

EXECUTIVE LEADERSHIP DEVELOPMENT PROGRAM

Application for 2008 – 2009

Thank you for your interest in applying for the Executive Leadership Development Program (ELDP) sponsored by the US Office of Insular Affairs and the Graduate School, USDA. The ELDP is designed to identify individuals with promotion potential within your government and create career opportunities for you. Here are a few issues for your consideration before applying to the ELDP:

Minimum Qualifications: You must be employed with your government on a full-time basis for the past two calendar years from the date of your application. For example, if you are applying in July 2008 you must have been continuously employed by your government since July 2006. Although a bachelor's degree is strongly recommended, it is not required. We encourage individuals employed in the areas of finance, accounting, budget, and audit to apply, although the program is open to anyone, including semi-autonomous agencies and component units.

Government Support: You must have a letter of commitment from your immediate supervisor as part of the application process. Be sure you allow ample time to obtain this important letter of recommendation. Also, please research and follow your government's protocols and formal guidelines when requesting the letter.

Time Commitment: You must attend four, week-long training sessions to receive your Certificate of Completion. Sessions will be held one time per quarter in various locations. The first session will be held on Guam, tentatively scheduled for the week of October 20, 2008. You must also complete several assignments between sessions that require a significant amount of time. Please review the attached Questions and Answers to see the complete list of training dates and for details about the inter-session assignments.

Funding: In its inaugural year, OIA will fund the costs associated with your travel. It will also fund the costs associated with delivering and administering the program.

Application Process:

You must submit four documents to apply for the program.

1. Application Form. Complete the information sheet below.

2. Letter of Intent. Compose a letter that describes your interest in the program, why you want to develop a career in public service, how you believe the ELDP will contribute to your career, and your commitment to completing the ELDP. Address the letter to the ELDP Admissions Committee.
3. Letter of Support from Your Supervisor. Your supervisor will play a critical role in ensuring you have time to complete assignments and attend the sessions. He or she must write a letter of support indicating he/she has read the attached Questions and Answers about the ELDP and will support you in this effort. Additionally, the supervisor should describe why you are being recommended for the program and give one or two examples of your performance in your current position indicating your potential for the program and as a future leader in your government.
4. Resume. Submit a resume that includes your formal education, professional positions, and volunteer activities. Use a format of your choice, but do not exceed two pages.

We will not accept an incomplete application package. All four items must be included.

Your application must be received no later than September 1, 2008. The 2008 – 2009 admissions committee will consist of two representatives from the Graduate School, USDA, PITI/VITI project, one representative from DOI/OIA, and one representative from the insular governments. The committee will strive to create a diverse class that appropriately represents all of the insular governments, technical areas, gender, and ethnicity. You will be notified of your admission status no later than September 12, 2008.

If you have questions, please contact Stephen Latimer or Jason Aubuchon at the Graduate School, USDA, Honolulu, HI, (808) 523-1650.

Please email your application to Stephen_Latimer@grad.usda.gov.

Or mail it to:

Stephen Latimer, ELDP
Graduate School, USDA
900 Fort Street Mall #1540
Honolulu, HI 96813

Thank you for your interest in applying to the ELDP. We look forward to receiving your application.

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Name:

Insular Government, Department, Agency:

Current Position Title:

Begin Date (this position):

Major Responsibilities and Duties:

Number of individuals that you directly supervise: