

**October 5, 2007**

## **DLAMP Transition Guidelines**

The drawdown of DLAMP will be phased by DLAMP Class through September 30, 2010.

### **Guiding Principles**

The following principles will guide the drawdown process:

- Given the drawdown deadlines, graduation is not necessarily the goal for everyone. Each participant should identify and focus on meeting his or her most critical development needs.
- Each participant will complete a streamlined Individual Development Plan (IDP) indicating what they plan to accomplish within the remaining time.
- DLAMP staff will be available to assist each participant to design a workable timeline to achieve their remaining objectives.
- Individual exceptions may be made on a case-by-case basis where justified (e.g., to accommodate reservists called to active duty).
- The Annual Good Standing Assessment process will be suspended after Fiscal Year 2007. (Participants who are found not to be in good standing based on the FY 2007 review are subject to removal from the program and will not participate in this transition.)

### **Deadline by DLAMP Class**

Your Class Year will determine your deadline for participation in DLAMP activities. Individual exceptions to these deadlines may be requested and will be considered on their merits. The established deadlines are:

**Classes of 1997, 1998, and 1999**

**Deadline is September 30, 2008**

**Classes of 2000, 2001 and 2002**

**Deadline is September 30, 2009**

**Classes of 2005 and 2006**

**Deadline is September 30, 2010**

### **Needs Assessment**

Depending on your Class deadline, individual development needs, and personal situation, it may no longer be feasible for you to complete all program elements. In that case, you will need to assess your development needs and identify the program element(s) that will be most beneficial toward meeting your most critical needs within the time available. To determine your needs, we suggest that you review the results of your Leadership I course 360-degree leadership competency assessment, your DLAMP self-assessment, and other

feedback you may have received on your proficiency in the Executive Core Qualifications and the Defense criterion. We further recommend that you discuss your assessment results with your supervisor, mentor, or other trusted career advisor. Members of the DLAMP staff and your Component DLAMP representative are also available to help you consider your options.

### **Program Elements**

Subject to Class deadlines, the following guidance is provided on the DLAMP elements:

- **Foundation Courses**

- Leadership I: The final classes will be held in FY 2008. The FY 2008 course schedule and enrollment request form can be found on the DLAMP website. Please note application deadlines on that form.
- National Security Foundation: Classes will be available through FY 2009. This course remains a prerequisite for attendance at PME.
- Leadership II: We will continue to offer Leadership II through FY 2010. Participants planning to complete this course must first complete all other required program elements.

- **Professional Military Education (PME)**

- DLAMP will continue to offer PME through Academic Year 2009-2010. Applicants for PME must have completed the National Security Foundation course or its equivalent prior to PME attendance. Nomination for PME remains subject to Component policies and procedures. As a reminder, both the master's degree and PME requirement can be met simultaneously through all PME programs except the Air War College (Non-Resident).
- Information for GS-13 (and equivalent) participants: The following PME options are available and should be considered carefully as you develop your Plan.
  - Naval War College (Resident) will accept GS-13s by exception. Nominees must have strong operational and supervisory/managerial experience to be considered.
  - Army War College (Non-Resident) will accept GS-13s by exception. This is a rigorous two-year master's degree program, consisting of a series of ten courses conducted in a distance-learning format, and two resident courses

completed at the end the first and second years. Nominees must demonstrate high potential for senior leadership positions.

- Air War College (Non-Resident) will accept GS-13s through an open enrollment process. The curriculum is primarily self-paced and takes approximately 18-24 months to complete. Additional information can be found at: <http://www.au.af.mil/au/awc/>.

- **Graduate Education – Master’s Degree and Round-Out**

DLAMP participants who require graduate education may continue to apply for tuition funding. Courses must be completed by the Class deadline. This applies to courses toward a master’s degree and those needed to meet round-out requirements in business management, public policy, and similar subject areas.

- **Developmental Assignments**

Developmental assignments are an integral aspect of the DLAMP experience, especially for participants who need to strengthen those critical leadership competencies. Developmental assignments will continue to be available and posted on the DLAMP website for interested participants. Assignments must be planned so that they are completed by the Class deadline.

### **Modified Individual Development Plan (IDP)**

All DLAMP participants who do not plan to graduate in 2008 will complete the DLAMP Modified IDP to indicate what program elements they intend to complete and whether they plan to complete the program. The IDP is due in DLAMP by November 9, 2007.

### **Exceptions**

Exceptions to the established deadlines must be endorsed by your supervisor and Component and will be considered on an individual basis, where justified. If you are planning program elements that will extend beyond your Class Year end date, you must submit a written request for exception along with your Modified IDP. The DLAMP staff will review and coordinate exception requests with the respective Component. Justification must include your explanation for significant gaps in your DLAMP participation history, your specific plan for activity, and your supervisor’s endorsement of your plan.

For example: a member of the Class of 1999 plans to apply for PME in Academic Year 2008-09. The Class deadline is September 30, 2008. PME would end in June 2009. This participant must request an exception to remain in DLAMP beyond the Class deadline. The justification should explain why PME opportunities in prior years (2000-

2007) were missed and should include the supervisor's written approval of the nomination. This participant could further request approval to take Leadership II in FY 2009 in order to complete DLAMP requirements.

All exceptions will be considered on a case-by-case basis and are subject to the availability of funds.

### **Assistance**

Complete explanations of DLAMP program elements, course schedules, enrollment request forms, and other information can be found in the Participant Information Center of our website at: [http://www.cpms.osd.mil/jlidd/info\\_center.aspx](http://www.cpms.osd.mil/jlidd/info_center.aspx).

The DLAMP staff is available to assist you as you consider your options and develop your Modified IDP. For assistance, please contact us by e-mail at [dlamp@cpms.osd.mil](mailto:dlamp@cpms.osd.mil), or phone us as follows:

- For general guidance:  
Army, Air Force participants: 703-696-9633  
DoN, Fourth Estate, Intelligence participants: 703-696-9636
- For guidance on Graduate Education: 703-696-9637 or 703-696-9613
- For guidance on Professional Military Education and Leadership courses:  
703-696-9630
- For guidance on Developmental Assignments: 703-696-9632

## Frequently Asked Questions

### **Q: Why is DLAMP being phased out?**

A: In January 2007, the DLAMP Council decided, based on the recommendations of a cross-Component Advisory Group, that changes to DLAMP were needed to align the program within a continuum of joint leader development learning opportunities, and to enhance our capability to produce the cadre of civilian leaders needed to meet future requirements of the Department of Defense. This initiative is the result of an in-depth review of DoD civilian leader development, conducted under the auspices of the DLAMP Council. The review found, in part, that DLAMP is a highly successful program, providing a vast array of developmental opportunities to a broad sector of future Defense leaders. The group's recommendations for change, which were endorsed by the Council, center around the need to clarify program expectations, tighten the scope of the program, and focus the curriculum more toward the Joint, interagency, and multi-national environment in which our senior leaders must operate successfully. The Council further agreed that a new DoD-wide senior-level program, to be renamed to reflect its place in the joint learning continuum, would start up in 2008.

### **Q: Why should I continue on in DLAMP?**

A: It's all about the learning. DLAMP offers participants leadership development opportunities unavailable to most DoD civilians. From graduate course work, to Professional Military Education, and Leadership courses, you have unique and varied opportunities to continue your professional development. We highly recommend that you continue to pursue these opportunities through DLAMP to the extent possible.

### **Q: Can I drop out of DLAMP and start over in the new program?**

A: We do not recommend that anyone drop out of DLAMP and rely on being admitted to the new program. The selection process, target audience, and eligibility criteria for the new program remain under development. There is no guarantee that you would be nominated and/or selected for the new program.

### **Q: When will information on the new program be available?**

A: We plan to stand up the new program toward the end of 2008. We will keep you informed as decisions are made. Information will also be posted on the Joint Leader Development Division website. [http://www.cpms.osd.mil/JLDD/JLDD\\_index.aspx](http://www.cpms.osd.mil/JLDD/JLDD_index.aspx)

### **Q: In order to meet my goals, I would like to remain in DLAMP past the deadline established for my Class. What documentation is needed to request an exception?**

A: If you are planning to complete program elements that will extend beyond your Class Year end date, you must submit a written request for exception along with your Modified IDP. The DLAMP staff will review and coordinate exception requests with the respective Component. Justification must include: 1) an explanation for significant gaps

in your DLAMP participation history, 2) your specific plan for activity, and 3) your supervisor's endorsement of your plan.

**Q: As a GS-13, I'm considering taking the Air War College Non-Resident program so that I can complete the PME requirement. Is this my best course of action?**

A: There is no single answer to this question; what is best for you will depend on a number of factors. We strongly suggest that you discuss your options with your supervisor, mentor, or other career advisor. In addition, please feel free to contact the DLAMP PME Team for help on working through the decision process. Things you should consider include: 1) Does a self-paced non-resident program match well with your learning style? 2) Given your life style and other commitments, is this the right time to undertake this type of program? 3) Do you need a master's degree? If so, you should also consider the Army War College Non-Resident program, which will take a GS-13 by exception. 4) Is PME readily available through your Component if you are unable to attend through DLAMP? 5) How close are you to becoming eligible to attend a resident program if this would be your preference? 6) Do you have management support to attend one of the resident programs in the future?

**Q. My supervisor will not support my attendance for PME. What should I do?**

A: We suggest that you work with your supervisor and consider the options you have for PME. Consider the following questions: 1) Would your supervisor support you if backfill were available during your absence? 2) Could your current position be filled by a DLAMP participant through a development assignment? 3) Can you fulfill your PME through one of the two non-resident programs which would not require time away from the office? It will be critical for your organization to support your participation in PME.

**Q: I am enrolled in an EMBA Cohort program that extends beyond the completion date for my DLAMP Class year. Will my program be funded?**

A: Document your Modified IDP, indicate the scheduled degree completion date, and submit your request for continuation in the program as an exception. Because of the unique nature of cohort programs, our intent is to fund those programs already underway through to completion, subject to the availability of funds.

**Q: May I apply for a Doc Cooke Fellowship for FY 2008?**

A: No, Doc Cooke Fellowships ended with the FY 2007 nominations.

**Q: Will I still be able to begin a DLAMP funded master's degree program?**

A: Yes, if eligible, you may begin a master's degree program. If approved, we will fund courses through your Class deadline. Although you may not earn the entire degree through DLAMP tuition assistance, you will benefit from the courses you were able to complete. If you are considering starting a master's degree program, please contact the DLAMP Graduate Education Team for advice and assistance.

**Q: Will I still be able to take round out courses funded by DLAMP?**

A: Yes, up to a total of six round-out courses may be funded through your Class deadline, as needed to meet your individual development requirements.

**Q: I don't have time to finish DLAMP. What credit do I get for the experience?**

A: It really is all about the knowledge and experience you have gained while in DLAMP. Focus on completing the program elements which are most useful for your career development. Make this a priority and get it done. Although that may not lead to a DLAMP Certificate of Completion, you will benefit from what you have learned along the way.

**Q: I need more time to consult my advisors and decide how to proceed. What can I do?**

A: It is very important that we hear from you by November 9. We need to review the plans of over 600 participants to ensure that we have the funds, seats and structure in place to deliver the development opportunities they need. If you are unable to complete your plan in time, please send us an e-mail requesting an extension. Let us know how much time you need and we will work with you.