



Description

Graduate Academic Programs (GAP) foster employee development by using educational curricula at respected academic institutions across the country to cultivate creative homeland security strategic analysis and decision-making skills and preparing future leaders at the Department of Homeland Security (DHS). These programs are offered at high-quality, fully-accredited degree granting institutions. For information on specific programs, please visit the [Academic Programs](#) page on DHS Connect.

Executive Leaders Program (ELP)

The ELP allows senior-level homeland security professionals to develop the strategies, policies and organizational elements they need to better understand and address emerging national security issues, public policy debates, terrorist threats and best practices in homeland security. The Executive Leaders Program consists of four one-week in-residence sessions over a nine-month period. Each of the four sessions is conducted at the CHDS campus in Monterey, CA. Attendance and participation are required at all four sessions.

Funding

Tuition, fees and travel are funded through a FEMA grant. Applicants will be required to sign a Continuing Service Agreement if selected for the program. **Service obligation for the Executive Leaders Program is 12 months and begins upon completion of the program.**

Eligibility

Executive Leaders Program – Grade/Status Requirement

- Federal employees who have been with DHS for at least 1 (one) year at the time the application is due are eligible to apply. Any individual who has completed a degree under a Department of Homeland Security Graduate Academic Program within the last three years is not eligible to apply.
- Employees must have achieved at least a “Meets Expectations” or equivalent on their last review and must be in good standing.
- Applicants must be a GS-14, GS-15, or equivalent.

Education

There is no degree requirement for this program.

Application Process

Step One: Completion of Application

Individual must complete application electronically. Do not copy and paste essays into the application. Spelling and grammar check will not work within the form. Upon completion, applicant shall sign the document, and obtain their direct supervisor’s signature. Application package is not considered complete unless all items are present. **You must submit your application to your Component POC according to their internal deadlines. The dates listed on chds.us and the DHS**

Academic Programs page are for the Component POCs. Contact your component POC to determine your required submission deadline! Please visit the [Academic Programs](#) page on DHS Connect for a list of Component points of contact.

Applications must be saved using the following format: LastName_First_Component_ELP

Individuals are required to complete the CHDS ELP application at www.chds.us. Do not wait for DHS nomination to complete this required CHDS application.

Step Two: Component Prescreening

Component will prescreen application based upon their established criteria. Components will submit all applications to the DHS Chief Learning Officer (academicprograms@hq.dhs.gov) for concurrence. Only approved applications by eligible individuals will be reviewed for nomination. **Nomination by DHS does not guarantee selection for a program.**

Step Three: Program Review

CHDS reviews their application based upon school's acceptance criteria. Selection notification will come directly from the school.

Nomination Criteria

Applications will be pre-screened by each Component in the following areas:

Biography

Academic, professional, and personal achievements will be assessed. Applicant shall submit a biography that includes significant positions held (most recent first), agency/firm and major responsibilities. Gaps in employment history should be explained.

Essay

Applicants must demonstrate an understanding of how their participation in the program will enhance their ability to fulfill the Department's mission; specifically, how the knowledge gained through the program will impact their ability to assist their Component in achieving the DHS mission. Essay should discuss how the elements of the program itself will enhance the individual and organization. This essay is assessed based on depth, breadth, and synthesis of information; as well as organization of essay and communication skills.

Letters of Recommendation

Two letters of recommendation are required and may be submitted with both the DHS application and the school's application. The first is from the direct supervisor or Agency/Component leadership and is based upon the last page of this application. The second letter may be from a colleague or Component leadership, and should attest to applicant's dedication, conscientiousness, and communication skills.

Application Submission

Applications must be submitted in electronic .pdf format. Please only submit the "application" portion of the document along with the LORs in one single pdf. Applications must be submitted to your Component Academic POC by the deadline established by your Component.

SF-182

Completion of an SF-182 will only occur if you are selected to attend the CHDS ELP program.

For program information or application questions, please contact your Component Academic Program POC.



General Information

Name (First, Middle, Last)

Grade/Step or Band

Current Job Title

Parent Agency

Office/Directorate

Date of Service to DHS

Date of Current Position

Work Address

City

State

Zip

Work Phone

Work Email

First Line Supervisor Name

Work Email

Second Line Supervisor Name

Work Email

Which program are you applying to? (Applicants who apply to both the Spring and Fall Cohort will be considered for either cohort.)

☐ Spring (Monterey)

☐ Fall (Monterey)

CHDS Online Application

I understand I must also complete the CHDS online application. The CHDS application may be found at www.chds.us

☐ I have completed the online CHDS ELP application

☐ I am working on the online CHDS ELP application and will complete prior to the due date required by CHDS. (December 1 for spring cohort. May 1 for fall cohort)

Biography

Please provide a biography that highlights your education and career history. Your response is limited to 10,000 characters (approximately 1,500 words). Formatting will not copy into the form. Attachments are not accepted.

Essay Question

The essay question is a significant part of the application review. Your response must be written by you personally and may not be written, edited or translated by anyone other than yourself. The essay is evaluated on the depth, breadth and level of experience, as well as activities and accomplishments of the applicant. Essays are also judged on organization and communication skills, including punctuation and grammar, to determine if the applicant demonstrates a graduate student level of writing. Evaluation criteria are outlined at the beginning of this application. Formatting will not copy into this form.

Essay

The Self-assessment Essay is a statement specifying: (1) your reasons for seeking graduate education in homeland security; (2) the ways your background and experience flow logically toward such an endeavor; and (3) what you believe will be your future contributions to "homeland security." From this information, combining relevance, motivation, drive, and potential, your "Future Contributions" to the field of homeland security will be assessed.

When writing your essay, you may consider the following categories. While they do not represent "topics" to adopt for the essay, they may serve as examples of items or issues which could be incorporated in your essay:

- The contribution your background and educational experiences have made to your success in public safety, public administration, or homeland security.
- Your current position, opportunities, challenges, and successes in improving the quality of life of the citizens of your jurisdiction.
- The value of a graduate-level certificate program in homeland security to you and your organization, agency, jurisdiction, or state.
- Your assessment of your career path and the progression of your positions as well as the contributions you expect to make over the next five to ten years in the fields of public safety, public administration, or homeland security.
- What you consider to be the greatest challenges faced by your jurisdiction in the next decade and the ways you will be able to assist in meeting those challenges
- An example or several examples of the homeland security-related topics you consider most critical in your jurisdiction and your plans to study those topics within the graduate curriculum.

Essay is limited to 7000 characters (approximately 1,000 words). Attachments are not accepted.

Letters of Recommendation

Letters of recommendation should be addressed to the Chief Learning Officer. Both letters should be submitted with the application.

Letter of Recommendation #1

The first letter of recommendation should be written by your supervisor or Component leadership that indicates how the organization will benefit from your participation in the program. Please provide them the last page of the application package as a reference.

Letter of Recommendation #2

This letter should be written by someone within Component leadership not related to the applicant, attesting to the applicant's dedication, conscientiousness and communication skills.

Privacy Act Statement

AUTHORITY: The Homeland Security Act of 2002, Pub. L. 107-296, Sec 1331; 5 U.S.C. Chapter 41-Training.

PRINCIPAL PURPOSE: The purpose is to enable individuals to provide the necessary information for enrollment in a specific college, course, or program, and for other administrative processing associated with applying to the Naval Postgraduate School.

ROUTINE USES: Data will be used to compile student databases, class placements, statistical data, and for other routine administrative purposes. Information will be shared with Academic Program personnel in the DHS Office of the Chief Human Capital Officer, the Component where the applicant resides, and the Naval Post Graduate School. In exceptional cases, information may also be shared in accordance with the routine uses described in DHS/ALL-003 Department of Homeland Security Training Records.

MANDATORY OR VOLUNTARY DISCLOSURE: Disclosure is voluntary; however, failure to provide the requested information may prevent enrollment.

Applicant Signature

The information on this application is correct and was completed by me without assistance in editing or translating. I understand that nomination by the Department of Homeland Security does not guarantee acceptance into any program and that the school to which I am applying will make the final selection decision.

If chosen, I will not be available to perform my regular duties during the in-residence portion of the program. Any evaluations or performance reports done by the program may be sent to the U.S. Department of Homeland Security to be included in my personnel record. My supervisor and I have discussed how the skills and knowledge gained while in this program will be implemented upon my return to duty. We have discussed possible areas of study and research topics as they apply to the mission of my Component and DHS as a whole.

Further, I understand that participating in this program requires a considerable investment in time and I am prepared to put forth the effort required to successfully complete this program. If selected for the program, I will be required to submit a Continuing Service Agreement as described in the directions for this application.

Applicant Signature

Date

First Line Supervisor Signature

I understand that this application is for an academic program and that if selected, the applicant will be unavailable during the in-residence sessions (four one-week sessions for the Executive Leaders Program). The applicant and I have reviewed the program information and how the knowledge gained may be applied upon his/her return to duty.

I have reviewed the eligibility criteria for this program, and feel this applicant is eligible based on their grade/band, duties and last performance review.

I understand that the applicant, if selected, shall sign a Continuing Service Agreement (12 months for the Executive Leaders Program).

Supervisor Signature

Date

Application Checklist

Your application is not complete without the following:

- ☐ All fields completed
- ☐ Biography (no attachments accepted)
- ☐ All essays written (no attachments accepted)
- ☐ Letter of recommendation #1 (see last page)
- ☐ Letter of recommendation #2
- ☐ Applicant signature in all required places
- ☐ Supervisor signature

Component Review and Approval

We have reviewed this application for eligibility and completion. The following recommendation is submitted:

- ☐ This application is approved for nomination to the designated Naval Postgraduate School program.

Component Academic Program POC (Please Type)

Date

Component Academic Program POC (Please Sign)

Date



Please provide this sheet to your direct supervisor or Component leader who will be writing Letter of Recommendation #1.

To: Supervisors and Component Leaders

From: Learning, Education, and Development Strategy, Office of the Chief Human Capital Officer

RE: Letter of Recommendation for Naval Postgraduate School Program

Participation in the Naval Postgraduate School programs requires a significant investment in time and resources for both the applicant and the Department. You are being asked to write a letter of recommendation for an applicant.

As part of their application package, individuals must include a letter from their direct supervisor or Component leadership that indicates an understanding of how their participation in a program will benefit DHS; and how the knowledge gained through participation will be implemented upon their return to duty. The letter should address the following questions:

1. How does this opportunity link to the applicant's career growth within the Department of Homeland Security?
2. How will your organization benefit from the knowledge the applicant will gain as part of this opportunity?