



DEPARTMENT OF DEFENSE
DCPAS
Defense Civilian Personnel Advisory Service

Department of Defense

FISCAL YEAR 2020 Application Guide

2020 Emerging HR Leaders Forum
by the Partnership for Public Service

Contents

Introduction.....	3
Participation Requirements.....	3
Required Information	4
2020 Program Timeline	4
Application Form	5
Personal Information	5
Sample Resume	7
Supervisor Information.....	8
Letter of Reference.....	8
Supplemental Information	8
How did you learn about this training program?	8
Contact Us.....	8

Introduction

The Emerging HR Leaders (EHRL) Forum is a leadership development program offered by the Partnership for Public Service, a nonprofit, nonpartisan organization that provides leadership training and seminars designed for federal employees. The EHRL Forum is specifically for eligible human resource professionals in the General Schedule pay grades 9-12 or equivalent.

During the EHRL Forum sessions, participants engage in developmental activities, learn from experts, and practice strategies to become more effective HR practitioners with knowledge, skills, and perspectives necessary to grow and lead in the federal human capital community. Upon completing the program, emerging HR leaders can connect with the alumni of the program and build on their connections by joining the ever-growing network of federal HR professionals who have participated in this program.

Participation of twelve selected employees from the Department of Defense will be funded by a Defense Civilian Personnel Advisory Service (DCPAS) contract. Components (Army, Navy, Air Force, and Intelligence) may each submit a maximum of three HR specialists (occupational series 201) for consideration. The Fourth Estate Defense Agencies and Field Activities may submit one nominee each. Components and agencies are responsible for conducting their own internal selection processes in compliance with applicable laws, regulations, and merit principles.

Participation Requirements

- Full time agency employee for at least 18 months
- GS-9 to GS-12 or equivalent federal employee in the HR field, i.e., GS-0201-9/12 Human Resource Specialist (career, career-conditional, or equivalent)
- With a performance rating of “meets expectations” or higher
- Available for January – June, 2020 or July – December 2020 time periods to attend and adequately prepare for each session
- Has the concurrence of immediate supervisor and component leadership

Required Information

All applications must include the following:

- Personal Information
- Professional Experience and Objectives
- Up-to-date Resume
- Supervisor Endorsement Form

Please note: Each of the items requested above must be submitted in one email but as separate attachments for each candidate.

2020 Program Timeline

Target Dates	Key Activities
October 4, 2019	DCPAS Call for Nominations
November 12, 2019	Component/Agency/Field Activity Nominations due to DCPAS
December 20, 2019	Notification of Acceptance to Nominees
January 3, 2020	DUE TO PPS: Participants list
January 23, 2020	Winter 2020 In-Person EHLR Forum begins
July 16, 2020	Summer 2020 In-Person EHLR Forum begins
July 23, 2020	Summer 2020 Virtual EHLR Forum begins

Application Form

Personal Information

First Name: _____ Last Name: _____

Job Title: _____ Occupation: Human Resources

Department or Agency: _____ Subcomponent: _____

Office Address:

Street: _____

City: _____ State: _____ Zip Code _____

Work Phone: _____ Mobile Phone: _____ Home Phone: _____

Preferred Phone Number: _____

Work Email: _____ Personal Email: _____

Preferred Email Address: _____

Home Address:

Street: _____

City: _____ State: _____ Zip Code _____

Professional Experience and Objectives

Total years with current agency: _____ Total years of government service: _____

Number of employees you supervise: _____ GS Level or Equivalent: _____

Describe your current job responsibilities. Limit 300 words:

Describe your short- and long-term career objective(s). Why is leadership development important to you in your career? Limit to 300 words.

Why are you interested in participating in the Emerging HR Leaders Forum? What do you plan to gain from your experience? Limit to 300 words.

The Emerging HR Leaders Forum is a program built around peer sharing and group learning. What do you hope to bring to your cohort and what will you contribute to your colleagues? Limit to 300 words.

Sample Resume

Please attach your resume in .pdf, .doc, .docx or .txt format. Your file should be no larger than 1MB. All resumes must include the following items:

Contact Information:

Name

Work: Address, Phone, Fax, and E-mail (required)

Home: Address, Phone, Fax, and E-mail (optional)

Education:

School(s) (name and location):

Degree earned, graduation date:

Major field of study for each undergraduate and graduate degree:

Non-degree studies:

School, location, major field of study, undergraduate or graduate credit hours earned

Experience/Work History: Dates, title, grade or rank, agency or company, location, responsibilities and achievements, formal supervisory experience.

Defense/Government Sponsored Training: (School and course title, date including sponsoring institution, e.g., Defense Systems Management College or Information Resources Management College/National Defense University)

Skills/Accomplishments: (e.g., computer software, languages, certifications, licensure)

Activities and Honors: (e.g., awards, professional memberships, community service)

Supervisor Information

First Name: _____ Last Name: _____

Job Title: _____

Work Phone: _____

Office Address: _____

Letter of Reference

Your supervisor endorsement must come from your direct supervisor. You may upload the letter along with this application. *The file should be no more than two pages.*

Supplemental Information

How did you learn about this training program?

Agency Announcement

Colleague

Supervisor

Training Manager

Website

Other

Did you go through an internal agency process? Yes _____ No _____

Gender: Female _____ Male _____

Contact Us

For more information or questions, email dodhra.mc-alex.dcpas.mbx.hrspas-ctd-broadening-team@mail.mil