

EDO Principal Correspondence Control

FROM: DUE: / / EDO CONTROL: G20000185
DOC DT: 03/29/00
FINAL REPLY:

Barbara Garvin-Kester
Office of Personnel Management (OPM)
Federal Executive Institute

TO:

Chairman

FOR SIGNATURE OF : ** GRN ** CRC NO: 00-0243

DESC:

Federal Executive Institute (FEI) and the
Management Development Centers (MDCS) Request
for Nominations to Fill Openings in the Executive
in Residence Program

ROUTING:

Travers
Paperiello
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Blaha
Burns

DATE: 04/11/00

ASSIGNED TO: CONTACT:
HR Bird

SPECIAL INSTRUCTIONS OR REMARKS:

For Appropriate Action.

OFFICE OF THE SECRETARY
CORRESPONDENCE CONTROL TICKET

Date Printed: Apr 11, 2000 10:12

PAPER NUMBER: LTR-00-0243 **LOGGING DATE:** 04/11/2000
ACTION OFFICE: EDO

AUTHOR: BARBARA GARVIN-KESTER
AFFILIATION: VA
ADDRESSEE:
SUBJECT: FEDERAL EXECUTIVE INSTITUTE (FEI) AND THE MANAGEMENT DEVELOPMENT
CENTERS (MDCS) REQUEST FOR NOMINATIONS TO FILL OPENINGS IN THE
EXECUTIVE IN RESIDENCE PROGRAM....

ACTION: Appropriate
DISTRIBUTION: RF

LETTER DATE: 03/29/2000
ACKNOWLEDGED: No
SPECIAL HANDLING:

NOTES:
FILE LOCATION: ADAMS

DATE DUE: **DATE SIGNED:**

EDO --G20000185



Leadership Learning that Serves America

March 29, 2000

Office of the Chairman
Nuclear Regulatory Commission
11555 Rockville Pike
Rockville, MD 20852

I am pleased to advise you that the Federal Executive Institute (FEI) and the Management Development Centers (MDCs) seek to fill several openings in the Executives in Residence Program, starting in mid-2000 through mid-2001. I invite your agency to nominate candidates to serve on the faculty at one of these three residential learning facilities as an Executive in Residence (EIR).

An Executive in Residence has a unique opportunity to play a significant role in the development of senior managers from a wide variety of federal, state, local, and international agencies and organizations, and may serve as an advisor to executives from your agency who attend programs at FEI and the MDCs. Executives in Residence and their agencies benefit from exposure to the different leadership styles, organizational issues, and changing methodologies and technologies that other faculty, speakers, and program participants share with each other. These networks and new ideas have important positive impact when executives return to their agencies after an EIR assignment ranging from one to two years.

I have enclosed the Program Announcement which provides details about the Executive in Residence program and the nomination process. Also, I have designated the Deputy Director of FEI (804-980-6231, fei@opm.gov) as the coordinator for the EIR selection process. Please feel free to contact the Deputy Director or me if you have any questions or if we can be of any assistance to you in identifying candidates for this program. You can also find additional information at the EIR website, <http://www.opm.gov/leader/cscs/eir.htm>

I sincerely hope that your agency will be able to participate in this program and would very much appreciate your distribution of information pertaining to the program. I believe your agency's participation in the Executives in Residence Program will substantially benefit your organization, your candidate, and the many federal executives and managers who will attend the FEI and MDC programs. I look forward to receiving your agency's nomination.

Sincerely,

Barbara Garvin-Kester
Director, FEI & OEMD

Enclosures



Federal Executive Institute
Charlottesville, VA
804-980-6200
fei@opm.gov

Eastern
Management Development Center
Shepherdstown, WV
304-870-8000
emdc@opm.gov

Western
Management Development Center
Denver, CO
303-671-1010
wmdc@opm.gov

The Executive *in* Residence Program



A Unique Opportunity

*For Career Development
and Personal Growth*

*For Sharing Leadership
and Management Experiences*

*For Improving Your Agency's
Programs and Services*



UNITED STATES OFFICE OF
PERSONNEL MANAGEMENT

Summary

America's dynamic and diverse democracy requires public sector leaders with unparalleled experience, leadership, and dedication. The Office of Executive and Management Development (OEMD) invites applications for Executives in Residence (EIRs) to prepare these public sector leaders. Executives in Residence are career government executives who serve as visiting full-time faculty members at three residential learning facilities. EIRs join a team of permanent and adjunct faculty members working to:

Create, share, and apply knowledge and skills to address the challenges faced by public sector organizations

Develop the values and competencies that are the foundation of public service, transcending individual professions and missions

Offer state-of-the-art learning experiences in world-class learning environments

Benefits

Current and past Executives in Residence clearly express the positive experience of serving as an EIR. Both the individual EIR and his/her agency benefit from the faculty appointment.

Advantages identified by past EIRs include the opportunities to:

- Share knowledge and experience with rising government leaders
- Be exposed to a diversity of "cutting edge" training and performance improvement strategies
- Develop and renew self both professionally and personally
- Meet and network with a wide variety of individuals from all government agencies
- Research and discuss a variety of leadership and management issues
- Work on special projects for their home agency
- Bring new skills and perspectives back to their home agency to improve its programs and services

Site Responsibilities

Executives in Residence participate in many different activities during their residency. These responsibilities differ somewhat according to the site at which they serve.



The Federal Executive Institute (FEI)

EIRs at FEI are fully integrated into the daily learning and training environment. After an initial training period, EIRs are given the opportunity to facilitate Leadership Development Teams, which consist of 8-9 senior executives attending the Institute's four-week residential program. The second major responsibility of EIRs involves coordinating the entire four-week residential program, Leadership for a Democratic Society and shorter programs of FEI's Center for Executive Leadership. Other essential but less frequent responsibilities include: advising and counseling executives in their career track and personal leadership style; developing and presenting training sessions, courses, and simulations; and researching and investigating a variety of innovative leadership and management issues.



The Western Management Development Center (WMDC)

As at FEI, the EIRs at the WMDC are fully integrated into the daily learning and training environment. After an initial training period, EIRs are given the opportunity to be program managers and facilitate leadership courses. The leadership courses at WMDC include a variety of one or two week residential programs that focus on a broad spectrum of leadership levels and skill development. EIRs will coordinate and have responsibility for conducting these leadership programs during their tenure. Other essential but less frequent responsibilities include: advising and counseling managers in their career track and personal leadership style; developing and presenting training sessions and simulations; and researching and investigating a variety of innovative leadership and management issues.



The Eastern Management Development Center (EMDC)

The EMDC in Shepherdstown, West Virginia has a flexible program which offers agencies an opportunity for selected staff to work with the EMDC for periods of time ranging from three months up to one year. Specific assignments will depend on the interests and needs of the agency, the individual and the Center. All assignments will enable the EIR to experience, hands-on, a range of EMDC's residential leadership development programs by leading or assisting EMDC staff in program development and delivery and/or by undertaking special projects to further EMDC's mission. Applicants may make their interests known by applying under the procedures described below, or by contacting the Director, Eastern Management Development Center, at 304-870-8000.

This executive assignment is provided through three OPM-owned training institutions:

The Federal Executive Institute
in Charlottesville, Virginia

The Eastern Management Development Center
in Shepherdstown, West Virginia

The Western Management Development Center
in Denver, Colorado

Fred Copeland
Department of Defense



"I applied for the EIR program because I was interested in new experiences, but more importantly, I wanted a chance to learn from other executives across the Government. I also wanted to learn how other agencies operate as well as innovative ways to carry out policy and requirements. I see the program as a challenge and an opportunity for EIRs to share their knowledge and experiences with their peers. It was truly a very rewarding experience!"

Joe Enders
U.S. Marshals



"My EIR assignment fulfilled a personal need to make a difference, and satisfied my desire to learn and grow as an individual. My agency gained a valuable executive development leader and an agent for organizational change."

Qualifications

All interested applicants for the Executive in Residence Program must meet the following qualifications:

- Two year commitment
(The Management Development Centers may consider a one year commitment)
- SES or GS/GM-15 level
(The Management Development Centers may consider high potential GS/GM-14 candidates)
- Extensive leadership and management experience
- Strong communication and interpersonal skills
- Home agency's willingness to provide salary and benefits, as well as relocation or travel costs.

OEMD views diversity as an important advantage for public organizations of the 21st century. Women, minorities, and persons with disabilities are strongly encouraged to apply.

Other desirable qualifications include (one or more of the following):

- Experience in training and development
- International experience
- Information technology expertise
- Experience managing diversity
- Business acumen
- Advanced academic study

Most successful EIRs display many of the following personal attributes:

- Integrity
- Initiative
- Flexibility
- Team-orientation
- Self-awareness

Application Process

Four Executive in Residence positions will be filled in the spring and summer. Two of the positions will be at the Federal Executive Institute and one each at the Eastern Management Development Center and the Western Management Development Center. Two additional positions will be available at FEI (January-April, 2001). Candidates for all positions should apply now.

Application Timeline

- April-May Marketing of EIR Positions and Collection of Application Packets
- May-June Screening of Applications
- May-June Interviews with leading candidates
- June-July Offers made
- July-September Start dates (later for 2001 candidates)

Include in Application Packet:

- Nomination letter from the agency, including a statement of the agency's commitment to sponsoring (paying salary, benefits, and relocation costs) the candidate for the period of appointment;
- Resume
- Outline of any experience in teaching, training, facilitating, and public speaking
- List of 5 professional references;
- Statement of availability (month/year) and an order of preference for the three locations

...and detailed written responses to the following questions:

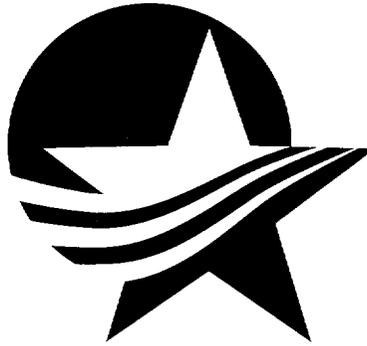
1. Why do you want to serve as an EIR? What could you contribute to the Federal Executive Institute or the Management Development Centers programs? Include areas of professional expertise and/or areas of professional development you would like to pursue.
2. What are your greatest strengths and weaknesses? How did you develop these strengths? Have you done anything to overcome these weaknesses?
3. Describe the difference between a leader and a manager. What experience do you have in these roles?
4. Please describe the most significant leadership challenge you have encountered in your career and how you resolved it. What do you see as the most significant challenges facing Federal executives over the next 1 year? 5 to 10 years?
5. Why would your organization sponsor you for the Executive in Residence Program? What benefit(s) do you see your organization deriving from your assignment here? What benefit(s) would you derive?

Contact:

Should you have any questions or need any clarifications on the Executive in Residence Program, please contact the Deputy Director of FEI, at the address, phone number, or e-mail below. All application materials concerning the Executive in Residence Program should be directed to:

Deputy Director

The Federal Executive Institute
1301 Emmet Street
Charlottesville, Virginia 22903
804-980-6231
fei@opm.gov



Leadership Learning that Serves America



Federal Executive Institute
Charlottesville, VA
804-980-6200
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