

SUPPLEMENTAL NOMINEE INFORMATION SHEET FOR DSLDP

Supervisory Experience

Are you currently a supervisor (rating official) of record? ___Yes ___No

If no, have you ever been a supervisor? ___Yes ___No Year last supervised: ___

If yes, how long have you been/were you a supervisor (total number of years)? ___Years

How many people do/did you supervise? _____

Have you ever been a 2nd level supervisor? ___Yes ___No If Yes, for how long? ___Years

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.

SUPPLEMENTAL NOMINEE INFORMATION SHEET FOR DSLDP

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 (not unduly dated) 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, in its totality, shows proficiency of the competencies on the whole.

Additional Attachments

- **Latest performance appraisal:** ____Attached ____Not Attached
- **Transcripts for baccalaureate or higher degree, from an accredited institution (legible unofficial copies are acceptable):** ____Attached ____Not Attached

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 gain experiences in multiple environments.

Nominee's Signature

Date

RESUME SAMPLE FOR DOD LEADER DEVELOPMENT PROGRAMS

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

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 SENIOR LEADER DEVELOPMENT PROGRAM (DSLDP) 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 proficiency and potential for even more responsible senior leader positions across the enterprise.

Nominee's Name: _____

Current Position: _____

Current Position level: ___Non-supervisor ___Team Leader ___Supervisor ___Manager

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.			

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 SENIOR LEADER DEVELOPMENT PROGRAM (DSLDP) SUPERVISOR ASSESSMENT

Supervisory Narrative

In at least 250 words, 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 Now Ready in 1-2 years upon DSLDP Completion Other (Please explain)

DEFENSE SENIOR LEADER DEVELOPMENT PROGRAM (DSLDP) SUPERVISOR ASSESSMENT

Immediate Supervisor Title: _____

Immediate Supervisor E-mail: _____

Immediate Supervisor Phone: _____

Immediate Supervisor Signature

Date

Second Level Supervisor Title: _____

Second Level Supervisor Signature

Date

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's 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:

-
-
-