



## UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

Washington, DC 20415

Office of the  
Director

October 29, 2004

### MEMORANDUM FOR CHIEF HUMAN CAPITAL OFFICERS

FROM: KAY COLES JAMES,  
DIRECTOR

Subject: Senior Executive Service Federal Candidate Development Program`

I am pleased to inform you that we will begin accepting applications for the Senior Executive Service (SES) Federal Candidate Development Program (Fed CDP) on November 15, 2004. The program is open to all sources, and I am writing to ask for your assistance in identifying applicants who will help ensure that our "leaders for tomorrow" participate in this program.

Over the past year, we have discussed the challenges we are facing with succession planning and leadership development, and the virtues of cultivating executive talent at an enterprise level to best meet the President's vision for governance. As we all know, a significant percentage of our senior executives will be eligible to retire over the next few years. The Fed CDP will help develop the leadership capacity necessary to manage in a dynamic Federal environment and drive organizational performance.

The Fed CDP will recruit from all sectors of our diverse society to identify the best and brightest leaders for our Government and to significantly enlarge the pool of qualified executive candidates. This intensive developmental program involves a mix of residential training, tailored work experiences, reading assignments and forums, and direct mentoring and monitoring.

The attached brochure outlines the components of the program, including information on selection, curriculum, and program schedule. You will also find information on our website at [opm.gov/ses/fedcdp](http://opm.gov/ses/fedcdp). Your contact regarding this program is the OPM Human Capital Officer assigned to your agency.

I look forward to working with you on this program. Together, we will meet this critical human capital challenge for future Federal executive leadership.

Attached

cc: Agency HR Directors  
Agency SES Coordinators  
Chief Financial Officers  
Chief Information Officers

CON 131-64-4  
September 1993

## Attachment

Dear Colleague:

I am pleased to announce that beginning November 15, 2004, we are accepting applications for Senior Executive Service Federal Candidate Development Program (Fed CDP). This Government-wide program is the result of strong collaboration between the U.S. Office of Personnel Management (OPM), Federal agencies, and key stakeholder groups.

A main purpose of the program is to support Federal agencies in achieving objectives in President George W. Bush's management agenda with respect to leadership succession planning. A significant percentage of the Government's senior executives will be eligible to retire over the next few years. This program will help develop the leadership capacity necessary to manage in a dynamic Federal environment and drive organizational performance.

The Fed CDP will recruit from all sectors of our diverse society to identify the best and brightest leaders for our Government and to significantly enlarge the pool of qualified executive candidates. This intensive developmental program involves a mix of residential training, tailored work experiences, reading assignments and forums, and direct mentoring and monitoring.

We are looking to your organizations to help us identify and support Fed CDP candidates. The enclosed brochure outlines the components of the program, including information on selection, curriculum, and program schedule. Please share it with your constituents to ensure that it has the widest possible distribution. You will also find information on our website at [opm.gov/ses/fedcdp](http://opm.gov/ses/fedcdp) . Your contact regarding this program is Barbara Smith. She can be reached at (202) 606-2282 or [Barbara.Smith@opm.gov](mailto:Barbara.Smith@opm.gov).

We look forward to working with you as we launch the program. Together, we will meet this critical human capital challenge for future Federal executive leadership.