NOMINEE INFORMATION SHEET FOR DoD LEADER DEVELOPMENT PROGRAMS

Name: _____

Prefix: Mr./Ms./Dr. First Name   *Middle Initial*   *Last Name*   *Suffix: Jr./Sr.*

Preferred name for Graduation Certificate: _____

(e.g. Jane E. Doe; Jane E. Doe, PhD; Jane E. Doe, COL)

Organizational Name and Office Symbol: _____

Component: ____ Army   ____ Navy   ____ Air Force   ____ Intelligence

____ Other DoD Agency/Activity or Interagency: _____

(Specify agency in space provided)

Occupational Community: ____ Acquisition   ____ Financial Management

(*DCELP Only*):   ____ Human Resources   ____ Other: _____

Position Title: _____

Occupational Series (4-digit code): _____ ***CAC/EDIPI #:** _____

Pay Plan/Pay Schedule: _____ ***If not GS, list equivalent GS Grade Level***: _____

Date of Last Promotion (Month/Year): _____

Current Security Clearance: _____ **Date Issued:** _____

(DSLDP & ELDP Only)

Work E-mail Address: _____ **Office Phone Number:** _____

DSN Prefix (if applicable): _____

Alt E-Mail Address: _____ **Alt Phone Number:** _____

Complete Organizational Mailing Address:

_____

Number   *Street*   *Suite*

_____

City   *State*   *Zip*

Nominee Signature: _____ **Date:** _____

*Must provide CAC/EDIPI number to Component Representative for application to be considered complete.

Managerial/Supervisory Experience

Are you currently a manager or supervisor? ____Yes ____No

    If no, have you ever been a manager or supervisor? ____Yes ____No **Year last managed/supervised:** ____

    If yes, how long have you been/were you a o cpci gr or uwr erxluqt (total number of years)? ____Years

How many people do/did you manage or supervise? _____

Senior-level Professional Military Education

Below Rank order only your TOP 3 preferred PME schools. *(You are ineligible to select a PME school from the employing Component; e.g. Army participants are ineligible to attend the Army War College).*

School	Preferred Rank
Army War College	
Air War College	
Eisenhower School	
National War College	
Navy War College	

Executive Core Qualifications

Guidance for Nominees

When preparing ECQ write-ups, please cite specific and current examples of accomplishments and reflect a level of proficiency in each as would be expected of high performing senior civilian leaders in DoD.

The Challenge-Context-Action-Result (CCAR) Model **must** be used in preparing ECQ descriptions. The CCAR model involves these components:

    Challenge: Describe a specific problem or goal.

    Context: Place the example in its context, i.e., describe the individuals and groups you worked with, and/or the environment in which you worked, to tackle a particular challenge. Explain the complexity of the situation.

    Action: Discuss the specific actions you took to address the challenge.

Result: Give specific examples of the results of your actions to demonstrate the quality and effectiveness of your leadership skills. While each ECQ narrative should be written in paragraph format, the CCAR approach must be evident in those narratives. **Write-ups are limited to four pages total for all ECQs (**Fundamental Competencies are cross-cutting, they should be addressed over the complete ECQ narrative).

Also, please adhere to the following:

- Use Times New Roman font, size 12
- Be clear and concise
- Write in the first person
- Write with the audience in mind: i.e., your supervisor, organization leadership, Component, DSLDP Program Manager and an executive-level Selection Board
- Spell out all acronyms the first time used
- For achievements and results, focus on recent examples
- Avoid repeating the same accomplishment for different write-ups
- Describe recent education and training that enhanced your skills in each element
- Avoid personal beliefs or philosophies
- If possible, quantify accomplishments/results
- Use the CCAR model while developing the write-ups, but do not annotate specific statements with the four headings (Challenge, Context, Action or Result)

Write-ups are to cover the 5 core ECQs, as well as the fundamental competency grouping. It is not necessary to address each sub-competency directly as long as the narrative shows proficiency of the competencies.

Additional Attachments

- **Most recent performance appraisals**

- **Transcripts for baccalaureate or higher degree, from an accredited institution (legible unofficial copies are acceptable). Only the most recent transcript is required.**

☐ **I certify that all information contained in this application is true and accurate to the best of my knowledge. I also understand that a reasonable degree of functional, organizational and geographical mobility is expected in order to participate in the program.**

_____   _____

Nominee's Signature   Date

STATEMENT OF INTEREST FOR DoD LEADER DEVELOPMENT PROGRAMS

The Statement of Interest should <u>not</u> repeat information in the resume, information sheet, or other supplemental materials required for specified program. Rather, it should focus on why you should be selected as a participant in the specified DoD Leader Development Program.

Address, in 500 words or less, the following:
- what you consider to be your major strengths and qualifications for the program
- the contributions you will add/bring to the program
- how attending the program fits into your professional career development plan
- the return on investment to your Component/organization and to the Department of Defense
- reason for requesting the desired PME school *(DSLDP Only)*

This part is to be completed by the nominee's immediate supervisor who is thoroughly familiar with his/her performance in order to assess his/her leadership potential.

Nominee's Name: _____

Current Position: _____

Current Position level: _____ **Employee** _____ **Team Leader** _____ **Supervisor**

Please rate the nominee's PROFICIENCY in each of the following competencies:

Competencies	Current Proficiency		
	Needs Development[1]	Proficient[2]	Outstanding/ A Personal Strength[3]
Fundamental competencies – Are the foundation for success in all other competencies. Includes Interpersonal skills, Integrity/Honesty, Written Communication, Oral Communication, Continual Learning, Public Service Motivation.			
Leading Change - Involves the ability to bring about strategic change, both within and outside the organization, to meet organizational goals. Inherent to this competency is the ability to establish an organizational vision and to implement it in a continuously changing environment.			
Leading People - Involves the ability to lead people toward meeting the organization's vision, mission, and goals. Inherent to this competency is the ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts.			
Results Driven - Involves the ability to meet organizational goals and customer expectations. Inherent to this competency is the ability to make decisions that produce high-quality results by applying technical knowledge, analyzing problems and calculating risks.			
Business Acumen - Involves the ability to manage human, financial, and information resources strategically.			
Building Coalitions - Involves the ability to build coalitions internally and with other Federal agencies, State and local governments, nonprofit and private sector organizations, foreign governments, or international organizations to achieve common goals.			

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[1] Applies the competencies in somewhat difficult situations; requires frequent guidance.
[2] Applies the competencies in difficult situations; requires only occasional guidance.
[3] Applies the competencies in exceptionally difficult situations; serves as a key resource and advises others.

Supervisory Narrative

In 250 words or less, provide a narrative that cites your unique perspective on the nominee's proficiencies indicated above.

Supervisory and Leadership Endorsement

Based on my personal experience and discussions with this nominee, knowledge of his/her current/past performance, and review of his/her application package, this nominee is ready to participate in this program.

Immediate Supervisor Title: _____

Immediate Supervisor E-mail: _____

Immediate Supervisor Phone: _____

_____   _____
Immediate Supervisor Signature   Date

Second Level Supervisor Title: _____

_____   _____
Second Level Supervisor Signature   Date

DEFENSE SENIOR LEADER DEVELOPMENT PROGRAM (DSLDP) SUPERVISOR ASSESSMENT

Additional Organization/Activity Endorsement (required only if the second level supervisor is not SES or General/Flag Officer level):

Executive Title: _____

_____   _____
Executive Signature   Date

Understanding of Program Requirements

☐ **I have read and understand the DSLDP program requirements and acknowledge some requirements may involve time during regular duty hours to complete. I have also spoken with my organizational/Component leadership to ensure they understand these requirements as well.**

_____   _____
Nominee Signature   Date

_____   _____
Supervisor's Signature   Date

BIOGRAPHY SAMPLE FOR DOD LEADER DEVELOPMENT PROGRAMS

Name Title
Component/Organization

<Insert a One Paragraph Narrative beginning here>

CAREER CHRONOLOGY:
-
-
-

COLLEGE:
-
-
-

SIGNIFICANT TRAINING:
-
-
-

CERTIFICATIONS:
-
-
-

AWARDS AND HONORS:
-
-
-

PROFESSIONAL MEMBERSHIPS AND ASSOCIATIONS:
-
-
-

SUPPLEMENTAL NOMINEE INFORMATION SHEET FOR DSLDP

DEFENSE SENIOR LEADER DEVELOPMENT PROGRAM (DSLDP)

RESUME TEMPLATE (maximum of 6 pages)

Please be sure to include all of the following items:

Contact Information:
Name
Home: Address, Phone, Fax, and E-mail (optional)
Work: Address, Phone, Fax, and E-mail (required)

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/graduate credit hours earned

Experience/Work History:
Dates, title, grade, agency/company, location, responsibilities/achievements. Focus on results.
Be sure to highlight position(s) involving formal supervisory experience. Also, include grade/rank for each position.

Defense/Government Sponsored Training (to include leadership training):
School and course title, date (include sponsoring institution, e.g., Defense Systems Management College, Information Resources Management College/NDU, OPM FEI or Management Development Centers)

Skills/Accomplishments:
Skills, e.g., computer, languages; publications; certifications; licensure; clearances

Activities and Honors:
Community service, awards, professional memberships, hobbies