DEPARTMENT OF THE ARMY
OFFICE OF THE DEPUTY CHIEF OF STAFF, G-1
US ARMY CIVILIAN HUMAN RESOURCE AGENCY
CIVILIAN PERSONNEL OPERATIONS CENTER-KOREA REGION
UNIT #15746
APO AP 96218-5746

22 October 2003

MEMORANDUM FOR

Director, Area I CPAC, Unit #15707, APO AP 96258-0707
Director, Area II CPAC, Unit #15333, APO AP 96205-0177
Director, Area III CPAC, Unit #15716, APO AP 96271-0716
Director, Area IV CPAC, Unit #15494, APO AP 96218-0562

SUBJECT: Organizational Leadership for Executives (OLE) Course, FY-2004

1. **LEADERSHIP TRAINING OPPORTUNITY:**

Have you ever wished that your organization had better leadership? Many of us have had similar thoughts at some point in our careers. Why wait for others to match your expectations of what the leaders and leadership should be in your organization? Waiting only perpetuates the ineffectiveness that is found in many organizations today. In the Federal Government as well as the private sector, we have come to realize that old ways of doing things do not work anymore. Creative and adaptive leaders who have honed the ability to visualize, communicate, and forge the futures of their organizations are needed for today's Army. The Center for Army Leadership's Organizational Leadership for Executives (OLE) course aims at building those skills.

2. Two (2) Organizational Leadership for Executives (OLE) courses are scheduled for presentation in Korea by the Center for Army Leadership (CAL) as follows:

Class Dates	Nominations Due NLT
15-26 March 2004	15 January 2004
12-23 July 2004	12 May 2004

3. Addressees are requested to disseminate the course information to all eligible personnel assigned to their serviced organizations and submit nominations on a DD Form 1556 to the CPOC-Korea Region, ATTN: HRDD, Unit #15746, APO AP 96218-5746, NLT the due dates indicated above. No extensions can be granted. Nominations for civilian managers should include the length of time the individual has held a managerial position in block 18 of the DD Form 1556. Addresses are urged to demonstrate support of affirmative action by working closely with management at all levels to ensure that qualified women and minorities are nominated for this course.

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4. Desired class size is 24, with a mix of about 21 civilian managers and 3 military officers. There is no grade restriction for managers (generally defined as a supervisor of supervisors or a manager of programs, resources, and/or policies). LTC/COL, Wage Grade equivalents filling managerial positions and KN managers who possess a sufficient level of English language skill to understand and apply the curriculum and to participate actively in the class are also eligible to attend. Preference is given to employees appointed to a managerial position within the preceding 12-18 months. First-line supervisors and non-supervisors who do not meet the criteria above will be considered for attendance at OLE if they are GS-12 or above and class space is available. In all other cases (non-supervisors and GS-11 and below), applicants must have completed the LEAD (Leadership Education & Development) course and must complete the enclosed **Waiver of Eligibility Requirements** document for attendance. The justification should provide specific information on the programs managed.

5. This centrally funded live-in course will be conducted at a hotel in the Busan area. The current per diem rate for the Busan area is $277: $172 for lodging and $105 for meals and incidental expenses (M&IE). We expect rooms to be contracted and M&IE will be paid to course participants. This office will issue TDY orders to Army participants in Korea. Selected military, nonappropriated fund (NAF), Corps of Engineers civil works employees, and individuals from non-Army activities must be funded by the nominating organization.

6. Participants are expected to divorce themselves completely from business responsibilities and must attend all sessions to graduate from the OLE course. Group discussions and breakout sessions are planned in the evenings and on the weekend. Attendees should not bring family members to the course.

7. Managers should note that attendance at the OLE course is a high priority in all Army Civilian Training, Education, and Development System (ACTEDS) plans issued for civilian career programs. Managers should also make every effort to ensure nominees' attendance once selected.

8. The POC is Mr. Yu, 768-6578.

Encl
as

BLANCHE D. ROBINSON
Acting Director, Civilian Personnel Operations Center

ORGANIZATIONAL LEADERSHIP FOR EXECUTIVES (OLE)

ELIGIBILITY: Generally, there is no grade restriction, however the target range is GS-12 to GS/GM-15 with the intent that the individual's position contains significant manager responsibilities. Nominees must be a manager (supervisor of supervisors or managers of programs, resources, and/or policy). Additionally, officers in the rank of Lieutenant Colonel and Colonel are eligible and encouraged to attend. First priority should be given to employees appointed to a managerial position within the preceding 12-18 months.

WAIVER OF ELIGIBILITY REQUIREMENTS

NAME: _____ **RANK/GRADE:** _____

JOB TITLE: _____

ORGANIZATION: _____

LOCATION: _____

CAREER PROG (CP): _____ **JOB SERIES:** _____ **MACOM:** _____

DATE COMPLETED THE SUPERVISOR DEVELOPMENT COURSE: _____

DATE COMPLETED THE LEAD COURSE: _____

DESCRIBE THE MAJOR DUTIES OF YOUR JOB:

JUSTIFICATION (A statement by your immediate supervisor as to why your attendance in OLE would benefit his/her organization. Statement must be signed by the supervisor and telephone number provided).