



Acquisition Leadership Development Program



Overview

The acquisition leaders of today are required to ensure programs and projects deliver critical services to the American public efficiently and effectively. The Interior Acquisition Institute's Acquisition Leadership Development Program (ALDP) allows senior-level federal acquisition professionals the opportunity to develop the program management and critical thinking skills required to successfully manage and integrate large and complex acquisitions into their projects.

Program Components

- Program Orientation
- Monthly Facilitated Sessions
- Professional Coaching
- Individual Development Plan and Developmental Activities
- Online Portal
- Intersession Activities
- Capstone Project and Graduation

Program Objectives

- President's Management Agenda Cross-Agency Priority Goals to improve the management of major acquisitions and major initiatives
- Program Management Improvement Accountability Act (PMIAA) intent to improve the management of government programs through the professionalization of program managers
- Strengthen champions of agency strategic goals, objectives, and missions
- Build and shape enterprise-wide agency leadership
- Lead creativity and drive innovation for a 21st century Federal Government
- Integrate and align agency enterprise-wide objectives
- Develop networks to help drive change for a high-performing organization

Program Benefits

- 1) Apply core values and characteristics to an enterprise leadership philosophy.
- 2) Apply leadership skills and competencies to provide strategic vision while building ownership and alignment within their workgroups to implement change within the Department and for their major acquisition and/or major initiative projects and programs.
- 3) Effectively use the diverse talent that exists in their class in the achievement of organizational objectives.
- 4) Identify current and potential opportunities for the Department.
- 5) Use technology to develop technical strategies/solutions to transform federal agencies into a more effective 21st century organizations.
- 6) Perform and practice the enhanced role of federal program management to ensure programs produce their desired outcomes.
- 7) Be recognized by agency leadership as career path leaders providing expertise and mentorship opportunities to teach other program managers this skillset.



Who Should Attend

ALDP is open to all federal professionals at the GS-14-15 level, as well as high-potential GS-13s, who are responsible for or will be responsible for supporting executive and senior leaders in achieving the strategic goals and objectives of their departments and for delivering effective and efficient major acquisition/investment program outcomes to the American public. This program is for experienced leaders (GS-14 or GS-15) who may not have had formal leadership development opportunities or who have but wish to update their skills.

Length

5 months

Credit

156 Continuous Learning Points

Tuition

The tuition for ALDP 2019 Cohort #1 is \$9820. This includes 20.5 days of training and development, the administration of assessment instruments, and professional coaching sessions. Tuition is not refundable or transferable to other courses or programs. All associated travel and per diem is in addition to the tuition.

Program Dates and Locations:

Session		Dates	Locations
N/A	Orientation	October 23, 2018	Virtual
I	Strategic Leadership	October 29 –November 1, 2018	Washington, DC
II	Leading Change	December 3 -7, 2018	Albuquerque, NM
III	Building a Capable PM Workforce	January 28 – January 31, 2019	New Orleans, LA
IV	Business Acumen	February 25 – 27, 2019	Albuquerque, NM
V	Leading Achievement of 21 st Century Missions and Strategic Goals	March 18 – 21, 2019	Washington, DC

How to Register

Action Items required to reserve your seat:

1. ALDP Applicant Package. To complete the ALDP applicant packet, submit the signed ALDP application, credit card form, and recommendation forms and email to iai_doiu@ios.doi.gov.*
2. Registration. To complete registration, select [FPM 525 from the IAI course catalog in FAITAS](#).
3. Payment. To complete payment, complete the ALDP credit card form. Credit card payments will be processed no later than one week before orientation. Purchase card is the preferred method of payment. If your organization wishes to use another means to pay the tuition, please contact Gordon Bryant, IAI Program Analyst, at 202-208-3637.

Following a receipt and review of the Student Agreement Package, applicants will be provided with notification that you have been added to the class roster.



Important Deadlines

Deadline	ALDP
Submission of Registration and Payment Due	Extended*
Submission of ALDP Student Agreement	Extended*
Program Start Date	October 23
Graduation Date	March 21

**To respond to the strong interest in this program, we extended the 10/5/18 registration deadline and are still accepting applications.*

ATTENDANCE POLICY

Full attendance is a requirement for all IAI at DOI University courses/programs. Attendance and participation is required for all components of the program. Registration for courses/programs represents a significant investment in your development by you, your supervisor, and your agency. To ensure that you get the most out of the learning event, please plan your commute, travel, and technology access so that you can participate on time. If you miss any component of the courses or programs and do not notify IAI at DOI University personnel, your FAITAS record will be marked incomplete.

RECOGNITION

The Interior Acquisition Institute is recognized by the Federal Acquisition Institute as a federal acquisition teaching school.

ANTI-HARASSMENT CULTURE

The Interior Acquisition Institute at DOI University and its training centers and staff is committed to providing a work environment free of discrimination and harassment based on race, color, religion, sex (including pregnancy and gender identity), sexual orientation, national origin, age, disability, genetic information (including family medical history), status as a parent, marital status, or political affiliation, and free from illegal retaliation. Offensive sexual or non-sexual harassing behavior against any employee, intern, volunteer, contractor or other non-federal employee, visitor, or other member of the public will not be tolerated. Adverse treatment of employees because they report harassing conduct or provide information related to such complaints will also not be tolerated. It is our goal to provide a work environment free from harassment by ensuring that appropriate officials are notified of and have the opportunity to promptly correct harassing conduct.

COMMITMENT TO DIVERSITY

ALDP strives to ensure that each ALDP class reflects the diversity of the federal workforce. Participants come from all federal agencies bringing with them diverse personal and professional backgrounds.

REASONABLE ACCOMMODATIONS

Section 501 of the Rehabilitation Act requires agencies to provide reasonable accommodation to qualified applicants and employees with disabilities. A "reasonable accommodation" is a change in the work environment or in work processes that enables a qualified individual with a disability to enjoy equal employment opportunities. The accommodation must be effective in meeting the needs of the individual by addressing the barrier created by the functional limitations.

It is the policy of IAI at DOI University to provide reasonable accommodation to qualified applicants and employees with disabilities unless it will cause an undue hardship to the operation of the program. Students/program participants must be officially enrolled in a class/program to initiate any reasonable accommodation request.



When funding permits, some assistive technology may be obtained for free from the U.S. Department of Defense's Computer Accommodation Program (CAP). Unfunded CAP requests and accommodations such as interpreters and readers that are not provided by CAP must be obtained by the employee's office.

Please plan ahead to contact your hiring official, supervisor, and/or Disability Program Manager (DPM) at least four weeks before the course or program begins to discuss your specific needs and arrangements and to request a reasonable accommodation. Reasonable accommodation requests are managed by the federal agency/DOI bureau for which the employee works.

CONTACT INFO

IAI Program Manager:

LaTanya S. Anderson, MBA, MSc, Senior FAC-P/PM
Associate Dean, Program Management and Training Delivery

IAI Program Analyst:

Gordon Bryant III, MBA, FAC-COR II

US Department of the Interior

Department of the Interior University (DOIU)
Interior Acquisition Institute (IAI)
1849 C Street, NW-MS-4314
Washington, DC 20240
Email: iai_doiu@ios.doi.gov

***APPLICATION INSTRUCTIONS**

The application packet is a fillable PDF form. The digital signature function works best in Adobe Acrobat Pro. Since the application requests credit card information, please encrypt the application with a password in Adobe, then send the encrypted PDF and password in separate emails to iai_doiu@ios.doi.gov. If you can't encrypt the PDF, you can submit the completed application via email without credit card information and provide the credit card information separately by calling Gordon Bryant at 202-208-3637.





Interior Acquisition Institute (IAI)

Acquisition Leadership Development Program (ALDP)



Senior PM Cohort

Application Form

I. PERSONAL INFORMATION

(To be completed by the applicant)

APPLICANT NAME:
OFFICE ADDRESS:
OFFICE E-MAIL ADDRESS:
OFFICE PHONE NUMBER:
ALTERNATE PHONE NUMBER:

II. EMPLOYMENT INFORMATION

(To be completed by the applicant)

JOB SERIES:
JOB TITLE/POSITION:
SUPERVISORY OR NON-SUPERVISORY:
CURRENT GRADE:
AGENCY:
ORGANIZATION (within your agency):
LENGTH OF SERVICE WITH CURRENT ORGANIZATION:
YEARS OF PROGRAM OR PROJECT MANAGEMENT EXPERIENCE:
YEARS OF EXPERIENCE ON FEDERAL PROGRAM AND PROJECTS WITHIN LAST 10 YEARS:
CURRENT FEDERAL ACQUISITION CERTIFICATION AND LEVEL (not a requirement for ALDP participation):

III. Certification Statements

- I certify that the information contained in this application package is true and correct to the best of my knowledge, understanding that falsification of information may result in termination of consideration and/or immediate removal from IAI ALDP.
- I understand that, if enrolled, I will be required to travel for training based on the ALDP schedule for on-site training at various IAI training locations. I acknowledge my commitment to attend in-person training on the following dates (choose 1 cohort option):



Cohort 1 (Senior-level Program Management)

October 23, 2018 (2 hour Virtual Session)

October 29, 2018 – November 1, 2018 (Washington, DC)

December 3, 2018 – December 7, 2018 (Albuquerque, NM)

January 28, 2019 – January 31, 2019 (New Orleans, LA)

February 25, 2019 – February 27, 2019 (Albuquerque, NM)

March 18, 2019 – March 21, 2019 (Washington, DC)

Cohort 2 (TBD)

TBD

TBD

TBD

TBD

TBD

I understand that by submitting this application form, I agree to participate in all aspects of IAI ALDP, including collaborating virtually with team members and Capstone project work outside of the on-site training.

I understand that my supervisor may require me to review and sign a Continued Service Agreement (CSA) with the duty station where I am currently serving to commence upon completion of the ALDP program.

Applicant Signature

Date





Interior Acquisition Institute (IAI)

Acquisition Leadership Development Program (ALDP)

Senior PM Cohort



Recommendation Form

IV. SUPERVISOR INFORMATION

(To be completed by the applicant's immediate supervisor)

SUPERVISOR NAME:
TITLE/POSITION:
OFFICE ADDRESS:
E-MAIL ADDRESS:
OFFICE PHONE NUMBER:

V. SUPERVISOR RECOMMENDATION

(To be completed by the applicant's immediate supervisor)

Excluding the candidate's technical competencies, please explain the roles and work requiring senior-level program management and leadership skills that the candidate is currently performing in or has been identified to be performing in and provide commentary on why the applicant would be a good fit for IAI's Acquisition Leadership Development Program (ALDP) senior program management cohort considering the applicant's leadership development goals and/or your organization's goals to professionalize program managers and strengthen program management capacity. (1,000 characters or less)

Please reference the IAI ALDP Webpage for a detailed description of the ALDP program. For additional information, please e-mail jai_doiu@ios.doi.gov.

VI. Certification Statements

I certify that the individual featured in this application has four years or more of program or project management experience, which shall include a minimum of one year of experience on federal programs and projects, within the last ten years. (If this is not the case do not check the box. The applicant will obtain a



recommendation from an Endorsing Official if the applicant has no experience on federal programs and projects within the last 10 years but has been identified to be in the role of a manager of major programs within 12 months.)

I understand that participation in this program will require the individual named in the Application Form to travel for on-site training at various IAI training locations. For exact dates and locations, please reference the details provided to the applicant within their Certification Statements section.

I give consent for the individual named in the Application Form to participate in all aspects of IAI ALDP including collaborating virtually with team members and Capstone project work outside of the on-site training.

I understand that, at my organization's discretion, I may require the individual named in the Application Form to review and sign a Continued Service Agreement (CSA) with their current duty station to commence upon completion of the ALDP program.

I understand that funding for tuition and travel will be authorized by my organization and available by the due dates established by the program.

Supervisor Signature

Date

ENDORISING OFFICIAL INFORMATION

(Required to waive federal project/program management experience requirement for ALDP participation)

Endorsing Officials are considered to be a manager that is one level above the applicant's supervisor, a Bureau Acquisition Career Coordinator, or an Acquisition Career Manager.

ENDORISING OFFICIAL NAME:

TITLE/POSITION:

Please provide 2-3 sentences explaining why you would recommend this candidate for participation in the Acquisition Leadership Development Program (ALDP) senior program management cohort. More specifically, considering the need to waive the federal project/program management experience requirement, how would the ALDP senior program management cohort and your organization as a whole benefit from the candidate's participation in the ALDP program?

Please reference the IAI ALDP Webpage for a detailed description of the ALDP program. For additional information, please e-mail iai_doiu@ios.doi.gov.





DOI UNIVERSITY

US DEPARTMENT OF THE INTERIOR

Credit Card or Training Form Information

(All fields in bold are required)

Credit Card Holder Name:	
Student Name:	
Bill to Agency Name:	
Billing Address Line 1:	
Billing Address Line 2:	
Billing Address City, State:	
Billing Address Zip Code	
Email Address:	
Phone Number:	
Charge Amount	\$9,820.00
CARDHOLDER SIGNATURE:	
Description of Purchase:	Acquisition Leadership Development Program (ALDP) Tuition for FY19 Cohort #1
Credit Card Type:	
Credit Card Number:	
Expiration Date:	
Treasury Account Symbol (required)	
Credit Card/Training Form Received On (completed by DOIU):	
Revenue Account (completed by DOIU):	
Authorization Number (completed by DOIU):	

