**Federal Executive Institute (FEI) Leadership for a Democratic Society (LDS)
GS-14 Grade Waiver Requirements**

**The Federal Executive Institute (FEI) Leadership for a Democratic Society (LDS) is** open only to GS-15s and SES members.  However, in very rare instances, they have considered selected GS-14s for enrollment. Decisions on waiver requests are made on a case-by-case basis by the FEI Director.

To request a grade waiver, FEI requires a memo/letter addressed to Dr. Danny Miller, Faculty Chair – Leadership for a Democratic Society. he memo/letter must be from the individual's immediate supervisor (or second level supervisor) and should clearly state how the candidate qualifies for the course and why the grade requirement should be waived.

Each of the following items MUST be addressed in the memo/letter:

1. Length of time the employee has been in the GS-14 position. Typically we like to see that they have met the time-in-grade requirement that is standard for movement to the GS-15 position and are on track for promotion to the GS-15 grade level.
2. What is the individual’s leadership role and responsibilities within the agency; i.e., what are their executive leadership responsibilities?
3. Describe the individual’s current leadership track.
4. Other leadership development course(s) has the individual attended?
5. What makes LDS the next step in the individual’s leadership development?

Please be sure to spell out all acronyms the first time they are used followed by the acronym in parentheses.