



VA LEARNING UNIVERSITY



Corporate Employee Development Board

Call for Applications

WHAT IS THE OPPORTUNITY?

The Corporate Employee Development Board (CEDB), in conjunction with VA Learning University (VALU) and Corporate Senior Executive Management Office (CSEMO), is accepting applications for several leadership development programs that will take place during the upcoming 2013-2014 academic year. These programs include Federal Executive Institute (FEI), Senior Service Colleges (SSC), School of Advanced Military Studies (SAMS), and Army Intermediate Level Education Program (ILE).

HOW WILL MY PARTICIPATION BENEFIT VA?

This is a great opportunity – and commitment – to help drive important change at VA as we strive to address evolving organizational and policy level issues to help us better meet the needs of Veterans and their families. The Secretary and Chief of Staff are focused on developing strategic leadership skills among senior members of the organization who will play an increasingly important role in accomplishing these organizational changes.

Upon selection for participation in the program, participants may be required to identify a specific issue or challenge facing VA as a focus area to anchor their work throughout the program. Each participant will also be responsible for bringing VA-specific knowledge to the program that will enrich classroom discussion and field activities. Upon program completion, participants will apply their experience and lessons learned to inform and shape strategic planning and integrated policy at VA.

WHAT WILL THE PROGRAMS ENTAIL?

Selected participants will take time out from their regular VA positions, and in many cases, travel to participate in one of the following full-time, residential development opportunities*:

- **FEI Program:** A 4 -week course called Leadership for a Democratic Society, focusing on organizational theory, the government policy framework, and the global trends and events that shape government agendas. Participants earn 12 graduate credits.
- **SSC Programs:** Several different 10-month programs focusing on leadership and national security strategy, each culminating in a Master of Science degree or certificate. They include the National War College, the Industrial College of the Armed Forces, the Army War College, the Air War College, the Naval War College, the Senior Service College Fellowship at the Fletcher School of Law and Diplomacy (Tufts University) and other program opportunities which may be offered to the VA. VA participation in a particular program is dependent upon seat allocation(s) to that program – there is no guarantee that VA will have allocations. Although candidates may identify a specific program preference, **all who apply acknowledge that they are applying for all SSC programs and will attend the program they are determined to be the best fit for as determined by the VA senior leadership.**

- **SAMS Program:** A 10-month program focusing on military arts and sciences, strategy design and development as well as strategic planning for executing full-spectrum operations with other government and nongovernmental agencies. Graduates receive a Masters of Military Art and Science (MMAS) degree.
- **ILE Program:** A 10-month program focusing on developing planning and operational expertise in employing joint, interagency and multinational forces and capabilities in offensive, defensive, civil support, and stability and reconstruction operations. Graduates receive a Masters of Military Art and Science (MMAS) degree.

For more detailed information about the programs, please visit <http://www.valu.va.gov/Home/CEDB>. **Additionally, candidates who are selected but turn down the opportunity to attend a course will not be considered for future attendance to a program absent an exceptional reason for declining.*

WHAT IS REQUIRED TO BE ELIGIBLE TO APPLY FOR EACH PROGRAM?

Applicants must meet the following criteria before their applications can be accepted:

	FEI	SSC	SAMS	ILE
Must hold Career Status as of December 7, 2012	✓	✓	✓	✓
Must have worked at least 1 year with current Organization as of December 7, 2012	✓	✓	✓	✓
Must have "Fully Successful" or higher on their most recent summary performance rating of record	✓	✓	✓	✓
Must have no disciplinary action in personnel file	✓	✓	✓	✓
Required SES/GS Level (or equivalent, including Title 38/Hybrid Title 38 Equivalent)	15/SES	15	14/15	13/14
Must hold a bachelor's degree from an accredited institution		✓	✓	✓
Must submit transcript		✓	✓	✓
Must possess a current Secret-level security clearance (at minimum) or be able to obtain one in a timely manner as determined by the specific program		✓	✓	✓

WHAT IS REQUIRED OF SELECTED PARTICIPANTS FOR EACH PROGRAM?

Supervisors should be aware that the positions of selected participants remain encumbered while the employees are participating in the programs. Also, these employees may be subject to a directed reassignment when they have completed the program. Program participants are considered to be on detail while participating in the program; therefore, they are unable to continue performing their regular VA job duties during that time.

In summary, selected participants are subject to the following conditions as part of their participation in the programs:

	FEI	SSC	SAMS	ILE
Must sign Continued Service Agreement, with required term of service after end of program	12 months	36 months	36 months	36 months
Must apply for Secret-level security clearance, if they do not currently have a clearance		✓	✓	✓
Must sign Mobility Agreement		✓	✓	✓
May be subject to Directed Reassignment		✓	✓	✓
Will participate in SSC Mentorship Program		✓		
May be required to complete a Veteran focused research paper		✓	✓	✓

WHAT IS THE APPLICATION PROCESS?

There is a two-step process to apply:

- **Step 1:** Complete Pre-Screening Questionnaire to determine eligibility to apply
 - Go to the CEDB website (<http://www.valu.va.gov/Home/CEDB>) and choose a pre-screening questionnaire for your program of interest
 - Log into TMS
 - From the Item Details page that appears click on the “Go to Content” button to launch the questionnaire
 - Fill out the questionnaire and click “submit”
 - If your responses on the questionnaire show that you are eligible to apply, VALU will send you an email invitation to complete the CEDB Online Application and you will proceed to Step 2
- **Step 2:** Complete CEDB Online Application*
 - Use the link to respond to the Application
 - Please allow sufficient time for 3 levels of leadership, including your Assistant Secretary or Under Secretary, to provide endorsements AFTER you have completed the application
 - **Application Deadline is December 7, 2012:** All applications must be completed and endorsed by this date

****IMPORTANT:** You must coordinate with the Human Resources Point of Contact (HR POC) in your Administration/Office as you prepare your application. Your HR POC will inform you about organization-specific deadlines for the application process and the protocol to be followed for the leadership endorsements.*

Upon receipt of the submitted applications, the CEDB will review all applications, using the VA Leadership Competencies as criteria. Please visit www.valu.va.gov/content/pdf/va_leadership_competency_model.pdf to review the VA Leadership Competencies.

Next, the CEDB will develop recommendations for participants to attend all available program seats. CEDB recommendations then are submitted to the VA Chief of Staff and Secretary for review and approval. Following final approval, selected participants will be notified and selection results will be announced.

Key Dates	October 17, 2012 – Call for Applications
	December 7, 2012 – Application deadline (must be fully completed and endorsed)
	Early – Mid January 2013 – CEDB application review proceedings
	February 2013 – Selection Announcements
	March 2013 – FEI Programs begin for VA participants
	June – August 2013 – SSC, SAMS and ILE Programs begin

APPLICATION PROCESS SUPPORT

- Eligibility requirements, program descriptions and instructions for the application process are available online at <http://www.valu.va.gov/Home/CEDB>.
- Additional assistance and information will be provided in a Brown Bag session; details to follow.
- For additional information, please contact VALU’s CEDB Program Administrator, David Austin (David.Austin2@va.gov; 202-632-7919; 202-420-8792) or your organization’s HR POC (see list of HR POCs at <http://www.valu.va.gov/Home/CEDB>).