



Competitive Professional Development (CPD) for
Leadership for a Democratic Society at
The Federal Executive Institute
Announcement Number: CP56/ATTY-FY17-04
SUBJECT TO RECEIPT OF FY17 FUNDING

Date Opened: 15 November 2016

Date Closed: 13 January 2017

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 a student account is required at this time. Applications will be submitted via e-mail as indicated below. In creating a student account, you only need to complete the fields marked with an asterisk and supervisor concurrence is not required. Creation of the student account should require less than 10 minutes. [\[Click for additional information on GoArmyEd\]](#)

Additionally, as this training opportunity requires travel, attendee will need a Government Travel Card (GTC).

Location: Federal Executive Institute (FEI), Charlottesville, VA



Course Dates:

Leadership for a Democratic Society: 30 April – 26 May 2017

Course Description: Leadership for a Democratic Society at FEI uses the U.S. Constitution as the principal guide in helping attendees to understand the diverse goals of the government and the citizens they serve. Attendees will gain a broader understanding of the Constitution and how it continues to guide today's Government; understand the policy framework in which federal executives must lead in today's Government; develop insights into their leadership strengths and areas for improvement; and appreciate more fully the importance of Federal service and the talents of federal executives.

This competitive application process is solely to determine the award of centralized funds for attendance. All applicants must also apply through their respective commands for selection to attend the course, with the final selection by HQDA G-3/5/7. Special attention should be paid to ensure command suspense dates are met. [\[Click for additional information on Leadership for a Democratic Society\]](#)

Prerequisites: Applicants must: (1) have completed the Civilian Education System (CES) Advanced Course or its equivalency (waivers to CES requirement are no longer allowed), and (2) sign a Continued Service Agreement. [\[Click for additional information on CES\]](#)

Additional Information: CP-56 will centrally fund tuition, per diem (this is a residential course and lodging and meals are included in tuition), and travel (no rental cars). Salary will continue to be paid by the individual's command.

Who May Apply: Permanently appointed U.S. Army civilian attorneys at the GS-15 level in the CP-56 Legal Career Program (to include Local Nationals) with at least three years tenure as an Army Civilian employee.

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How to Apply: As the Leadership for a Democratic Society at FEI is an HQDA-selected program, the application process must conform to the HQDA requirements ([FEI Application Checklist](#)), and all applications must contain:

1. [Completed Application for ACTEDS Training Opportunities \[Online\]](#)
2. [Employee's Statement of Interest \[Online\]](#): Explain how attendance at the training will further your personal development plan and the competencies the training will refine.
3. [Utilization Plan \[Online\]](#): Should describe how the new skills and knowledge you acquire during this training will be utilized in your current position and how this will benefit your organization and the Army. **MUST BE COMPLETED AND SIGNED BY SUPERVISOR.**
4. Resume. Containing the following information in order: name; current grade; mailing address/phone number/email; and supervisor's name and telephone number for each position held; brief description of work experience; education (include type of degree; major; dates attended; grade point average); completed training; licenses/certifications; and awards. NOTE: Must include a separate list of all government sponsored training, to include any courses/training funded by Army Civilian Training, Education and Development System (ACTEDS).
5. Last three Performance Ratings (including annotated Support Forms). 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.
6. CES Certificate of Completion for the Advanced Course or equivalent course documentation.
7. Civilian Record Report (*available through [DCPDS Portal](#)*), which will serve as verification that the applicant has served three (3) years, or any combination thereof, in a Department of the Army civilian permanent position.
8. [Continued Service Agreement \[Online\]](#): Must be signed and dated. Applicants must agree to continue service within the Department of Defense for not less than three (3) times the length of the training.
9. Head of Legal Office Endorsement (not required if Utilization Plan is executed by head of the legal office).
10. [Functional Review Form \[Online\]](#)
11. [Request for Resource Support Form \[Online\]](#)

E-mail completed application packets and address questions to:

Ms. Sarilyn Leary
sarilyn.e.leary.civ@mail.mil
254-287-2993

NLT 13 January 2017



CP-56

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