

NOMINEE INFORMATION SHEET FOR
FEDERAL INTERNAL COACH TRAINING PROGRAMS (FICTP) - DoD APPLICATION

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

Organizational Name and Office Symbol:

Component: Army Navy Air Force

 Intelligence Marines Space Force

 Other DoD
 Agency/Activity _____
(Specify agency in space provided)

Occupational Series (4-digit code): _____

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

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:** _____

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The Applicant Narrative should not repeat information in the resume, information sheet, or other supplemental materials required for this program. Rather, it should focus on why you should be selected as a participant in the specified Federal Internal Coach Training Program (FICTP).

In your Applicant Narrative, please address the following four questions. For each question, please limit your responses to 250 words each.

1. Describe a time where you had to establish *trust*; where doing so was challenging. Describe the circumstances, your mindset, the skills you used, and the outcome.
2. Describe a situation that demanded you to exercise *self-awareness*. In your response, explain what self-awareness means to you, the circumstance, and how self-awareness influenced the outcome.
3. Describe a circumstance involving you and another person or group where a strong showing of *empathy* was warranted. How was empathy evidenced and what was the impact?
4. Describe your personal and professional development journey over the last 3-5 years and how it will support your growth as a coach.

Applicant Narrative

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In 250 words or less, provide a narrative that cites your unique perspective on the nominee's proficiency and potential in establishing trust, exercising self-awareness, and showing empathy in order to achieve meaningful results.

Supervisory Narrative

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

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Understanding of Program Requirements

I have read and understand the FICTP program requirements and acknowledge requirements will 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

SUPPLEMENTAL NOMINEE INFORMATION FOR
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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/Other Professional Development (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