



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS UNITED STATES AIR FORCE
WASHINGTON DC

04 DEC 2003

MEMORANDUM FOR CECP REGISTRANTS ELIGIBLE FOR PROMOTION TO GS-14

FROM: HQ USAF/ILE
1260 Air Force Pentagon
Washington, DC 20330-1260

SUBJECT: Call for Candidate Executive Development Packages, Suspense: 30 Jan 04

As part of the continuing Civil Engineer Career Program (CECP) executive development process, this is a call for permanent GS-13s or anyone eligible for promotion to CECP GS-14 non-bargaining unit positions, to submit your executive core qualification (ECQ) package. The Executive Development Board (EDB) was first established by the Civil Engineer Policy Council and formalized with a charter signed by the AF Civil Engineer on 24 July 2000. The objective is to grow, develop and mentor future CE leaders starting at the GS13 level. As you may know, the process is modeled on the five Executive Core Qualifications (ECQs) used by OPM for candidates' selection into the SES ranks. For those of you who have aspirations to become a GS-14/15 or SES, our goal is to provide you with the tools and mentoring to make your career plans a reality.

Your package should describe your experience towards the five defined OPM ECQs. A board will be held in the spring to review the packages submitted--no interviews will be conducted in this cycle. Your packages must be prepared electronically in Microsoft Word and submitted to your supervisor not later than 30 January 2004 (see attachment for formatting instructions). Your supervisor will endorse and forward your package electronically to your parent MAJCOM/FOA/DRU no later than 13 February 2004. The MAJCOM/FOA/DRU will then forward all packages electronically to the CECP. Please carefully read and follow the directions shown in the attachment. Late, incomplete, or inaccurately formatted packages will be returned and will not be evaluated!

To participate you must indicate your intent by self-nominating via the AFPC employment self nomination website (https://ww2.afpc.randolph.af.mil/resweb/log_in.asp) using the appropriate announcement. There will be announcements for each of the occupational series covered by the CECP, although all engineering series (0801, 0808, 0810, 0819, 0830, and 0850) will be covered by *one* announcement under the 0801 series. This process *will not* rank you, but it will *screen out* applicants who are not qualified for that occupational series, so you should apply only once under the series for which you are most qualified.

For additional information on the GS-14 executive development program and how to develop your ECQs, please refer to the CECP web site (<http://www.afpc.randolph.af.mil/cp/cecp/execassess.htm>). Questions regarding this letter or program may be directed to Ms Donna August at DSN 665-2799, commercial (210) 565-2799, FAX at DSN 665-2593, or e-mail afpc.dpkce.eab@randolph.af.mil. I also encourage you to contact your major command CE Career Program Policy Council member for further information or if you have questions.


KATHLEEN I. FERGUSON, P.E.
The Deputy Civil Engineer
DCS/Installations and Logistics

Attachment:
Candidate Package and Process Information