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U.S. Department of Veterans Affairs
Office of Human Resources and Administration

VA Corporate Employee Development Board (CEDB)

Travel Information - Brown Bag Session



About the CEDB

- The CEDB was established to help identify the best qualified employees from across VA to attend select high-impact leadership development programs.
- These programs require a large time and/or financial investment, and are recognized as effective developmental activities.
- The CEDB is an annual application process that is a competitive, fair, and transparent method to solicit applicants and select the best qualified participants to attend these programs.
- The CEDB process allows VA's senior leadership to take a corporate approach toward leadership development and identify talented leaders from across VA.



Purpose of the CEDB

- The CEDB is one of VA's leadership initiatives offered to high-potential, high-performing GS 13 – 15s and Title 38 equivalent employees to create a diverse pipeline of well-trained leaders.



- The program equips leaders to handle the challenges and ever-changing environments they will face in supporting Veterans on a daily basis.



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Program Goals and Objectives

- The CEDB's objective is to identify and nominate the best qualified employees from across VA to attend prescribed high-impact training and professional development programs/opportunities.
- The CEDB aims to develop a broad cadre of leaders who can help drive change, inform, shape strategic planning, and integrate policy at VA.
- These programs generally require significant time and financial investment, and have limited allocations.



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Reasons for Participation

- The CEDB offers a variety of prestigious leadership development programs, including the Federal Executive Institute (FEI) – Leadership in a Democratic Society and several graduate-level academic programs.
- All of these programs have a reputation for providing high-quality leadership training, and VA graduates report that their experiences in these programs provided relevant and lasting benefits.
- In addition to the quality of their curricula, the programs offer VA participants opportunities to gain new insights into how to better serve Veterans upon their return to VA.
- Program participation may also lead to potential career advancement.



Length of Program



The program duration varies from 5 days for attendance to the University of Maryland University College – Leadership Development Program to approximately 10 months for the National Defense University (NDU) – Dwight D. Eisenhower School for National Security and Resource Strategy



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2016-2017 Programs

The leadership programs available through the CEDB process include:

- Federal Executive Institute (FEI) – Leadership in a Democratic Society
- National Defense University (NDU) – Dwight. D. Eisenhower School for National Security and Resource Strategy
- Harvard Kennedy School (HKS) – Senior Executive Fellows Program
- George Washington University (GWU) – Center for Excellence in Public Leadership, Senior Leader Program
- University of Maryland University College (UMUC) – National Leadership Institute, Leadership Development Program
- Harvard’s National Preparedness Leadership Initiative (NPLI) – Meta-Leadership Program
- American University (AU) – Key Executive Leadership Programs
- Partnership for Public Service (PPS) – Excellence in Government Fellows
- Graduate School USA (GSUSA) – Executive Potential Program



2016-2017 Programs, Cont'd

- Selected participants will take time out from their current jobs, and in many cases, travel to attend these training programs.
- Some of the programs are full-time, residential trainings and participants take temporary duty (TDY) for several months.
- Other programs are structured so that participants continue working in their jobs and take a limited time away from work to participate in training.
- **Note:** While an applicant can apply to many programs, they will only be selected to a single program. Applicants will not be able to indicate preference in programs that they apply to. Program session preference will be determined after selection.



Proposed Program Start Date & Location

Program start dates are based on the schedule of the hosting institution, which fall under academic year 2016-2017.

Program	Proposed Dates	Location
Federal Executive Institute (FEI) – Leadership in a Democratic Society	Program 422 – May 1-27, 2016 Program 423 – June 5 – July 1, 2016 Program 424 – July 10 – August 5, 2016 Program 425 – August 7 – September 2, 2016	Charlottesville, VA
National Defense University (NDU) – Dwight D. Eisenhower School for National Security and Resource Strategy	August 8, 2016 – June 8, 2017	Washington, DC
Harvard Kennedy School (HKS) – Senior Executive Fellows Program	October 16, 2016 – November 11, 2016 January 15, 2017 – February 10, 2017 April 9, 2017 – May 5, 2017	Harvard University – Cambridge, MA
George Washington University (GWU)– Center for Excellence in Public Leadership, Senior Leader Program	September 29 – October 28, 2016	GWU – Alexandria, VA
University of Maryland University College (UMUC) – National Leadership Institute, Leadership Development Program	October 24 – 28, 2016 December 5 – 9, 2016	UMUC – Adelphi, MD



Proposed Program Start Date & Location, Cont'd

Program	Proposed Dates	Location
Harvard's National Preparedness Leadership Initiative (NPLI) – Meta-Leadership Program	TBD	TBD
American University (AU) – Key Executive Leadership Programs	September 22, 2016 – June 28, 2017	AU - Washington, DC
Partnership for Public Service – Excellence in Government Fellows	TBD	Williamsburg, VA and Washington, DC
Graduate School USA – Executive Potential Program	Session I: September 12-16, 2016 Session II: January 9-13, 2017 Session III: May 8-12, 2017 Session IV: September 11-15, 2017	Washington, DC



Eligibility Requirements

All applicants must meet several minimum eligibility requirements:

- Must hold Career Status as of March 28, 2016.
- Must have worked at least 1 year with your current Organization as of March 28, 2016.
- Must have "Fully Successful" or higher summary performance rating of record (last 3 performance ratings "Fully Successful" for NDU).
- Must have no disciplinary action in your personnel file.
- Must have not participated or graduated from a CEDB program in the past two years.
- Must be at least GS-13 or Title 38 equivalent



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Eligibility Requirements, Cont'd

All applicants must also meet all additional requirements specified for any program(s) before applying:

Program	GS Level (or Title 38 equivalent)	Bachelor's Degree	Security Clearance	Continued Service Agreement	Mobility Agreement
Federal Executive Institute (FEI) – Leadership in a Democratic Society	14*/15/SES	N	N	1 yr	N
National Defense University (NDU) – Dwight D. Eisenhower School for National Security and Resource Strategy	14/15	Y	Y	3 yrs	Y
Harvard Kennedy School (HKS) – Senior Executive Fellows Program	14/15/SES	N	N	1 yr	N
George Washington University (GWU) – Center for Excellence in Public Leadership, Senior Leader Program	14/15	N	N	3 mo	N
University of Maryland University College (UMUC) – National Leadership Institute, Leadership Development Program	13/14	N	N	None	N
Harvard's National Preparedness Leadership Initiative (NPLI) – Meta-Leadership Program	15/SES	N	N	1 yr	N
American University (AU) – Key Executive Leadership Programs	13/14/15	N	N	1 yr	N
Partnership for Public Service – Excellence in Government Fellows	13/14	N	N	1 yr	N
Graduate School USA – Executive Potential Program	13/14	N	N	1 yr	N



**GS 14 FEI applicants with performance rating of "outstanding" require further OPM approval. VA selection for the program does not guarantee OPM approval. GS 14s selected to FEI, will need to provide an SES Supervisor letter of endorsement supporting their participation in FEI.*



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How Do I Apply?

- First, review the eligibility requirements that you must meet in order to be eligible to apply.
- Access the [Pre-screening Questionnaire](#):



- Log into TMS.
- Review introductory information, then click “Go to Content.”
- Use the first link to review the CEDB eligibility criteria, then click the second link to launch the Pre-screening Questionnaire.
- Click “Start Exam” to begin the Pre-screening Questionnaire.
- Answer each question, and then click the “Next” button at the top of the page. You must answer all 8 questions:
- After answering all 8 questions, you will be directed to a Grade the Exam page. Click “Yes” on this page to submit your questionnaire.
- Review the information on the next page, then click “Continue.”
- VALU will review your responses to validate whether you are eligible to apply for your CEDB program of interest. VALU will contact you via email soon after you submit your Pre-screening Questionnaire.



Application Process

- After you complete the Pre-screening Questionnaire and are competitively ranked eligible for the program, you will receive a notification.
- The notification will contain information regarding how submit the full application.
- The full application will be an online form consisting of basic demographic questions, questions about past experience with the program, a two-page resume, and a short write-up about the applicant's standing on each of the 5 Executive Core Qualifications (ECQs); and possibly the submission of a Bachelor's Degree transcript.



Importance of Leadership Endorsements

- Two levels of leadership endorsement are required for CEDB applications. The endorsements will consist of the applicant's first and second level supervisors.
- Your designated Administration/Staff Office POC can assist in identifying the appropriate supervisors for the leadership endorsements.
- While the application system will automatically launch an email message to the endorsers and prompt them to complete the applicant's endorsement, please note it is the **applicant's responsibility** to remind the endorsers to do so. Applicants should check their application frequently to make sure they have received all endorsements.



Endorsement Scoring Process

- Both required endorsements (first level supervisor and second level supervisor) will be scored and added to the overall score of each applicant. The point assignment by respective endorsement level is shown below:

Endorsement Rating	Application Point Value
No Endorsement/Do Not Support	0 Points
Support	1 Point
Highly Support	2 Points



Deadlines

- January 29, 2016 – Deadline for completing pre-screening questionnaire
- February 5, 2016 – Deadline for completing application materials
- March 4, 2016 – Leadership Endorsement Deadline: All leadership endorsements must be completed.
- **IMPORTANT:** You must work with your Administration/Staff Office Point of Contact to ensure you meet all deadlines and follow procedures established for your organization.



Temporary Duty (TDY) Definitions

Domestic TDY Location	<ul style="list-style-type: none">• Domestic TDY location outside employee's permanent duty station• Within continental US
Reduced Subsistence Rate	<ul style="list-style-type: none">• Lodging calculated at published government rate• Meals & Incidental Expenses (MI &E) calculated no more than 55% begins on 31st day of assignment or the first day of obtaining long term lodging (pertains only to NDU participants)
Discretionary Allowance	<ul style="list-style-type: none">• VALU Travel Team will provide each individual an Instruction to Traveler Document (ITT). This document will provide information related to the authorized entitlements
Long-term TDY Assignment (pertains only to NDU participants)	<ul style="list-style-type: none">• Temporary assignment at single authorized location away from employee's permanent duty station (PDS)• Refers to travel lasting more than 30 continuous days



Administrative Overview: Roles and Responsibilities

- Program Managers – Rhonda Carter and David Austin
 - Serve as concurring official for travel orders when fund derive from VALU HCIP Funds
 - Serve as alternate preparer for CEDB candidates if needed
 - Provide additional points of contact and information pertinent to a specific travel action

- Federal Traveler Arranger – Various
 - Prepare monthly Travel Authorizations and Expense Vouchers
 - Coordinate with Program Manager and VALU Travel Office on all issues related to travel, per diem, and submission of Travel Authorizations and Expense Vouchers



Administrative Overview: Roles and Responsibilities (cont.)

➤ CEDB Program Participants

- Relocate (TDY status) to Respective Campuses
- Attend all sessions
- Submit expense reports every 30 days per Federal Travel Regulations (FTR), VA Travel Policy and VALU TDY Travel Policies and procedures (**pertains only to NDU participants**)
- Contact VALU for guidance
- Coordinate with local Travel Office and VALU Travel Office on all issues related to travel, per diem, and submission of Travel Authorizations and Expense Vouchers
- Sign a Continued Service Agreement (CSA) before enrolling in program to document commitment to return to employment at VA after the program
- Complete a Veteran focused research paper approved by the institution and VA



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Administrative Overview: Roles and Responsibilities (cont.)

- VALU Travel Office – Randy Keuten (Travel Program Manager)
- Provide policy and guidance pertaining to Long Term TDY
 - Approve travel authorizations
 - Ensure request for lodging and related costs are reasonable
 - Approve expense vouchers
 - Confirm funding exists to support long-term TDY
- Director, Budget and Travel, VALU – Ms. Chris Burroughs
 - Authorize exceptions to the TDY Policy upon approval from the VA Office of Financial Management (Authorization of exceptions is not within the purview of the Dean of VALU; request for exceptions must be routed through the A/S for Management)



Administrative Overview: Policy

➤ Time and Attendance (**pertains only to NDU participants**)

- Employees on long-term TDY are paid for regularly scheduled work hours and must report all annual and sick leave to their home facility.
- Leave or other absence for one-half or less of an employee's prescribed daily work hours will be disregarded for per diem purposes. Where annual leave or administrative absence is greater than one-half of the prescribed daily work hours, no per diem will be allowed for that day.
- Coordinate with facility Time and Attendance administrator to ensure accurate reporting in ETA during TDY.



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Administrative Overview: Policy (cont.)

➤ Personal and Business Leave

- Leave or other Absences for one-half or less of an employee's prescribed daily work will be disregarded for per diem purposes.
- Per diem is authorized for non-workdays (federal gov't holidays, weekends, or other scheduled non-workdays) EXCEPT when the student returns to the PDS or place of abode, on personal business at own expense.
- If employee does not report for duty, or leaves TDY locations during normal duty hours, annual leave must be used to account for the absence and per diem will be reduced for the period of annual leave.
- Per diem will not be reduced for period of illness

➤ Tour of Duty

- Employee who works 40 hours weekly is considered to be on duty for 40 hours each week during TDY. This includes any academic training/resting periods, provided the employee devotes those recesses to study and research, in support of the academic program
- Employees whose travel from TDY location is not otherwise compensated may request credit for compensatory time off



Administrative Overview: Guidelines on Specific Issues

➤ Funding

- Funding for travel and tuition to all CEDB participants will be provided through HRA/VALU HCIP
- Tax Liability - students may incur a tax liability for travel expenses paid by the government, especially if the travel time exceeds one year. Students should consult the IRS or a tax accountant for further clarification.

➤ Time and Attendance

- Accurate recording of timesheets is the responsibility of the student
- Supervisor of record oversees time and attendance of student
- This is a shared responsibility: Student must stay connected with his/her supervisor while in training

• Position of Record (**pertains only to NDU participants**)

- Position is vacated during the ENTIRE training period
- Supervisors may hire against the position or backfill during the period of time in which the position is vacated however funding for the backfill will be the responsibility of the or program office/parent organization, not VALU.

➤ Reintegration for NDU Participants

- Ninety (90) day prior to the end of the training period, participants **MUST** begin discussions with their supervisor to discuss reintegration into the organization



Administrative Overview: Guidelines on Specific Issues (cont.)

➤ Travel

- Full per diem is authorized for school directed field trips while attending long term training at the Senior Service School. **(pertains only to NDU participants)**
- Expense vouchers must be submitted every 30 days. **(pertains only to NDU participants)**
- Long Term Lodging must be obtained within 30 days of TDY Travel start date. **(pertains only to NDU participants)**
- ACTUAL Lodging subsistence costs will not exceed the maximum per diem rate for the TDY location.
- ACTUAL M&IE subsistence costs will not exceed 55% of maximum per diem rate for TDY location after the 31st calendar day or the first day of obtaining Long Term lodging. **(pertains only to NDU participants)**

➤ Additional Authorized Expenses

- If students elect to drive a privately owned vehicle (POV), reimbursement for mileage and per diem is restricted to constructive cost of common carrier transportation and related per diem allowance as determined in the FTR.
- Rental of hotel space, apartment, house, townhouse, or condominium
- A rental car is **not** authorized for students arriving by air for the purpose of getting to the training location from the airport and returning to the airport upon completion of training. Use of rental car in/around the training location is not authorized.



Administrative Overview: Guidelines on Specific Issues (cont.)

- Long Term Lodging (**pertains only to NDU participants**)
 - VA will compute the daily lodging rate, if the traveler obtained a weekly or monthly lodging rental while on extended TDY, by dividing the total lodging cost by the number of days of occupancy for which the traveler is entitled to per diem, as long as the cost does not exceed the maximum daily per diem rate for the TDY location.
 - When lodging is rented on a long-term basis, the following types of expenses may be considered part of the lodging cost:
 - Rental cost for a furnished dwelling;
 - If unfurnished, the rental cost of appropriate and necessary furniture and appliances (such as a stove, refrigerator, chairs, tables, bed, sofa, television, or vacuum cleaner); See below Note
 - Cost of connecting, disconnecting, and using utilities; See below Note
 - Cost of reasonable weekly maid fees and cleaning charges;
 - Monthly fee for telephone use (does not include charges for installation or long-distance calls); and
 - The cost of special user fees (e.g., basic cable television charges), if ordinarily included in the price of a hotel or motel room in the area concerned.
 - Note: The cost of rental furniture and utilities should be paid using the Individual Billed Account (IBA) Travel Card, refer to Volume XVI, Chapter 2, Travel Charge Card.



Administrative Overview: Guidelines on Specific Issues (cont.)

- Unauthorized Expenses – VALU Central Funding is **not** authorized for:
 - Perform personal trips home or other destinations during the TDY
 - Rental car at the training site
 - Limousines
 - In-and-around mileage at the TDY site
 - Transportation for family members
 - Movement of household goods to and from the training location
 - Per diem for family members
 - House hunting trips
 - Temporary quarters subsistence expenses
 - Non-temporary storage
 - Real estate or unexpired lease expenses
 - Shipment of POV
 - Miscellaneous expenses
 - Reimbursement for U-Hauls
 - Pet fees
 - Laundry/Dry Cleaning



Continued Service Agreement

- Please review and sign the Continued Service Agreement (CSA)
- Provisions of the CSA
 - Length of time varies depending on the Program.
 - NDU Selectees will sign an agreement to continue in service with VA for 3 years upon completion of the program (Period of Service is Aug 2016 – Aug 2019) requirement to repay costs of tuition and related fees (excluding salary) in the event of voluntarily leaving the agency before completing the period of service
 - Requirement to provide at least 10 working days notice if voluntarily leaving VA to serve in another Government organization, in which case a determination concerning reimbursement will be made
 - Acknowledgement that any amount of money owed to the agency may be withheld from monies owed to you by the Government or recovered by other methods approved by law
 - Acknowledgement that the CSA does not in any way commit the Government to continue your employment; also acknowledgement that this service agreement transfers to your service in any other Government organization until it is completed
 - Statement of willingness to accept a directed assignment/reassignment to a VA position located anywhere in the United States



Virtual Brown Bag Sessions

- Brown bag sessions will be offered virtually to answer questions potential applicants may have about the program.
- Please dial in on the following dates from **1pm-2pm Eastern Time**, to learn more about the CEDB programs and the application process. These sessions are open to the first 250 callers.
- For all sessions, the dial-in number is: **800-767-1750 access code is 58363#**
 - December 10, 2015, Topic: Overview of the CEDB Process, Q&A
 - December 17, 2015, Topic: Program POC Presentation, Q&A
 - January 7, 2016, Topic: Travel Information, Q&A
 - January 14, 2016, Topic: VA Supervisors Discussion, Q&A
 - January 21, 2016, Topic: Past Graduates Comments and Feedback, Q&A
 - January 28, 2016, Topic: Overview and Update of the CEDB Process, Q&A



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VALU Points of Contact

VALU's CEDB Program Administrators

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David Austin: 202-632-7919; David.Austin2@va.gov

Rhonda Carter: 202-632-7340; Rhonda.Carter@va.gov

[CEDB Webpage](#)



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Questions?

