

## WHS ASPIRING LEADER PROGRAM APPLICATION

### PRIVACY ACT STATEMENT

**AUTHORITY:** DoD Directive 1430.4, Civilian Employee Training; and Administrative Instruction No. 40, Employee Career Development and Training.

**PRINCIPAL PURPOSE(S):** To manage the WHS-wide Aspiring Leader Program which is intended to develop leadership skills that will benefit participants by preparing them for more responsible positions in the organization. The program focuses on leadership skills such as critical thinking, decision making, and communication.

**ROUTINE USE(S):** Disclosure of records are generally permitted under 5 U.S.C. 552a(b) of the Privacy Act of 1974, as amended. Applicable Blanket Routine Uses are: Law Enforcement Routine Use, Congressional Inquiries, Disclosure to the Department of Justice of Litigation Routine Use, Disclosure of Information to the National Archives and Records Administration Routine Use, and Data Breach Remediation Purpose Routine Use. The DoD Blanket Routine Uses set forth at the beginning of the Office of the Secretary of Defense (OSD) compilation of systems of records notices may apply to this system. The complete list of DoD Blanket Routine Uses can be found online at: <http://dpcl.d.defense.gov/Privacy/SORNsIndex/BlanketRoutineUses.aspx>. The applicable Privacy Act System of Records Notice is OPM/GOVT-1, General Personal Records found at: <http://dpcl.d.defense.gov/Privacy/SORNsIndex/DODwideSORNArticleView/tabid/6797/Article/570733/opmgovt-1.aspx>.

**DISCLOSURE:** Voluntary; however, failure to provide the requested information may require additional time to process the application or result in denial for admittance into the WHS Aspiring Leader Program.

### SECTION I - NOMINEE INFORMATION

#### 1. NAME

|                         |               |                   |              |                     |
|-------------------------|---------------|-------------------|--------------|---------------------|
| a. PREFIX (Mr./Ms./Dr.) | b. FIRST NAME | c. MIDDLE INITIAL | d. LAST NAME | e. SUFFIX (Jr./Sr.) |
|-------------------------|---------------|-------------------|--------------|---------------------|

#### 2. PREFERRED NAME FOR GRADUATION CERTIFICATE (e.g., Jane E. Doe; Jane E. Doe, PhD; Jane E. Doe, COL)

#### 3. ORGANIZATION (For example: DoD WHS HRD IOD)

#### 4. POSITION TITLE

#### 5. OCCUPATIONAL SERIES (4-digit code)

#### 6. PAY PLAN/PAY SCHEDULE

#### 7. GS GRADE LEVEL

#### 8. DATE OF LAST PROMOTION (Month/Year)

#### 9. OFFICE EMAIL ADDRESS

#### 10. OFFICE TELEPHONE NUMBER (Include Area Code)

#### 11. DSN PREFIX (If applicable)

#### 12. ALTERNATE EMAIL ADDRESS

#### 13. ALTERNATE TELEPHONE NUMBER (Include Area Code)

#### 14. COMPLETE ORGANIZATIONAL MAILING ADDRESS

|           |           |          |         |          |             |
|-----------|-----------|----------|---------|----------|-------------|
| a. NUMBER | b. STREET | c. SUITE | d. CITY | e. STATE | f. ZIP CODE |
|-----------|-----------|----------|---------|----------|-------------|

#### 15. NOMINEE SIGNATURE

#### 16. DATE SIGNED

### SECTION II - RESUME SAMPLE

Please be sure to include all of the following items when you attach your resume to the application package.

#### Contact Information:

Name.

Work: Address, Telephone number, Fax, and Email (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 any previous leadership training):

School and course title, date (include sponsoring institution, e.g., Defense Systems 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.

## WHS ASPIRING LEADER PROGRAM APPLICATION

### SECTION III - 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 WHS Aspiring Leader Program.

Address, in 500 words or less, the following:

- | What you consider to be your major strengths and qualifications for this leader development program
- | The contributions you will add/bring to the program
- | 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
- | Reason for requesting this Program.

## WHS ASPIRING LEADER PROGRAM APPLICATION

### SECTION IV - SUPERVISOR ASSESSMENT

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 leadership potential.

**1. NOMINEE'S NAME** (*Last, First, Middle Initial*)

**2. CURRENT POSITION**

**3. SUPERVISOR NARRATIVE**

In at least 250 words, provide your unique perspective on why you are nominating the applicant for the WHS Aspiring Leader Program. Include your thoughts on their potential as a future leader in a DoD organization, and describe their ability in written communication, team work and problem solving. Supervisor endorsement is weighted heavily in the selection process.

**4. IMMEDIATE SUPERVISOR NAME** (*Last, First, Middle Initial*)

**5. TITLE**

**6. IMMEDIATE SUPERVISOR EMAIL**

**7. IMMEDIATE SUPERVISOR SIGNATURE**

**8. DATE SIGNED**

## WHS ASPIRING LEADER PROGRAM APPLICATION

### SECTION V - UNDERSTANDING OF PROGRAM REQUIREMENTS

I have read and understand the WHS Aspiring Leader Program requirements and acknowledge some requirements may involve time during regular duty hours to complete. I have also spoken with my organizational leadership to ensure they understand these requirements as well.

1. NOMINEE'S SIGNATURE

2. DATE SIGNED

3. SUPERVISOR'S SIGNATURE

4. DATE SIGNED

5. DIRECTOR'S APPROVAL

Please provide a statement explaining why you are endorsing this candidate.

6. DIRECTOR'S NAME *(Last, First, Middle Initial)*

7. DIRECTOR'S EMAIL

8. DIRECTOR'S SIGNATURE

9. DATE SIGNED

☐ I am signing on behalf of my director in an acting position.