

DEFENSE CIVILIAN EMERGING LEADER PROGRAM (DCELP)

NOMINEE INFORMATION SHEET

COMPONENT / AGENCY INFORMATION

☐ Army	☐ Navy	☐ Air Force	☐ Space Force*
☐ Intelligence	☐ Other Federal Agency		
☐ 4th Estate	Agency/Org:		
NOTE: Specify Command and Unit Name (Except Army and USAF Civilians)			
Functional Community:			
NOTE: Specify Acquisition, Financial Management, Human Resources or Other			
* = CIV Department of the Air Force Allocation			

NOMINEE INFORMATION

Prefix/RNK	First Name	Middle	Last Name	Suffix
Name for Graduation Certificate:				
☐	Federal Civilian			
CIV Grade / Band:***		Position Title:		
*** = if Pay Band include GS equivalent				
Occupational Series:		CAC/EDIPI:		
Current Security Clearance:		Date Issued:		
Date of Last Promotion:				
Work Email		Phone:		DSN:
Alternate Email		Alt Phone		GOV/PER

ORGANIZATION INFORMATION

Organization / Agency /Unit Address:		Physical Address:	
Number / Street / Suite		Number / Street / Suite	
City / State or APO / Zip		City / State or APO / Zip	
Supervisor / Commander		Financial POC	
Supervisor Email		Financial POC Email	
DODAC / Unit Identification Code		Agency Location Code (RM)	

Attestation: I affirm that the information is complete and correct to the best of my knowledge.

Nominee Signature	Date

**DEFENSE CIVILIAN EMERGING LEADER PROGRAM (DCELP)
STATEMENT OF INTEREST**

The Statement of Interest should not repeat information in the resume, information sheet, or other supplemental materials required for specified program. Rather, it should focus on why you should be selected as a participant in the Defense Civilian Emerging Leader Development Program.

Address, in 500 words or less, the following:

- your strengths and character traits that make you an ideal candidate for the program
- the contributions you will make to support your learning and that of your peers
- how attending the program fits into your professional career development plan
- the return on investment to your Component/organization and to the Department of Defense

**DEFENSE CIVILIAN EMERGING LEADER PROGRAM (DCELP)
SUPERVISOR ASSESSMENT**

This part is to be completed by the nominee's immediate supervisor (member who is thoroughly familiar with applicant's performance in order to assess leadership potential).

Nominee's Full Name:

Current Position Title:

Current Supervisory Level: ☐ Employee ☐ Team Leader ☐ Supervisor

Please rate the nominee's PROFICIENCY in each of the following competencies (this information is used only to obtain a "before and after" assessment of the nominee and not considered in the selection process)

COMPETENCIES	PROFICIENCY		
¹ In somewhat difficult situations; requires frequent guidance. ² In difficult situations; requires occasional guidance. ³ In exceptionally difficult situations; serves as a key resource and advises others.	Needs Development ¹	Proficient ²	Outstanding/ A Personal Strength ³
Interpersonal Skills	<input style="width: 40px; height: 20px;" type="checkbox"/>	<input style="width: 40px; height: 20px;" type="checkbox"/>	<input style="width: 40px; height: 20px;" type="checkbox"/>
Ethical Behavior	<input style="width: 40px; height: 20px;" type="checkbox"/>	<input style="width: 40px; height: 20px;" type="checkbox"/>	<input style="width: 40px; height: 20px;" type="checkbox"/>
Communication (Written & Oral)	<input style="width: 40px; height: 20px;" type="checkbox"/>	<input style="width: 40px; height: 20px;" type="checkbox"/>	<input style="width: 40px; height: 20px;" type="checkbox"/>
Agility	<input style="width: 40px; height: 20px;" type="checkbox"/>	<input style="width: 40px; height: 20px;" type="checkbox"/>	<input style="width: 40px; height: 20px;" type="checkbox"/>
Resilience	<input style="width: 40px; height: 20px;" type="checkbox"/>	<input style="width: 40px; height: 20px;" type="checkbox"/>	<input style="width: 40px; height: 20px;" type="checkbox"/>
Team Building	<input style="width: 40px; height: 20px;" type="checkbox"/>	<input style="width: 40px; height: 20px;" type="checkbox"/>	<input style="width: 40px; height: 20px;" type="checkbox"/>
Diversity, Equity, Inclusion & Accessibility	<input style="width: 40px; height: 20px;" type="checkbox"/>	<input style="width: 40px; height: 20px;" type="checkbox"/>	<input style="width: 40px; height: 20px;" type="checkbox"/>
Managing Conflict	<input style="width: 40px; height: 20px;" type="checkbox"/>	<input style="width: 40px; height: 20px;" type="checkbox"/>	<input style="width: 40px; height: 20px;" type="checkbox"/>
Problem Solving	<input style="width: 40px; height: 20px;" type="checkbox"/>	<input style="width: 40px; height: 20px;" type="checkbox"/>	<input style="width: 40px; height: 20px;" type="checkbox"/>
External Awareness	<input style="width: 40px; height: 20px;" type="checkbox"/>	<input style="width: 40px; height: 20px;" type="checkbox"/>	<input style="width: 40px; height: 20px;" type="checkbox"/>
Influencing	<input style="width: 40px; height: 20px;" type="checkbox"/>	<input style="width: 40px; height: 20px;" type="checkbox"/>	<input style="width: 40px; height: 20px;" type="checkbox"/>

**DEFENSE CIVILIAN EMERGING LEADER PROGRAM (DCELP)
SUPERVISOR ASSESSMENT (continued)**

Supervisory Narrative: In 250 words or less, provide an assessment of the nominee's supervisory/managerial potential and how DCELP will benefit the nominee and the Department of Defense.

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, this nominee is ready to participate in this program.

Immediate Supervisor Title:

Immediate Supervisor Phone:

Immediate Supervisor Signature **Date**

Second Level Supervisor Name:
First Middle Last

Second Level Supervisor Title:

Second Level Supervisor Signature **Date**

Understanding of Program Requirements:

I have read and understand the DCELP program requirements and acknowledge some requirements may involve travel and time during regular duty hours to complete program graduation requirements. I have also spoken with my organizational/Component leadership to ensure they understand these requirements as well.

Nominee Signature **Date**

Immediate Supervisor Signature **Date**