



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

The Federal Executive Institute
1301 Emmet Street North, Charlottesville, VA 22903-6200



Leadership for a Democratic Society (LDS) *Program Overview*

LDS Description

LDS is an executive leadership-development opportunity that challenges students to reach beyond their past experiences to embrace a broader perspective of their Government and the unique roles they serve in support the Government and its populace. Students progress through a challenging program as members of small, leadership-development teams (LDTs), facilitated by experienced, credentialed faculty members. In this collaborative, application-based approach to personal growth, students learn more about themselves – their strengths and weaknesses, more about the Government they serve and the intricacies of the interagency process, and gain a better understanding of the dynamic domestic and international environment in which they, their agency and their Government must succeed. There are also ample opportunities for customized learning, as students can select from a broad range of topics specifically focused on their developmental needs and the needs of their host agencies. Graduates from the LDS course have repeatedly cited it as a transformational moment in their lives; one that has recommitted them to the noble principles that inspired them to seek Government employment originally.

LDS is offered in three formats.

Residential Learning Program – The Residential Learning Program is a four-week continuous, in-residence immersion program at the Federal Executive Institute campus in Charlottesville, VA. Participants engage in on-campus learning sessions, off-campus field experience activities and small-team learning environments. Participants engage in a variety of activities while attending sessions Monday through Friday for four weeks (including some evening sessions) along with a full weekend of sessions over the first weekend of the program.

Applied Learning Program –The Applied Learning Program (ALP) is designed to allow participants to integrate classroom learning with workplace learning situations. The ALP challenges participants to apply the knowledge and skills gained through their coursework to their workplace during the intersession of the program, allowing them to develop a deeper understanding of leadership learnings. ALP participants:

- 1) participate in an initial 80-hours of in-residence education at the Federal Executive Institute campus in Charlottesville, VA
- 2) return to work to apply learnings in the first in-residence section
- 3) return for the second in-residence section later and complete a final 80-hours of the program in-residence at the Federal Executive Institute campus in Charlottesville, VA.



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Blended Learning Program - The Blended Learning Program (BLP) is designed to meet the leadership development needs of Executives who are unable to be away from work or home for an extended period or who prefer to learn through distance education. The program meets all of the educational requirements of the four-week, in-residence program with graduates earning an identical certificate of mastery. BLP participants:

- 1) participate in 80-hours of in-residence education at the Federal Executive Institute campus in Charlottesville, VA
- 2) return to their home office where they complete 80-hours of online education over the following six-months
- 3) reconvene for two-days of activities (to include instruction and commencement) at the Federal Executive Institute campus in Charlottesville, VA.

All three formats of the LDS program achieve the same learning outcomes and all provide Executives with the same access to the faculty and various educational-support opportunities unique to FEI. All three groups complete a Leadership Challenge project, in which they will work to overcome actual challenges from their host agencies under the guidance of their expert faculty and with the help of their interagency classmates. In short, all three forms of LDS are equally rewarding; Executives and their host agencies need only select the format that would be most advantageous in terms of scheduling, workload, and learning preferences.

Admission Requirements

- Local, State, Federal, and International government, Private Sector, Non-profit, and Education Executives may enroll.
 - Federal civil service pay grade of GS-15 or equivalent/military officer rank of O-6 or above. Non-federal employees, to include Private sector, state and local government, must be of an equivalent grade.
 - GS-14 Federal employees (and equivalents in other pay systems) who have executive-level duties may request a waiver to participate in the LDS program.
 - To request a grade waiver, we will need a memo/letter from the individual's direct supervisor addressed to Dr. Suzanne Logan, Director of the Center for Leadership Development and Federal Executive Institute.
 - The memo/letter should clearly state how the individual qualifies for the course and why the grade requirement should be waived.
 - Please include the following information in the request/documentation:
 - Length of time the employee has been in the GS-14 position. Typically we like to see that they have met the time-in-grade requirement that is standard for movement to the GS-15 position and are on track for promotion to the GS-15 grade level.
 - What is the individual's leadership role and responsibilities within the agency; i.e., what are their executive leadership responsibilities?
 - Describe the individual's current leadership track.
 - What other leadership development course(s) has the individual attended?
 - What makes FEI the next step in the individual's leadership development?

Grade waiver requests (including all supporting documentation) must be sent to <mailto:FEIRegistrar@opm.gov> for consideration.

Program Tuition

Residential-Learning and **Applied Learning** programs - \$20,869.00

Blended-Learning programs - \$15,627.00

Tuition includes all instructional services, course materials, meals, and lodging.

Tuition Payment

FEI accepts the following funding documents/methods of payment:

- SF-182*
- Military Interdepartmental Purchase Request (MIPR)*
- Government Purchase Card

***All of the below information must be included on the funding document for FEI to process payment via the Intra-Governmental Payment and Collection (IPAC) system:**

- Appropriation Fund Number/ Line of Accounting
- Obligating Document/Requisition number
- Agency Location Code (ALC)/8 digit station symbol
- Treasury Account Symbol (TAS)
- Fiscal Station Number (FSN) – **DoD Agencies Only**

An SF-182 is required for all nominations in order to register the participant in the LDS program.

Tuition is non-refundable and shall be collected in accordance with the signed shared facilities training agreement. The following stipulations apply:

- Qualified substitutions must be submitted at least six weeks prior to the start of the LDS Program.
- Requests to release allocated enrollments from one LDS Program shall be submitted no later than six weeks prior to the start of the LDS Program and granted only if the vacated space can be resold.
- Requests to transfer allocated enrollments from one LDS Program to another LDS Program within the same fiscal year shall be submitted no later than four weeks prior to the start of the LDS Program.

Seat/Space Request Process

- 1) Each agency requests individual spaces in the LDS program by completing the FEI allocation request form.
- 2) A confirmation of receipt message will be sent to each agency POC that submits an allocation request form.
- 3) FEI will review the individual allocation request forms after the submission deadline to begin assigning space distributions. Please note that allocation requests do not guarantee that your agency will receive the number of spaces requested in a particular program as distributions are made in a fashion that creates a broad agency student mix in the individual programs.
- 4) FEI will finalize the allocations and draft shared facilities agreements for each agency that has requested spaces in LDS programs.
- 5) The shared facilities agreement will be sent to the individual agency POCs for signature.
- 6) The shared facilities agreement is then returned to FEI to confirm the space distribution following the process outlined above.*

* Leadership for a Democratic Society (LDS) program shared facilities agreements are final and commit the agency to pay the tuition costs for all requested spaces (i.e. tuition is non-refundable). Qualified substitutions submitted by the nominee's agency are accepted until six weeks prior to the start of the program. Agencies are billed for their spaces in each LDS program even when unfilled.

Registration Process

Participants arrange their attendance through their agency training offices. Below is a general outline of the registration process:

- 7) Each agency reserves spaces in the LDS program following the process outlined above.
- 8) The agency will then handle the selection process for their requested spaces uses their individual selection process.
- 9) Once the agency has selected their LDS participants, they will ensure that the final participant roster numbers match the signed shared facilities agreement.
- 10) Agency training officers then request that the final list of participants complete an SF-182. Note: The SF-182 is used by FEI to complete the registration and payment processes.
- 11) Agency training officers submit completed training forms (sample attached) to the FEI Registrar as soon as nominees are identified, but no later than six weeks prior to the start of each program to allow for completion of required pre-course work. Please provide your nominees' names, job titles, office addresses, phone numbers, email addresses, and pay grades specifying either "SES" or "GS-15".
- 12) Upon receipt, the FEI Registrar will verify the seat allocation and register the participant in the particular LDS program and/or follow-up with the agency training officers regarding any discrepancies.
- 13) FEI terminates acceptance of nominations to FEI or substitutions six weeks prior to each session.

Waitlist Information for Leadership for a Democratic Society

Individuals have the option of being added to the waitlist when the class is full in order to be considered for a roster spot when seats become available. Signing up for a waitlist is not a guarantee that the individual will be awarded a roster spot, even if you're first on the list. Each waitlist is for a specific program offering and does not change when seats become available in other Leadership for a Democratic Society programs. That is, individuals must ask to be added to the waitlist for all programs that are closed to which they would like to be added. If a space becomes available in a particular program, the Federal Executive Institute Registrar will contact the agency training officer for the individual on the waitlist. Agency training officers will contact the individuals to determine how they would like to proceed. Individuals on the waitlist may then elect to:

- 1) Accept the seat in the program and enroll from the waitlist
- 2) Decline the seat and request that they be removed from the waitlist for that particular program.

Please note that declining to enroll from the waitlist for a particular program has no impact on future program waitlist actions.

Additional Details

Additional details are available on the FEI website,
<http://cldcentral.usalearning.net/course/index.php?categoryid=62>

Interested parties should contact the FEI Registrar at (434) 980-6232 or via email at FEIRegistrar@opm.gov.

FEI Handbook & Leadership for a Democratic Society Information:
<https://cldcentral.usalearning.net/mod/book/view.php?id=23350>