



DEPARTMENT OF THE NAVY
OFFICE OF THE ASSISTANT SECRETARY
(FINANCIAL MANAGEMENT AND COMPTROLLER)
1000 NAVY PENTAGON
WASHINGTON DC 20350-1000

MAY 28 2013

MEMORANDUM FOR DISTRIBUTION

Subj: REQUEST FOR FINANCIAL MANAGEMENT NOMINEES FOR THE
DEFENSE CIVILIAN EMERGING LEADER PROGRAM (DCELP)

Encl: (1) DCELP Information and Application Requirements

The purpose of this memo is to solicit nominations for the Defense Civilian Emerging Leader Program (DCELP). The program will begin September 2013 with employees from the acquisition and financial management (FM) communities. Guidance will be issued separately for the Department of the Navy (DON) acquisition community nomination process which will cover acquisition and acquisition FM (e.g. Business Financial Manager) nominations. The guidance below only addresses the process for financial management community nominations (financial management community is generally defined as employees in comptroller positions).

DCELP is the first step in the Department of Defense (DoD) civilian leader continuum and as such it is designed for entry level employees. Participants across all DoD Components have noted the benefits and value of the program. Enclosure (1) outlines the program and application requirements. Please note that this is a 12-18 month program with approximately 31 days of classroom-based training. The nominating command is responsible for any travel/per diem of program participants. The DON FM community will focus nominations on financial management employees that are at the GS-9 or GS-11 level (or equivalent) and not currently in a developmental program (e.g. FM trainee or associate, another leadership program, etc.). A few additional administrative comments are provided below.

- Fillable forms for the application form and supervisor's assessment can be found at the following link under "What's New": <http://www.finance.hq.navy.mil/fmc/>
- All other documentation should be provided in Microsoft word.
- Please follow the templates provided and comply with the word limits.
- Resumes should highlight pertinent experiences, training, knowledge, or education and should not read like position descriptions.
- The last page provides a section to be completed by the Component – DO NOT complete. The Financial Management Human Capital Division (FMH) will complete that section.

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- Nominations should be submitted electronically to Ms. Brittany Smith no later than 3 July 2013 so that this office can review, prioritize and submit in accordance with the Office of the Secretary of Defense deadline. As always, nominations can be submitted before the deadline but will not be accepted after the deadline.

My point of contact for questions pertaining to this matter is Ms. Brittany Smith FMH-12, at (703) 692-1671 or via email at brittany.m.smith@navy.mil.



Gaye L. Evans
Special Assistant for Human Capital

Distribution:
(See next page)

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Distribution:

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Navy Special Operations Command (NAVSOC)

Copy to:
OCHR

Nomination/Application Package Defense Civilian Emerging Leader Program (DCELP)

Nomination/Application Package. Individuals must be nominated through their Component. All nominees are required to furnish a nomination/application package that includes the following items:

- A. DCELP Application Form
- B. Resume (three-page limit)
- C. Current SF-50, Notification of Personnel Action
- D. Statement of Interest
- E. Supervisor's Assessment

Program requirements. Upon selection, successful nominees will be enrolled into a competency-based leadership development program for emerging leaders that provides a comprehensive blueprint for professional development at the Lead Self and Lead Teams/Projects levels on the DoD Civilian Leadership Development model. This cohort program consists of five residential courses conducted by the Office of Personnel Management that focused on: Leadership Assessment, Leadership Skills for Non-Supervisors, Team Development I & II, Conflict Resolution and Effective Writing and Research in the Federal Government. The DoD/DCELP office will also include an on-line presentation of the DoD Acculturation Course, with concentration at the Mission and Culture of the Department. In addition, the DCELP Program Office will offer three additional courses of instruction to include Leadership Theories/Principles, Effective Writing in the DOD and Emotional Intelligence

Participants should anticipate spending approximately 31 days in resident courses throughout the program. Pre-course work will be required (readings and exercises) prior to attending each course. Other assignments may be due between courses. Upon completion of the leadership courses, participants will submit a written capstone paper detailing his/her perceptions, knowledge gained and application back on the job from participation in the program. Further, the participants will complete a 6-10 page CAPSTONE Research paper on topics submitted by the OSD/Functional Community Managers and the Component Functional Community Managers. This CAPSTONE Research paper will encompass real world issues within their components.

Program completion is expected within 12-18 months and all classes will be held at the DoD Executive Management Training Center, Southbridge, MA. A CAPSTONE (graduation) week of activities will be held in Washington D.C.

The participant's Component/Agency is responsible for travel expenses and applicable per diem to and from the course location.

The OSD Functional Community Managers are responsible for the payment of these courses of instruction to include tuition and course materials. With the exception of the Washington D.C CAPSTONE Week, all lodging will be paid by the DoD.

Defense Civilian Emerging Leader Program (DCELP) 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, and responsibilities/achievements. Focus on results.

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, Office of Personnel Management Development Centers)

Skills/Accomplishments:

Skills, e.g., computer, languages; publications; certifications; licensure; clearances

Activities and Honors:

Community service, awards, professional memberships, hobbies

Attachment:

Current SF-50, Notification of Personnel Action

**Defense Civilian Emerging Leader Program (DCELP)
Application Form**

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

Preferred first name: _____

Work e-mail address: _____

Work phone: _____ Work fax number: _____

Home phone: _____ Home fax number: _____

Home e-mail address (optional): _____

Home mailing address: _____

Employing Component: Army Navy/USMC Air Force 4th Estate Intelligence

If Army, Navy, or Air Force, list major command: _____

If 4th Estate or Intelligence, list employing agency: _____

Job title: _____

Occupational Series (4-digit code)

Pay Plan/Pay Schedule: _____ Permanent Grade: _____

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

Are you currently in an acquisition position? Yes No

If yes, which career field? _____

If no, to which community do you currently belong? FM H.R.

Are you certified in any Acquisition field(s)? Yes No

If Yes, in which field(s) and at what certification level (e.g., I, II, III): _____

If Financial Management, which career field? _____

If HR which parenthetical? _____

Organizational Information

Organizational name and symbol: _____

Organizational mailing address: _____

Work phone: _____ Work fax number: _____

Supervisor's Name and Title: _____

Supervisor's e-mail address: _____

I certify that all information contained in this application is true and accurate to the best of my knowledge.

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.

Revised 2/02

Defense Civilian Emerging Leader Program (DCELP) Statement of Interest

The Statement of Interest should not repeat information in the resume, information sheet, or Narrative Statement of Achievements. Rather, it should focus on why you should be selected as a participant in DCELP.

Address, in 500 words or less, the following:

- ❖ What you consider to be your major strengths and qualifications for the program?
- ❖ What contributions you will add/bring to the program?
- ❖ How will attending this program fit into your professional career development plan?
- ❖ What is your reason for requesting admission into DCELP?
- ❖ What will be the return on investment to your Component/organization and to the Department of Defense?

Defense Civilian Emerging Leader Program (DCELP)
Supervisor's Assessment of Nominee's Competency, Proficiencies and
Leader Potential

(This part is to be completed by your immediate supervisor to assess your leadership potential)

Nominee's Name: _____

Current position: _____

Current Position level: ___ Employee ___ Team Leader ___ Intern or Member of a Fellowship Program

Please rate the nominee's proficiency in the following competencies: Competencies	Current Proficiency		
	Needs Development ¹	Satisfactory ²	Outstanding/ A Personal Strength ³
Interpersonal skills			
Integrity/Honesty			
Written Communication			
Oral Communication			
Continual Learning			
Public Service Motivation			
Leveraging Diversity			
Flexibility			
Resilience			
Computer Literacy			
Problem Solving			
Customer Service			

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.

Technical Creditability			
Mission Orientation			
Team Building			
Decisiveness			
Influencing/Negotiating			
DOD Mission and Culture			

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 think he/she has leadership potential to take on additional responsibility as a leader in the Department of Defense: Yes Not ready now

I endorse the candidate for the Defense Civilian Emerging Leader Program (DCELP).

Immediate Supervisor: _____

Title: _____

Signature: _____ Date: _____

Second Level Supervisor: _____

Title: _____

Signature: _____ Date: _____

To be completed by the Component:

Statement on anticipated return on investment (i.e., planned utilization and how DCELP will benefit the Component/agency and DOD):

DoD Component/Agency Official: _____

Title: _____

Signature: _____ Date: _____