



# Federal Executive Board of Minnesota

Suite 510, 1 Federal Drive, Saint Paul, Minnesota 55111 | (612) 713-7200 | Facsimile (612) 713-7203

**About FOLD:** The Federal Outreach and Leadership Development (FOLD) Program is a program created to assist in the development of future federal executive leaders and to address projected leadership vacancies brought on by retirements. This program is unique in that it is designed for federal participants and is federal government wide. Participants of this program will interact with local executives, visit local agencies, work in groups, refine their writing and speaking skills, share information and explore unique challenges faced and addressed by federal leaders in Minnesota. The program is self-managed and participant driven.

**\*For quality purposes, the FOLD program is limited to 20 participants and there will be a competitive selection process if applicants exceed 20.**

**FOLD Narrative:** FOLD will consist of a mixture of classroom activity including self assessment, shared book reading discussions, leadership activities, public speaking and writing skills workshops, and federal, state, local, and military departmental visits. There are 11 sessions in the FOLD program; participants must commit to attending **all sessions**. There will be a graduation ceremony during the Civil Servant of the Year Luncheon in May.

## **Applicant Requirements:**

- Applicant should be GS-9 through GS-12 or the equivalent grades in other payroll systems (some exceptions may be granted).
- Applicant is highly motivated with a strong desire to accept increased responsibility in the Federal Government and a desire to improve their leadership skills. Competitive application review will consider the above factors to determine best candidates for the program.
- Applicant must submit their request for inclusion to his or her agency or department head receive support from their agency and fill out the application packet.
- **Applicant must complete, print, sign and submit the application packet by Friday, May 27<sup>th</sup>.**

## **Requirements for Supporting Agencies:**

- Agency must allow FOLD participants to participate in all of the 11 sessions to complete the program.

**Pre-Application Contract for  
Federal Executive Board of Minnesota's FOLD Program**

**I, \_\_\_\_\_, wish to participate in the Federal Executive Board of Minnesota's FOLD Program. In order to apply for the program I must have the support of my agency and supervisor before continuing to fill out the application packet. I understand that in order to participate in the program I will be away from my normal work duties one day a month over an 11 month period. I understand that I must be at every session and any emergency absences must be approved by my supervisor and FEB Staff. I will spend personal (non-work) time on reading and other tasks related to the program. I am committed and willing to complete this program while performing other duties required in my job.**

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**Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**I, \_\_\_\_\_, fully support the above applicant and his/her application to FOLD and believe he/she is a suitable candidate for the program. If he/she is selected, I will allow him/her to spend one day per month over an 11 month period away from work to attend the program sessions and will support his/her efforts to successfully complete the program. I understand that he/she must be at every session and any emergency absences must be approved by myself and FEB Staff.**

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**Supervisor Signature** \_\_\_\_\_ **Date** \_\_\_\_\_



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## **Federal Outreach Leadership Development (FOLD) Program Application**

**Please complete this application thoroughly. Limit responses to the spaces provided: select the information about yourself that you believe to be the most outstanding and relevant.**

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Name last/first/middle initial

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Position/Title/Series/Grade/Rank

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Business Address

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Business Phone and Email

**1. Please attach one (one page) letter of recommendation.**

**2. Describe your present position and duties:**

Please limit  
response to space  
allowed.

**3. List information about your education (college level and beyond). List in order of newest attended to oldest.**

Please limit  
response to space  
allowed.  
List school  
attended, dates  
attended,  
graduation date  
(if applicable)  
and degree and  
date received (if  
applicable).

**4. List civic, professional, community and any other organizations in which you are currently involved; note office, committee or leadership positions and special awards or citations:**

Please limit  
response to space  
allowed.

**5. Given the opportunity to influence a significant change in the federal government, give an example of an issue you would address. How would you address it? What approach would you take? Who would you work with and why? What resources would you need?**

Please limit  
response to space  
allowed.

**6. Why do you want to be selected for FOLD and what do you hope to gain from participating?**

Please limit  
response to space  
allowed.

**7. APPLICANT/EMPLOYER AGREEMENT:**

**APPLICANT COMMITMENT:** FOLD is an 11-month program (July-May). Class site-visits and classroom meetings are held once a month. [July-April] from approximately 7:30a.m.-4:30p.m.; the graduation ceremony in May is held during the Civil Servant of the Year Luncheon. Participants are expected to attend ALL sessions with any absences approved in advance by employee's supervisor and FEB. Meeting and luncheon dates to be determined. Registration fees for the Civil Servant event are included in the tuition.

**EMPLOYER COMMITMENT:** Employer must approve and sign the Employee Agreement that acknowledges the time commitment expected of a program participant.

**By signing this agreement, I acknowledge the foregoing conditions for participation in the FEB of Minnesota's FOLD Program.**

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Applicant's signature

Date

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Supervisor's printed name, date and phone number

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Supervisor's signature

**8. CLOSING DATE: Friday, May 27, 2011 (applications must be received by this date)**

**9. TUITION FEE: \$900.00 per person (see box below for payment and other information.)**

**(NOTE: Payment of the Tuition Fee is due by Friday, June 24, 2011)**

**No refunds will be given after the orientation day. To submit application, please print, sign and submit one of the following ways below:**

MAIL\* APPLICATION TO: Federal Executive Board of Minnesota  
1 Federal Drive, Suite 510  
St. Paul, MN 55111

Mailing Address Change after June 1: Federal Executive Board of Minnesota  
5600 West American Boulevard, Suite 940  
Bloomington, MN 55437

OR E-mail to: Ray\_Morris@nbc.gov  
Alyssa\_Poucher@nbc.gov

OR FAX to: (612) 713-7203

**NOTE: All applicants will be notified of their acceptance via email by Friday, June 3, 2011. Government checks or credit cards or personal credit card payments are accepted. All checks should be made out to FEB Treasurer. Payment of the \$900.00 tuition fee is required by Friday, June 24, 2011. The fee will be used to cover classroom materials, books, Myers Briggs Assessment, the Civil Servant registration fee, and transportation from some meeting sites and lunches. Thank you for your support and cooperation!**