



PERSONNEL AND
READINESS

UNDER SECRETARY OF DEFENSE

4000 DEFENSE PENTAGON
WASHINGTON, D.C. 20301-4000

FEB 27 2012

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
CHAIRMAN OF THE JOINT CHIEFS OF STAFF
UNDER SECRETARIES OF DEFENSE
DEPUTY CHIEF MANAGEMENT OFFICER
COMMANDERS OF THE COMBATANT COMMANDS
DIRECTOR, COST ASSESSMENT AND PROGRAM
EVALUATION
DIRECTOR, OPERATIONAL TEST AND EVALUATION
GENERAL COUNSEL OF THE DEPARTMENT OF DEFENSE
INSPECTOR GENERAL OF THE DEPARTMENT OF DEFENSE
ASSISTANT SECRETARIES OF DEFENSE
ASSISTANTS TO THE SECRETARY OF DEFENSE
DIRECTOR, ADMINISTRATION AND MANAGEMENT
DIRECTOR, NET ASSESSMENT
DIRECTORS OF THE DEFENSE AGENCIES
DIRECTORS OF THE DOD FIELD ACTIVITIES

SUBJECT: Nominations to the Executive Seminar on Career Lifecycle Management

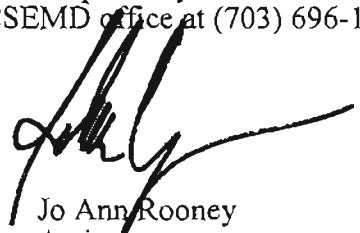
The Civilian Senior Executive Management Division (CSEMD) has developed the Executive Seminar on Career Lifecycle Management. The seminar focuses on key aspects of the career lifecycle for Senior Executive Service (SES) members within the Department of Defense (DoD). This learning opportunity is available to the senior staff in Executive Management Offices as well as the SES workforce, particularly selecting and rating officials. The two-day seminar will cover the following five modules:

1. Talent Management: Assessing Proficiency Levels for Missions-Critical Competencies
2. Closing Competency Gaps: DoD Framework for Executive Development
3. Building Internal Capacity: DoD Policy on Hiring Highly Qualified Experts (HQEs)
4. Executive Accountability: DoD Performance Management System for Executives
5. Assessing Performance: DoD Performance Management System for Executives

The CSEMD will be offering six sessions of the Executive Seminar in 2012. For each of these sessions, Air Force, Army, Navy/Marine Corps, and Fourth Estate agencies are allocated 7 seats each for a total of 28 seats. The attached brochure provides further details on the Seminar to include the dates, locations and nomination due dates.

Nominations to participate in the Executive Seminar should be submitted through the executives' respective Senior Executive Management Office. Fourth Estate agencies should submit their nominations to the Executive Lifecycle Management Office in the Office of the

Director, Administration and Management. I hope that you are available to participate in this informative seminar. Please contact the CSEMD office at (703) 696-1584 if you have questions or require additional information.



Jo Ann Rooney
Acting

Attachment:
As stated

cc: Director, Administration and Management

Executive Seminar on Career Lifecycle Management

Session Dates, Location and Nomination Due Dates:

- **March 13-14, 2012** at the Bolger Conference Center, Potomac, Maryland
 - **Nominations due:** February 21, 2012
- **April 12-13, 2012** at the Executive Management Training Center, Southbridge, Massachusetts
 - **Nominations due:** March 25, 2012
- **May 15-16, 2012** at the Pentagon Conference Center, The Pentagon
 - **Nominations due:** April 17, 2012
- **July 10-11, 2012** at the Bolger Conference Center, Potomac, Maryland
 - **Nominations due:** June 12, 2012
- **August 16-17, 2012** at the Executive Management Training Center, Southbridge, Massachusetts
 - **Nominations due:** July 19, 2012
- **September 18-19, 2012** at the Pentagon Conference Center, The Pentagon
 - **Nominations due:** August 21, 2012

Course Contact:

Civilian Senior Executive Management Division (CSEMD)
Defense Civilian Personnel Advisory Service
U.S. Department of Defense (DoD)
Phone: (703) 696-1584

Description:

This Executive Seminar focuses on key aspects of the Career Lifecycle for Senior Executive Service (SES) members within the DoD.

The 2-day seminar will cover the following five modules:

1. Talent Management: Assessing Proficiency Levels for Missions-Critical Competencies
2. Closing Competency Gaps: DoD Framework for Executive Development
3. Building Internal Capacity: DoD Policy on Hiring Highly Qualified Experts (HQEs)
4. Executive Accountability: DoD Performance Management System for Executives
5. Assessing Performance: DoD Performance Management System for Executives

Target Population:

SES (Tier 1 -3), particularly selecting and rating officials, and senior staff in Senior Executive Management Offices within DoD.

Funding:

Tuition is OSD-funded. Units are responsible for the funding of any lodging, per diem and travel to and from the course location.

Pre-Course Requirements:

None

Remarks:

Nominations to participate in the Executive Seminar should be submitted through executives' respective Senior Executive Management Offices. Fourth Estate agencies should submit their nominations to the Executive Lifecycle Management Office under the Director of Administration and Management. Please contact CSEMD at (703)-696-1584 with further questions.