

# CARE TEAM MEMBER NOMINATION FORM

## FY 2004

Participation in the Consolidated Assistance Review & Evaluation (CARE) Program is a three-year commitment for new members and a two-year commitment for returning members. Individuals selected must attend **mandatory** CARE Training scheduled for January 27-29, 2004, in Oxford, Mississippi. CARE Team members participate in one or two CARE Reviews scheduled from March through July of each fiscal year.

CARE Team members will be selected from Area and Location level administrative offices, and branches of the AFM Divisions. Individuals selected will be those who have successfully demonstrated the knowledge, skills and abilities required to be a member of the CARE Program. These qualities include: aptitude and willingness to learn outside of one's functional expertise, demonstrated teamwork and communication skills, objectivity, and adaptability to a dynamic environment. Employees eligible for CARE include Location Administrative Officers & Technicians, Research Leader Secretaries, and functional experts in Information Technology, Human Resources, Facilities (Safety and Health), Extramural Agreements, Budget and Fiscal, Procurement and Property, and "New Initiative" experts who can provide assistance regarding a new system or initiative within the Agency (e.g. an FFIS expert).

Nominations should be submitted through supervisory channels (via this form) to your Area Administrative Officer, Deputy Area Director, or AFM Division Director who will then forward the nominations to the CARE Coordinator. The CARE Coordinator will make the final selections for CARE Teams based on the required skills needed to complement those of current CARE Team members.

**FY 2004 CARE NOMINATION FORM**

**NAME:**

**LOCATION / AREA / DIVISION:**

**CURRENT POSITION & DUTIES:**

**PREVIOUS ARS / FEDERAL POSITIONS & DUTIES:**

**SPECIALIZED SKILLS AND ABILITIES:**

**REASON FOR WANTING TO PARTICIPATE IN CARE:**

**SUPERVISOR APPROVAL:** \_\_\_\_\_

**AAO/ DAD/DIVISION DIRECTOR APPROVAL:** \_\_\_\_\_