DEFENSE LOGISTICS AGENCY
HEADQUARTERS
8725 JOHN J. KINGMAN ROAD
FORT BELVOIR, VIRGINIA 22060-6221

IN REPLY
REFER TO
DO

S: June 3, 2005
April 26, 2005

MEMORANDUM FOR DEFENSE LOGISTICS AGENCY (DLA) DIRECTOR'S STAFF, COMMANDERS, DLA FIELD ACTIVITIES

SUBJECT: Request for Nominations - a DLA Glass Ceiling Initiative - DLA/Defense Contract Management Agency (DCMA) Program for Developing Managers (PDM)

We are soliciting nominations for the 2005 DLA Glass Ceiling Initiative, the DLA/DCMA PDM, which begins August 1, 2005 and ends August 26, 2005. The DLA Corporate Equal Employment Opportunity Office (EEO) (DO) sponsors and funds this training opportunity for DLA employees. The PDM will be held at the William F. Bolger Center for Leadership Development located in Potomac, Maryland. Training will be provided by the American Management Association. The suspense date for receipt of nominations is **June 3, 2005**.

The PDM is a continuing Agency initiative to address "glass ceiling" inhibitors to the advancement of women and minorities into positions of leadership within the DLA workforce. This training program is key to moving DLA closer to achieving a more diverse leadership base.

Sponsored under the auspices of the DLA Federal Women's Program, the PDM is designed to prepare participants for increasing management responsibility, emphasizing strategic thinking, team building, and quantitative skills. The training includes seminars on current critical issues such as Business Systems Management, Knowledge Management, transformation, cost management, diversity, ethics, negotiation, and the global economy. In addition, the DLA corporate structure and business operations will be included in the course curriculum. The PDM is targeted for women in grades GS-12 and above. GS-11 level employees possessing high potential may also be considered.

The process for submission is explained in the following attachments:

a. Attachment 1 - A Summary of the DLA PDM.
b. Attachment 2 - Nomination procedures for the DLA PDM.
c. Attachment 3 - Confidential Sponsor Form (applicants must have an official sponsor).
d. Attachment 4 - Application for Admission.
e. Attachment 5 - Checklist.

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The applications must be submitted through local commands, J-codes, or DLA Director's Staff Offices to:

DLA Corporate EEO Office
ATTN: Johnny R. McAfee, DO, Room 1127
Defense Logistics Agency
8725 John J. Kingman Road, Stop 2533
Fort Belvoir, Virginia 22060-6221

The training class size is 30 for the 2005 program. Allocations are as follows: DLA Headquarters - 5 slots; DLA Field Activities - 10 slots; and DCMA will be filling the remaining 15 slots.

There is no tuition charge for participants, however, each participant's activity or organization must pay the associated travel costs and minimum per diem. With regard to per diem, on those days for which meals are provided (Monday – Friday), each participant's activity/organization must pay the minimum (normally $2.00 per day); on those days that meals are not provided (Saturday and Sunday) each participant's activity/organization must pay the normal per diem rate (Washington, DC).

We have posted the application information on the HQ DO web site at:

http://www.dla.mil/do/whatsnew.asp

Please disseminate this information widely to help ensure that we obtain a large applicant pool. Mr. Johnny McAfee is the DO point of contact concerning this matter. You may call him at (703) 767-1113/1100, or e-mail him at **johnny.mcafee@dla.mil**, with any questions you may have.

Famia J. Magaña

FAMIA J. MAGAÑA
Director of Equal Employment
Opportunity

Attachments

cc:
DLA Equal Employment Managers
DLA Federal Women's Program Managers