



## DEPARTMENT OF DEFENSE

Agency/Organization

Street

City, State Zip

MEMORANDUM FOR DEPARTMENT OF DEFENSE CHIEF LEARNING OFFICER

SUBJECT: [ORGANIZATION] Nominations to the White House Leadership Development Program

The [ORGANIZATION] recommends the below listed employees for the Deputy Secretary's nomination to the White House Leadership Development Program. A selection panel of senior executives reviewed a total of [enter number] applications and presents these nominees in rank order

Name, Title, Organization

Name, Title, Organization

Name, Title, Organization

My point of contact regarding these nominations is Ima A. Coordinator who can be reached at (123) – 456 – 7890 or [first.mi.last.civ@mail.mil](mailto:first.mi.last.civ@mail.mil).

John Q. Public

Title

Attachments:

Nomination packages