

Section 7-1

GOOD STANDING

Background

The DLAMP policy and procedures on Good Standing ensure that all DLAMP participants are actively engaged in DLAMP activities, fully understand the annual requirements, and are given adequate time to comply with the policy.

Policy

A DLAMP participant is considered in good standing if he or she:

- Has successfully completed the activities identified in his or her Individual Development Plan for the year;
- Has no adverse suitability determinations (5CFR 731.202(b));
- Receives a minimum performance appraisal of “pass” or “fully successful,” or the equivalent, for the period covered by the most recent annual review; and
- Has completed the minimum annual level of activity during the year.

Generally, a DLAMP participant will spend no more than five years in the program. To meet this goal, each program element must be completed within the timeframes identified below. Some program elements may be accomplished concurrently.

Program Element	Minimum Annual Activity	Maximum Time for Completion
Graduate Education <ul style="list-style-type: none">• Full-time degree (Cooke Fellowship)• Part-time degree• Graduate-level round-out courses	<ul style="list-style-type: none">• Full-time load as defined by university• Six courses per year• Three courses per year	<ul style="list-style-type: none">• 24-36 months• 36-48 months• 24 months
SNSEE	<ul style="list-style-type: none">• Three courses per year	<ul style="list-style-type: none">• 18 months
Professional Military Education <ul style="list-style-type: none">• Resident program• Non-Resident program		<ul style="list-style-type: none">• 10 months• 24 months

Sufficient progress must be made annually toward program completion. Progress will be evaluated at the end of each Fiscal Year. The Component or the DoD DLAMP office may remove a participant from the program for failure to meet program requirements. In addition, the Component may recommend to the DLAMP office that good standing requirements(s) be waived for a specific participant for a given year on a case-by-case basis. Consecutive waivers will be approved only in unusual circumstances.

Procedures

1. Individual Development Plans (IDPs). Participants are required to submit their IDPs through their respective Component to the DLAMP Office within 60 days of Orientation. Each IDP must be updated and resubmitted at least annually.

2. Annual Review

a. The annual period for review for Good Standing coincides with the Fiscal Year (October 1 through September 30 annually).

b. Each participant must have an approved IDP in order to be evaluated for Good Standing status.

c. Neither course exceptions nor fulfillment of DLAMP requirements outside the year in review will be counted toward completion of annual minimum activity requirements. For example, a participant with exceptions approved for two School for National Security Executive Education (SNSEE) courses may not count those two courses as DLAMP activity for the annual review.

d. The first Good Standing review cycle under the refocused DLAMP will be October 1, 2002 through September 30, 2003.

3. Component Assessment and Reporting. Component DLAMP representatives may use the attached Assessment of Good Standing to conduct their annual review. Component certifications and waiver recommendations, if any, are due to the DLAMP Office not later than November 15 each year.

Defense Leadership and Management Program (DLAMP)
Assessment of Good Standing
October 1, ____ through September 30, ____

Participant Name: _____ Component: _____

DLAMP Class Year: _____

Participants are reminded that neither course exceptions nor fulfillment of DLAMP requirements outside the year under review will be counted toward completion of the annual minimum activity requirement.

Part I. Participant's Statement of Activity: I certify that I have completed the following DLAMP activities during this annual review period (check all applicable):

____ a. Graduate courses (identify courses and dates):

____ b. School for National Security Executive Education (SNSEE) courses (identify courses and dates):

____ c. Professional Military Education (identify school and completion date):

DLAMP Participant's Signature

Date

Part II. Supervisor's Statement.

____ I certify that, as of this date, the above-named DLAMP participant has met the following program requirements (review all requirements and check those applicable; explain those not checked):

____ Has successfully completed the activities identified in his or her Individual Development Plan for the year; and

____ Has no adverse suitability determinations (Title 5, Code of Federal Regulations, Part 731, Section 731.202(b)); and

____ Received a minimum performance appraisal rating of "pass" or "fully successful," or the equivalent, for the period covered by the most recent annual review; and

____ Has completed at least the minimum level of required, annual activity, as noted in the Good Standing Policy of 2002.

____ I certify that, as of this date, the above-named DLAMP participant has not met the necessary program requirements to remain active in this program.

Explanation (if necessary):

Supervisor's Name (Print)

Supervisor's Signature

Date

Part III. Component Certification. Annual review by the _____
Component DLAMP representative finds the above-named participant is (check one):

____ In Good Standing.

____ Recommended for a waiver of Good Standing (rationale):

____ No longer in Good Standing and will be removed from DLAMP.

____ Signature of Component Representative

Date

Part IV. DLAMP Review and Approval.

____ Concur with Component recommendation.

____ Non-concur with Component recommendation. Rationale and action required:

____ Signature of Deputy Director, Executive Development

Date