



United States  
Department of  
Agriculture

Office of the  
Assistant Secretary  
For Administration

1400 Independence  
Avenue SW

Washington, DC  
20250-0103

<Date>

Ms. Cathy Penn  
Chief, Executive Resources Services Group  
Office of Personnel Management  
Strategic Human Resources Policy  
1900 E. Street, NW, Room 6484  
Washington, DC 20415-0001

Dear Ms. Penn:

I am pleased to submit the attached Criterion B QRB Case Certification Portfolio for **XXXXXX**. **Mr(Ms)** has successfully completed all requirements of the United States Department of Agriculture (USDA) Senior Executive Service Candidate Development Program (SES CDP). USDA followed merit selection procedures when selecting **Mr/Ms** for the USDA SES CDP, and ensured that **she/he** met the program’s entry qualifications.

**Mr/MS** ‘s Case Certification Portfolio describes **his/her** experiences in meeting requisite executive qualifications and includes descriptions of each of these program elements:

Requirement	Date Completed
SES Mentor Obtained	
SES CDP Orientation	
Executive Developmental Plan (EDP)	
80-Hours Interagency Training (per attached EDP)	
4-month (16-week) Developmental Assignment	
8 Weeks of Instruction Taught by American University	

This Portfolio also includes a copy of the USDA SES CDP recruitment announcement.

The Executive Resources Board requests that a Qualifications Review Board certify **Mr/MS** ‘s executive qualifications. If you should have any questions about this Portfolio or USDA’s SES CDP, please call Janet Lynch, Office of Human Capital Management, Department Administration, at 202-260-4378, or email at [janet.lynch@usda.gov](mailto:janet.lynch@usda.gov).

Sincerely,

Katherine R. Smith  
Chair, Executive Resources Board