Defense Logistics Agency Instruction

Executive Development Program

References: Refer to Enclosure 1.

1. <u>PURPOSE:</u> The DLA Executive Development Program develops DLA's current and future leaders, prepares them to effectively navigate and manage leadership challenges, and develops leadership competencies critical to maintaining supply chain excellence.

2. <u>APPLICABILITY:</u> This DLA Instruction applies to all Headquarters DLA organizations and Primary Level Field Activities (PLFAs).

3. <u>POLICY:</u> It is DLA policy that:

    a. Managers are responsible for ensuring high quality candidates are nominated for the DLA Executive Development Program.

    b. The Executive Development Program policy applies to high potential, permanent, DLA employees in grades GS-13 through the Senior Executive Service, unless otherwise specified.

    c. The length of developmental programs and seminars range from 1 to 3 days for seminars, and up to 1 year for intensive programs.

    d. Program fees, travel, and per diem are funded by the nominating organization. If lodging and meals are included in the program fee, travel orders must state that they are included.

    e. The Executive Development Program is announced annually.

4. <u>RESPONSIBILITIES:</u> DLA Human Resources Services, DLA Training, solicits nominations annually in the Fall. Solicitations are sent to Directors, Deputy Directors, Commanders, Deputy Commanders, their administrative staff, and specified training points of contact within each DLA organization and PLFA.

5. <u>PROCEDURES:</u> Refer to Enclosure 2. Additional information is included at Enclosure 3.

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6. <u>EFFECTIVE DATE:</u> This Instruction is effective immediately.

        Director, DLA Support Services   Deputy Director, Human Resources
        July 1, 2003   September 21, 2011

3 Enclosures
    Enclosure 1 – References
    Enclosure 2 – Procedures
    Enclosure 3 – Additional Information

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Enclosure 1
References

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1. This DLA Instruction is authorized under sub-paragraph E2.1.1.16. of Enclosure 2 to Department of Defense (DOD) Directive 5105.22, Defense Logistics Agency.

2. This DLA Instruction supersedes DLA Regulation, 1430.2, DLA Executive Development Program, dated August 30, 1978.

3. United States Code, Part III, Subpart C, Chapter 41 – Training, http://www4.law.cornell.edu/uscode/5/pIIIspCch41.html.

4. Code of Federal Regulations, Chapter I, Part 412 – Executive, Management, and Supervisory Development at http://www.access.gpo.gov/nara/cfr/waisidx_02/5cfr412_02.html.

5. Nomination documents are posted on the Executive Development Program web page at http://www.hr.dla.mil/resources/workforce/executive.asp.

6. Standard Form 182, Authorization, Agreement, Certification of Training. The Executive Development Program Manager will provide participants with this form, with some information already inserted. A blank form can be viewed at http://www.opm.gov/forms/pdf_fill/SF182.pdf.

7. Applicable course-specific forms, as outlined in the DLA Executive Development Program Catalog, at http://www.hr.dla.mil/resources/workforce/executive.asp.

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1. Nominees review programs in the Executive Development Program catalog, complete required nomination documents, obtain executive sponsorship endorsement, complete course-specific forms, and submit the nomination package to DLA Human Resources, DLA Training through the appropriate chain of command in accordance with published submission date and guidance.

2. The Executive Development Program Manager collects nomination packages and reviews them for completeness and eligibility. Nominees who do not meet eligibility requirements or nomination packages that are incomplete are screened out. The nominating organizations are informed.

3. Executive Development Program Manager forwards nomination packages to Executive Resources Board members for review, rating, and ranking. The Executive Development Program Manager then collects rating and ranking information from Executive Resources Board members and prepares summary data.

4. Executive Development Program Manager pre-briefs the Director, DLA Human Resources, and then the Executive Resources Board Chairperson.

5. Administrative Actions: Executive Development Program Manager coordinates the Executive Resources Board member calendars and schedules Board meetings. Executive Development Program Manager schedules a meeting room and conference line, arranges information technology support, coordinates with the Protocol Office, and all other actions needed in support of convening the Executive Resources Board. The Executive Development Program Manager prepares and forwards agenda, briefing slides, and read-ahead material to the Executive Resources Board members.

6. The Executive Resources Board convenes to make selection decisions. Executive Development Program Manager briefs agenda items and serves as Executive Resources Board recorder and is responsible for recording minutes, action items, and other business as appropriate.

7. Selection: Executive Development Program Manager prepares selection, and non-selection, memorandums and notes based upon Executive Resources Board decisions. The Executive Development Program Manager coordinates memorandums and notes for signature, as appropriate. Executive Development Program Manager distributes selection, and non-selection, memorandums and notes to nominating organizations and nominees. Electronic notifications are made followed by the distribution of hard copy documents.

8. Registration: Executive Development Program Manager contacts nominees to confirm availability to attend course/program for which he or she was selected. The Executive Development Program Manager coordinates registration with nominee and school and forwards nominations package to the school, if required.

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9. Upon notification from school, Executive Development Program Manager informs nominee of selection or non-selection status.

10. Executive Development Program Manager coordinates program fee payments between schools and nominating organizations.

11. Nominees attend course/program.

12. Executive Development Program Manager distributes and collects participant feedback survey.

13. Executive Development Program Manager provides consolidated feedback information to the Executive Resources Board.

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Enclosure 3
Additional Information

1. The outcome of the nomination process is the potential selection for one or more developmental opportunities identified in the DLA Executive Development Program catalog.

2. Some courses under the Executive Development Program have their own review and selection process, thus DLA nominates selected individuals for consideration.

3. No metric is established to measure performance.

4. Requests to decline or be excused from attending a course after Executive Resources Board selection must be forwarded to the Executive Development Program Manager in writing. Requests will be coordinated through the Executive Resources Board Chairperson for a decision to approve or deny the request.