 250 characters)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Enter a digital signature</i>  <i>Comments: (Please limit to 250 characters)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

\* *First level endorsement required even if applicant’s direct Supervisor is a Principal; Two levels of endorsement are required even if applicant’s Second-level Supervisor is the Principal. Administrations/Offices are responsible for clarifying the appropriate chain of command for the leadership endorsements, and for ensuring that administrative procedures/protocol for their particular organization are followed in the endorsement process.*

\*\* *Comments are required when selecting “Do Not Recommend”; otherwise, comments are optional*