

## **DEFENSE SENIOR LEADER DEVELOPMENT PROGRAM (DSLDP) NOMINEE INFORMATION**

**Nomination Package.** Individuals must be nominated through their Component. All nominees are required to furnish a nomination package (original and one copy) that includes the following items:

- [DSLDP Nominee Information Sheet](#);
- [Resume Template](#); (three-page limit);
- [Statement of Interest](#);
- [Narrative Statement of Achievements](#), describing how the nominee meets the ECQs (provide a separate write-up for each of the 5 ECQs and the combined Fundamental Competencies; four-page total limit);
- [Supervisor's Assessment of Nominee's Competency Proficiencies and Future Leadership Potential](#);
- Attachments
  - [Latest Performance Appraisal](#);
  - [Current SF-50, Notification of Personnel Action](#);
  - [Transcripts](#) for baccalaureate or higher degree, from an accredited institution (legible unofficial copies are acceptable); and

**DEFENSE SENIOR LEADER DEVELOPMENT PROGRAM (DSLDP)**

**NOMINEE INFORMATION SHEET**

Name: \_\_\_\_\_  
Prefix: Mr./Ms./Dr.    First Name    Middle Initial    Last Name    Suffix: Jr./Sr.

Preferred first name: \_\_\_\_\_

Employing Component: \_\_\_Army \_\_\_Navy \_\_\_Air Force \_\_\_Fourth Estate \_\_\_Intelligence

If Combatant Command, list COCOM: \_\_\_\_\_

If Army, Navy, or Air Force, list major command: \_\_\_\_\_

If Fourth Estate or Intelligence, list employing agency: \_\_\_\_\_

Job title: \_\_\_\_\_

Occupational Series (4-digit code): \_\_\_\_\_

Pay Plan/Pay Schedule: \_\_\_\_\_ Permanent Grade/Band: \_\_\_\_\_

Date of last promotion: \_\_\_\_\_  
If in a pay banding system, list equivalent GS grade level \_\_\_\_\_

**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 2<sup>nd</sup> level supervisor? \_\_\_yes \_\_\_no If Yes, for how long? \_\_\_years

Acquisition Corps member: \_\_\_yes \_\_\_no

Organizational name and symbol: \_\_\_\_\_

Organizational mailing address: \_\_\_\_\_  
\_\_\_\_\_

Supervisor's Name and Title: \_\_\_\_\_

Supervisor's e-mail address: \_\_\_\_\_

### Senior-level Professional Military Education

\_\_\_\_\_ Have previously completed (attach copy of diploma or transcript).

List PME Schools	Dates of Attendance

\_\_\_\_\_ Have not previously attended.

Below Rank order only your TOP 3 preferred PME schools. *(Do not include the school from which your Component is affiliated, as you will not be able to attend said school).*

School	Preferred Rank
Army War College	
Air War College	
ICAF	
National War College	
Navy War College	

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

#### PRIVACY ACT INFORMATION

Authority: The Government Employees Training Act of 1958 (USC, Title 5, 4101 to 4118), EO 9397, November 1943 (SSN).  
Purpose and Use: Used in the administration of the Federal Training Program.  
Disclosure: Personal information provided in this application package is given on a voluntary basis. Failure to provide this information, however, may result in ineligibility for participation in training programs.

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## RESUME TEMPLATE

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

## **DEFENSE SENIOR LEADER DEVELOPMENT PROGRAM (DSLDP)**

### **STATEMENT OF INTEREST**

The Statement of Interest should not repeat information in the resume, information sheet, or Executive Core Qualification narrative. Rather, it should focus on why you should be selected as a participant in DSLDP.

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
- reason for requesting the desired PME school
- the return on investment to your Component/organization and to the Department of Defense

Please use Times New Roman font, size 12

Typed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# DEFENSE SENIOR LEADER DEVELOPMENT PROGRAM (DSLDP)

## NARRATIVE STATEMENT OF ACHIEVEMENTS

### *Executive Core Qualification (ECQ) Statements Including Fundamental Competency*

#### **Guidance for Nominees**

ECQ write-ups are to cite specific 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.

**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.

## DEFENSE SENIOR LEADER DEVELOPMENT PROGRAM (DSLDP)

### SUPERVISOR'S ASSESSMENT OF NOMINEE'S COMPETENCY PROFICIENCIES AND FUTURE LEADERSHIP POTENTIAL

Nominee's Name: \_\_\_\_\_

Current position: \_\_\_\_\_

Current Position level: \_\_\_\_\_ Non-supervisor \_\_\_\_\_ Team Leader \_\_\_\_\_ Supervisor \_\_\_\_\_ Manager

(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.)

#### Executive Core Qualifications

Please rate the nominee's PROFICIENCY in each of the following competencies.

Competencies	Current Proficiency		
	Needs Development <sup>1</sup>	Proficient <sup>2</sup>	Outstanding/ A Personal Strength <sup>3</sup>
<b>Fundamental competencies</b> – Are the foundation for success in all other competencies. Includes Interpersonal skills, Integrity/Honesty, Written Communication, Oral Communication, Continual Learning, Public Service Motivation.			
<b>Leading Change</b> - 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.			
<b>Leading People</b> - 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.			
<b>Results Driven</b> - 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.			
<b>Business Acumen</b> - Involves the ability to manage human, financial, and information resources strategically.			
<b>Building Coalitions</b> - 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.			

<sup>1</sup> Applies the competencies in somewhat difficult situations; requires frequent guidance.

<sup>2</sup> Applies the competencies in difficult situations; requires only occasional guidance.

<sup>3</sup> Applies the competencies in exceptionally difficult situations; serves as a key resource and advises others.

**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:

I endorse the candidate for the Defense Senior Leader Development Program.

S/he has the potential to take on even more responsible senior leadership positions across the enterprise:

\_\_\_\_\_ Ready Now    \_\_\_\_\_ Ready in 1-2 years upon DSLDP Completion    \_\_\_\_\_ Other

**Immediate Supervisor:** Typed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Second Level Supervisor:** Typed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Additional Organization/Activity Endorsement (required only if the second level supervisor is not SES or General/Flag Officer level):**

**Executive Official:** Typed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_





# **DEFENSE SENIOR LEADER DEVELOPMENT PROGRAM (DSLDP)**

## **ATTACHMENTS**

The following documents are attached:

- Latest Performance Appraisal: Yes \_\_\_\_
- Current SF-50, Notification of Personnel Action: Yes \_\_\_\_
- Transcripts for baccalaureate or higher degree, from an accredited institution (legible unofficial copies are acceptable): Yes \_\_\_\_\_