

## **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 <sup>1</sup>	Satisfactory <sup>2</sup>	Outstanding/ A Personal Strength <sup>3</sup>
Interpersonal skills			
Integrity/Honesty			
Written Communication			
Oral Communication			
Continual Learning			
Public Service Motivation			
Leveraging Diversity			
Flexibility			
Resilience			
Computer Literacy			
Problem Solving			
Customer Service			

<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.

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: \_\_\_\_\_