

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.**

STATEMENT OF INTEREST FOR DoD LEADER DEVELOPMENT PROGRAMS

The Statement of Interest should not 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*)

DEFENSE CIVILIAN EMERGING LEADER PROGRAM (DCELP) SUPERVISOR ASSESSMENT

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**
 Member of Fellowship Program

Please rate the nominee's PROFICIENCY in each of the following competencies (this information is used only to obtain a "before and after" snapshot of the nominee):

Competencies	Current Proficiency		
	Needs Development ¹	Proficient ²	Outstanding/ A Personal Strength ³
Interpersonal Skills			
Integrity/Honesty			
Written Communication			
Oral Communication			
Continual Learning			
Public Service Motivation			
Leveraging Diversity			
Flexibility			
Resilience			
Problem Solving			
Customer Service			
Mission Orientation			
Team Building			
Decisiveness			
Influencing/Negotiating			
DoD Mission and Culture			

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.

DEFENSE CIVILIAN EMERGING LEADER PROGRAM (DCELP) SUPERVISOR ASSESSMENT

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 CIVILIAN EMERGING LEADER PROGRAM (DCELP) SUPERVISOR ASSESSMENT

Understanding of Program Requirements

I have read and understand the DCELP 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

SUPPLEMENTAL NOMINEE INFORMATION FOR DCELP

DEFENSE CIVILIAN EMERGING LEADER PROGRAM (DCELP)

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