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U.S. DEPARTMENT OF AGRICULTURE

2003 EXECUTIVE LEADERSHIP PROGRAM FOR MID-LEVEL EMPLOYEES

NOMINATION FORM

Note: Deadline July 16, 2002

1. Indicate Agency (Check)

FAS

FSA

2. Name	3. Division/Staff (Include Office Address)	4. Room Number and Stop Code	
5. E-mail Address			
6. Title	7. Grade	8. Full-Time Employee? Yes <input type="checkbox"/> No <input type="checkbox"/>	9. Telephone Number (include area code)
			10. FAX Number (Include area code)

11. Please notify your supervisor that you are submitting your name for consideration of the training listed above. Have your supervisor sign below to indicate that they have been notified and are aware that selectees are away from their job for a minimum of 5 months. For program cost, refer to Notice PM-2309.

A. Supervisor's Signature	B. Date (MM-DD-YYYY)	C. Supervisor's Telephone Number (Include area code)
D. Print Supervisor's Name and Title	E. Supervisor's Mailing Address	

12. Other required information to be included with this nomination form:

A. Written statement of up 2 pages addressing how this training abilities or competencies are supported in your current position

NOTE: Address the following abilities or competencies individually:

- oral
- written
- interpersonal communication
- leadership
- initiative
- technical competence.

B. Current OF-612 or SF-171 or resume signed and dated by the applicant with current home address.

C. List of all formal training courses taken in the last 5 years.

D. A statement written by the first-line supervisor assessing the applicant's potential for supervisory or managerial responsibilities.

13. Please submit this nomination form, and all other information listed in item 12 (the original and 6 copies), by July 16, 2002, to:

Regular Mail:
Regina Duncan
USDA, FSA, HRD, TDB
Stop 0574
1400 Independence Avenue, SW
Washington, DC 20250-0574

Or Fed Ex:
Regina Duncan
USDA, FSA, HRD, TDB
Suite 303-A
2101 L Street, NW
Washington, DC 20037-1526