



Competitive Professional Development (CPD) for Attendance at Effective Writing In Federal Government

Announcement Number: CP56/ALL-FY15-01

[SUBJECT TO FUNDING]

Date Opened: 29 April 2015

Date Closed: 2 June 2015

All applicants must create a GoArmyEd student account prior to applying for any ACTEDS funded training opportunities. Applications are not to be created and submitted through GoArmyEd, only the creation of an account is required at this time. Applications will be submitted via e-mail as indicated below. [\[Click for additional information on GoArmyEd\]](#).

Additionally, all applicants must have a Government Travel Card (GTC), as this training opportunity will require travel.



Location: Office of Personnel Management's (OPM's) Center for Leadership Development hosts the course at Georgetown University School of Continuing Studies, Washington, DC

Course Dates: Effective Writing in the Federal Government, 22-25 September 2015

Course Information: Effective Writing in the Federal Government will help attendees develop writing skills to effectively convey their message to any audience and advance their goals. During the course, experts will review and critique attendee's work as they offer guidance through the process of writing Federal documents, and will offer concrete recommendations for how to continue polishing writing in the workplace. Attendees will examine writing styles and formats and determine the appropriate context to use them; learn to identify target audiences and understand how to write powerfully and persuasively for them; and learn to formulate their message to compel their target audience to act. [\[Click for additional information on Effective Writing in the Federal Government.\]](#)

Additional Information: CP-56 will centrally fund tuition and TDY (travel and per diem – no rental cars). Salary will continue to be paid by the individual's command.

Who May Apply: Permanently appointed U.S. Army civilian attorneys and paraprofessionals who are in the CP-56

Legal Career Program (to include Local Nationals). Applicants must have at least three years tenure as an Army Civilian employee, any waivers to this requirement must be sought in accordance with AR 350-1, para. 3-103. Applicants with solid writing skills, who are looking to improve their ability to write clearly, concisely and persuasively are encouraged to apply.

Applications must contain:

1. [Completed Application for ACTEDS Training Opportunities \[Online\]](#).
2. [Employee's Statement of Interest \[Online\]](#): Outline how the proposed training furthers your personal development plan and which competencies it seeks to refine. Please indicate which course you are applying to attend.
3. Current Resume.
4. [Utilization Plan \[Online\]](#): It should reflect the anticipated measureable Return of Value/Return on Investment to the organization and/or Army, *i.e.*, what will be the benefit of the applicant's participation in the training. **MUST BE COMPLETED AND SIGNED BY SUPERVISOR.**
5. Last Three Performance Ratings.
6. Civilian Record Report (*available through <https://acpol.army.mil>*).
7. Head of Legal Office Endorsement (not required if the utilization plan is executed by the head of the legal office).

E-mail completed application packets and submit questions to:

Ms. Sarilyn Leary
sarilyn.e.leary.civ@mail.mil
Assistant Chief, CP-56

NLT 2 June 2015

Digitally attach all required documents in a single pdf file when submitting application.



CP-56

Recruit, Train, Educate, Develop, Promote and Retain