

NOMINEE INFORMATION SHEET FOR DOD LEADER DEVELOPMENT PROGRAMS

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

Preferred name for Graduation Certificate: _____
(e.g. Jane E. Doe; June E. Doe, PhD; Jane E. Doe, COL)

Organizational Name and Office Symbol: Fleet Readiness Center East

Component: Army Navy Air Force Intelligence
 Other DoD Agencies/Activities or Interagency: _____
(Specify agency in space provided)

Occupational Community: Acquisition Financial Management
(DCELP Only): Human Resources Other: Production

Position Title: Production Controller

Occupational Series (4-digit code): 1152 **CAC/EIN #: _____

Pay Plan/Pay Schedule: _____ *If not GS, list equivalent GS Grade Level:* _____

Date of Last Promotion (Month/Year): _____

Current Security Clearance: ELI Secret Date Issued: 1/17/2016
(DSLDP & ELDP Only)

Office E-mail Address: _____ Office Phone Number: _____
DSN Prefix (if applicable): _____

Alternate E-Mail Address: _____ Alternate Phone Number: _____

Complete Organizational Mailing Address:

PSC Box 8021
Number Street Suite

Cherry Point, NC 28533
City State Zip

Nominee Signature: _____ Date: _____

****Must Provide CAC Employee Identification Number to Component Representative for application to be considered complete.**

Biography

Production Controller

Over the course of my short career, I have worked in several positions that involved leadership qualities of different degrees. At SPX, I was Team Lead for the warehouse. This required me to keep my team of six motivated and sharp. This was not an easy task as I was a newer employee and much younger than everyone on the team. In this job, I learned that building rapport with your co-workers and making them feel like a true team goes a long way. During my time at DLA, I trained a several people. It was up to me to show them how to do the job and also, give them the confidence to make a decision when needed. In this position, I lead by example rather than in a supervisory typed role. Once I became a Production Controller at FRC East, I became part of an integral part of generating combat air power. Here, I've had several mentors and I have learned the value of being a true team player. There are times where I have to motivate my co-workers to think "outside the box" to achieve our end goal of service to the fleet. I feel that I am a leader at heart, but I would like to learn new skills to grow my leadership potential, so that I can pass those skills along to my peers. In my free time, I give pitching lessons to local kids. In addition to mechanics of the pitch, I try to build up their confidence and teach them how to be leaders as well. As a pitcher myself, I was the leader of my team. My teammates played off of my ability to keep them motivated and how I controlled the game. I developed skills during my softball career that I have been able to successfully apply both in the workplace and in helping other children become leaders themselves.

CAREER CHRONOLOGY:

- SPX
- DLA
- FRC-PC

COLLEGE:

- East Carolina University
 - Bachelor of Science in Industrial Distribution and Logistics

SIGNIFICANT TRAINING:

- Green Belt
- Defense Acquisition Workforce Improvement Act (DAWIA) Level I Trained in Lifecycle Logistics

CERTIFICATIONS:

- Yellow Belt

AWARDS AND HONORS:

- "On-The-Spot" Award-September 2015

PROFESSIONAL MEMBERSHIPS AND ASSOCIATIONS:

- Woman's Advisory Group

Resume

[REDACTED]

Production Controller (This is a federal job)

Duties, Accomplishments and Related Skills:

Responsible for the immediate control for the overhaul or repair of AV-8B, CH/MH53E, V-22 and Department of State (DOS) H-46 Landing Gear and Flight Controls for Weapons Warfighter Aircrafts that have numerous components or sub-assemblies. Responsible for turnaround times (TAT), product workload and integrity of parts loaded. Have working knowledge of production operations, methods and procedures, and have the ability to develop new concepts and determine methods for application. This knowledge comes from a background of the skills and procedures involved in the rework of modern weapon systems and the ability to initiate the necessary implementing actions. Working with Industrial Engineering Technicians (IETs) I have gained knowledge of accepted industrial engineering practices to combine work measurement studies from stable varied activities as well as facilities layouts and regulations.

Unpack and identify parts/components and verify against master work orders. Screens components/parts and accurately record shop data base before accepting for production cycles. Use a variety of detailed guidelines in the form of induction and production return data, schematics for screening and induction standard operating procedures and induction status report. Conduct research to determine identification of parts to ensure appropriate packing and storage requirements are met. Notify Planners that product has been received and will be tracked under the Depot Maintenance Interservice Support Agreement (DMISA) Induction Tracking System. Utilize a variety of established methods in inducting, storing for work in progress, and return of components to Defense Logistics Agency (DLA) or the customer. Complete the required documents for shipping and ensure that the product is packaged properly after production cycles are complete. Determine status of work in progress and provides input and assistance to the Planner. I use my expert knowledge to mitigate risks and resolve issues occurring during the induction cycle and raise situations that may cause potential problems to the Leadership or Planner, such as damaged products, lost documentation and unidentified products. Coordinate special program returns for requiring special handling with the Planner. Transport components/parts to appropriate storage area for induction and return. Select and apply available guidelines to provide effective induction scheduling of components and parts in the production system. Provide assistance and backup support to other members of the Induction/Return team. Interface with various levels of internal/external personnel involved in the planning, induction, production cycles and/or the induction and return process.

Process special program components based on individual customer and special handling requirements. Ensure all Foreign Military Sales (FMS) products are specially marked for proper handling. Ensure required documents are completed for shipping and the product is packaged and containerized properly. Tracks products received under the Depot Maintenance Inter-service Support Agreement Induction Tracking System and Commercial Asset Visibility-Organic Repair Module (CAV-ORM) system.

Work with Customer Support Specialist (CSS) to manage and investigate any material inhibitors that directly affect the productions efforts within the shop. Analyze reports to determine if any end item component needs to be expedited to meet the customer's need date. Work with IET to ensure that all routing documents are accurate. Alert QA (Quality Assurance), when a unit requires a QCL (Quality Check List), to make Ready for Issue (RFI) unit. Ensure PQDR (Product Quality Deficiency Requests), and EI (Engineering Investigations), are attended. Assist QA in conducting audits to ensure products conform to quality specifications, via measurements, inspections, and tolerance checks. Investigate corrective action on routine quality problems that could impact safety of flight. Collect and summarize quality data for maintaining records on the results of sampling procedures. Review technical orders and manuals, instructions, repair standard specification and engineering drawings for production operations. Prepare reports including outlining quality defects and identify trends and improvement opportunities. Send emails to various levels of supervision to inform them of current status on components, or to request assistance on expediting routed parts that are being supported. Also notify Point of Contact from PBL partners of material ordered or sales that are to be processed (responsible for completing document retention packages).

Work closely with PBL rep regarding shortage of parts, assisting in examining the trouble spots in process shops, final assembly shops and recommended changes as appropriate.

Interview employees for fact finding collection data for assigned studies. Identify the significant work operations, work sequences, work unit value, frequency of occurrence and other critical chain work elements for the organization being studied.

Regularly perform GS-11 level task to assist cognizant engineering groups from Fleet Service Engineering (FST) to local engineering with data collection and material management for such tasks as First Article Inspections and Engineering Investigations. Also coordinate items moving through our MRP II systems to manage engineering work center delays, Material Review Board (MRB) and Production Support Requests (PSR). Manage and maintain reports to ensure applicable engineering delays are documented for various IPT and production status meetings, handouts created using BOE and Microsoft Excel. Provide updates of these engineering delays as they relate to the end items we produce and ultimately affect the Warfighter.

Also perform GS-11 level task, ensure supply support has been established for sustainment and future workload. Provide material support for particular projects, work operations, and/or programs and services as the material support Point of Contact for maintenance customers. Review and analyze supportability planning documents and drafts/recommending availability strategies. Advise leadership of material supportability problems that could negatively impact production schedules (PEB, facilities, parts/manpower shortages), using established resources and procedures and take appropriate action to resolve issues, by working closely with Planner, Item Managers and Integrated Production Teams (IPT)s. Utilize supply support systems to ensure information in Integrated Logistics Support Elements (ILS) output reports are consistent with information maintained at NAVSUP and DLA.

Knowledgeable to operate LMI automated database to systematically record, process, store and retrieve selected data to complete logistics assignments and capable of developing high-level table relationships to ensure reliability, availability and maintainability. Identify logistic planning tasks, actions, projects and schedules required to execute assigned ILS program responsibilities. Monitor, coordinate and track implementation of assigned system related responsibilities. Perform trade off evaluations using analysis methodologies and tools to develop recommended solutions to trade off evaluations to meet production schedules. Frequently reference Technical Publications and compare to Maintenance planning concepts, ensuring current logistical reliability, availability and maintainability. Can compare technical data against actual modifications of components to ensure maintenance concepts are followed on extensive additional work. Develop and identify Affordable Readiness Initiative (ARI) candidates. Developed knowledge of the organizational structure and function of Landing Gear components by assisting E&E with his role in depot capability development for components, as well as initial inductions. Monitor and track kit inventory and availability for shop. Identify funding shortfalls, BER candidates, impacts, and Work Breakdown Structure (WBS) task prioritization for the shop.

Mandatory training rotation consisted of several shops starting in Manufacturing. As a member of the production control team, I shared knowledge of 7R processes and "G" Code instructions. One take away from this assignment was how the manufacturing process differs from rework, but is essential to the warfighter.

Competent enough to handle multiple shops simultaneously. Clean, NDI, Paint and Main E&E Pool. Worked with task manager to efficiently load work in support of FRC East IPT Goals, such as Safety, Schedule and Cost. Served as liaison between Packing and Preservation (P&P) and Askars, DLA and XR Shops, communicating with all level of Personnel orally and in writing. I interpret management information reporting systems and provide results in reports to Black belt champion for the improvement of accuracy and accountability of inventory at P&P. During this Green Belt project, I assisted in the review of available data concerning the organization and the system process studied in order to improve work process and efficiency for containers. Other duties included creating database to initially store containers in Askars when the project took off. Maintained records to track containers being stored and released from Askars and to cross check with weekly physical audit. Communicated with Askars schedulers to validate information between systems and physical inventory. Acted as liaison between P&P and Askars to remote store containers "F" or "A" condition, and also to process the release of work orders and move them into work. Worked with task managers of XR shops to prepare containers based on the shops weekly projections. Shortages were conveyed to appropriate personnel to alleviate deficit. Worked closely with PBL Business Office Rep to assist in examining the trouble spots in process shops and recommended changes as appropriate.

Assisted IET in review of complex work situations and processes and made improvement recommendations to change PBL routers to scrap containers needing material up front to allow more time to receive "A" condition container from supply. By assisting the Task Manager in organizing operating directives and instructions the result was a suggestion to the IET to re-sequence operations to facilitate processing technical and engineering data while improving process documents.

Responsible for producing 20+ AV8 Landing Gears 4th Quarter 2016

Received Incentive Award 2016

Production Controller (This is a federal job)

Duties, Accomplishments and Related Skills:

Responsible for the immediate control for the overhaul or repair of AV-8B, CH/MH53E, V-22 and DOS H-46 Landing Gear and Flight Controls for Weapons Warfighter Aircrafts that have numerous components or sub-assemblies.

Responsible for turnaround times (TAT), product workload and integrity of parts loaded. Assists Industrial Engineering Technician (IET), Workload Planner, and Task Manager with performing advance logistics planning for the rework of new models of aircraft, components, engines and ground support equipment. Assists with establishing, managing and maintaining Master Work Plans. Receive assemblies and sub-assemblies into control center and ensure correct documentation accompanies component. Receive material from DLA or Performance Based Logistics (PBL) partners, inventory and examine for proper labeling. Store material with next higher assembly, changing notes accordingly in Make-To-Order program (MTO). Completed subassembly work orders are checked for accuracy and completeness, then closed or transferred within the BOE CONOPS system. Clock each component into appropriate line on work order in CONOPS. Load shop according to Production Control Standard Operating Procedures, also determining workload and workload capacity. Process scrap in accordance with Aviation Depot Level Repairable (AVDLR) and FRC East instruction.

Routinely perform task at the GS-11 pay grade directly with task manager to properly staff the shop to meet the requirements and schedules to increase efficiency, work output and improve resources to reduce cost and improve quality. Coordinate with PCs to expedite workload through Depot in order to meet TAT. Work directly with Aircraft PCs to ensure Aircraft components are in ASKARS by assembly date. If delays are affecting production, work with the appropriate competency to alleviate the problem, or develop work-around methods in order to support the production operations for assigned programs. Return FE (Fleet Equipment), special program, and FMS (Foreign Military Service) components back to supply in various condition codes. Order or scrap material in accordance with the Examiner and Evaluators' (E&E) disposition. Assists IET with determination of sequence of operations, elapsed processing and routing times for each piece, subassembly or assembly, during prototype, process improvements and workload planning. Submit RIIRs to component IET to correct cost centers. Assist in incorporating engineering changes for existing overhaul procedures for the specific, component as assigned. Assist developing, reviewing and evaluating supportability inputs to program technical and mission documentation. Analyze technical data required to assist other personnel in the Command to establish new capability. Review formal Technical directives, design change notices, Interim Rapid Action Changes, Technical manual Source Data Records, Technical Publication deficiency reports and new designs to determine impacts on logistics requirements and operational readiness. Identify program requirements, objectives, constraints, tailoring options and schedules for the shop. Participated in the development of PC activities job (time) standard estimates with IETs. Gathered facts and information relative to PC activities and summarized findings as directed. Some information included conferring with shop supervisor to arrange for studies and background information and to validate shop layout, workflow and process. Work with Equipment Specialist to manage and investigate any material inhibitors that directly affect the productions efforts within the shop. Analyze reports to determine if any end item component needs to be expedited to meet the customer's need date. Work with IET to ensure that all routing documents are accurate. Alert QA (Quality Assurance), when a unit requires a QCL (Quality Check List), to RFI unit. Ensure PQDR (Product Quality Deficiency Requests), and EI (Engineering Investigations), are attended. Send emails to various levels of supervision to inform them of current status on components, or to request assistance on expediting routed parts that are being supported. Also notify Point of Contact from PBL partners of material ordered or sales that are to be processed (responsible for completing document retention packages). Interview employees for fact finding

collection data for assigned studies. Identify the significant work operations, work sequences, work unit value, frequency of occurrence and other critical chain work elements for the organization being studied. Investigate and evaluate existing, emerging and new technologies process and maintenance techniques for application to support design and optimize preventive and corrective maintenance requirements. Identify areas of opportunity to improve supportability. Ensure LMI databases have been updated documenting any and all modifications and Technical Directives. Assisted in cost analysis for Beyond Economical Repair (BER) determining best option for fleet and depot. Prepare input for various program related budgets. Assist assessing potential support program requirements, resource impacts, and risk reduction measure for alternative Acquisition Strategy options. Conduct mission area analysis and assessment to develop ILS concepts and constraints. Develop and evaluate alternative operation concepts and Support Concepts for potential implications on support resources, cost, manpower, readiness drivers of current system, readiness, and support cost targets for Improvement.

Assist cognizant engineering groups from Fleet Service Engineering (FST) to local engineering with data collection and material management for such tasks as First Article Inspections and Engineering Investigations at GS-11 level. Also coordinate items moving through our MRP II systems to manage engineering work center delays, Material Review Board (MRB) and Production Support Requests (PSR). Manage and maintain reports to ensure applicable engineering delays are documented for various IPT and productions status meetings. Provide updates of these engineering delays as they relate to the end items we produce and ultimately affect the Warfighter. Responsible at GS-11 paygrade for detailed requirements regarding resources such as manpower, facilities, equipment, supplies and services. Managed production, storage, distribution, maintenance, transportation, utilization and disposal of material. Identified program planning issues and problems, alternate strategies, concepts and plans to ensure efficiency. Develop and work by POA&M project plan to resolve logistical issues with sub routes effecting total TAT of FE Gear.

Reputation for effective team management, strong organization techniques and paying critical attention to detail. Apply well-developed time management skills to define priorities, outline constraints and implement activities tailored to meet specifications and deadlines. Frequently trains new employees. Assure work area is free from FOD and wear required PPE. I am knowledgeable on the different tools involved under the Airspeed umbrella, such as TOC, Critical Chain Project Management (CCPM), Drum Buffer Rope, Six Sigma, Lean, S5 Plus 1, and the importance they play in a more efficient Fleet Readiness Center East.

Responsible for producing 16 V-22 Nose Landing Gears in April 2016, six months earlier than projected. Received two On-The-Spot Cash Awards September 2015

Junior Analyst (Contractor)

Duties, Accomplishments and Related Skills:

Contract position equivalent to GS-7 grade level or pay band in Federal service. Provide Defense Logistics Agency (DLA) customer support to the industrial customer on a variety of common, recurring and more complicated transaction issues for both DLA and non-DLA managed items (consumables) to ensure the timely processing of customer orders and customer access to product, account and order information. Responsible for processing a variety of supply transactions, resolving associated problems and assisting higher graded positions in providing tailored customer support and responding to customer inquiries. Review Unfilled Order reports on a daily basis, and take appropriate actions to escalate those not meeting customer requirements; assist higher grade Customer Support Specialists (CSS) in receiving and processing order cancellations; provide order status updates and modifications, follow-up on customer receipt; and maintain required customer data. Often, investigate process and manually release requisitions requiring corrective actions to allow for them to properly flow through the automated systems in accordance with established expedite policy and procedures. Performs inventory reconciliation activities such as investigating discrepancies, initiating inventory comparisons and counts based on balance differences between systems.

Ensure exception processing associated with allocating inventory to release orders, scheduling and releasing line items to customers or contractors, processing confirmations or denials and coordinate with the higher grade CSS to research and track Stock Transport Orders/replenishment actions to facilitate resolution of unfilled orders or delinquent using established policies/guidance. Information obtained through several systems including DSS screens A103 for inventor on hand and PIES for material transactions.

Communicate with industrial customers to determine the availability of lateral support and monitor cross-agency sources of supply to ensure assets are available for issue when required. Execute lateral support transactions to alleviate work-stoppages using established business rules, processes, and procedures. Notified higher level CSS if Acquisition Code was V or Y indicating that material was not procurable. Utilize Fusion to research alternate NIINs, acquisition codes, lead times and contracts and WebFLIS to access cage code information.

Facilitate the resolution of routine customer issues, follow-up with appropriate specialists to ensure supply and/or quality discrepancies are worked and resolved, and resolve common problems arising during fulfillment of requisitions and recommend to Bill of Material (BOM) Team, Engineering and Production Controller. Identify replacement parts and indenture them to the correct next higher assembly, verify quantity per assembly, update replacement rates, and collected data to be applied BOMs. Determine suitability of substitute and interchangeable parts assigned to aviation weapons systems. Utilize technical and industrial knowledge to apply the proper procedures and techniques to complete assigned projects.

Experienced in locating P Parts on BOMs for aircraft, engine, components to support FRCE workload and material availability to aid in reduction of turnaround times and the Net Operating Results (NOR). Utilize specification reviews with representatives to obtain current and future schedule and performance data in support of accurate BOMs. Ensure parts availability across all sources of supply for sustainment and future shop workloads. Provide material support for particular projects, work operations, and/or programs and services as the material support Point of Contact for maintenance customers. Review and analyze supportability planning documents and drafts, and using Enterprise Business Systems (EBS) screens VA03 Display Sales Order, MMBE Stock Overview, ZSM_MATINFO Material Master, and recommends availability strategies. Works material supportability problems that could negatively impact production schedules, using established resources and procedures and takes appropriate action to resolve them. Identify vendor approved sources for procurement from established lists, history files, catalogs, etc. Worked with vendors to accelerate delivery of product. Followed rules on use of mandatory supply sources and penalties for returning items.

Inform higher graded CSS of the need to create Customer Relationship Management (CRM) service tickets, and responds to routine CRM service tickets utilizing established business rules, procedures and/or guidance provided by higher grade CSSs. Execute established DLA and customer processes including: governing supply systems/databases (CONOPS, EBS, ILS, Fusion, DSS, MTO, FedLog, EMall, Microsoft Office), supply regulations, policies, procedures, precedents and instructions; the nature, characteristic and uses of DLA and non-DLA managed items, material coordination, awaiting parts procedures, DLA repair support programs, and familiarity with Navy structure. Apply correct procedure based on output of exception data to improve the effectiveness of material data.

Use interpersonal communications skills, both orally and written, to gather information, coordinate work efforts and participate in meetings or briefings. Interpret written directives, specifications, bulletins, blueprints and all pertinent technical data. Prepare technical reports and evaluations on planned or existing weapon systems workloads for higher level review, via Microsoft Excel and Outlook. Utilize knowledge of supply concepts, methodologies, supply program operations as well as industrial processes and business practices. Carry out recurring/common work activities independently in accordance to directions received.

**Current SF-50,
Notification of
Personnel Action**

Statement of Interest

STATEMENT OF INTEREST FOR DOD LEADER DEVELOPMENT PROGRAMS

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 specified DoD Leader Development Program.

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

I possess several major strengths and qualifications for conducive to being successful in the Leadership Program. I have a constant thirst for knowledge which makes me highly motivated and driven to take additional steps to understand the complexity of any position I am in. I enjoy knowing as much as possible about a subject so that I have accurate information to pass to my peers, with the additional benefit of potentially saving time and money for the Depot.

I will contribute to the program by bringing my own experiences as a shop floor employee, to help myself and others have a better understanding of how people in leadership positions think, and as someone who hopes to pursue a leadership position, apply the skills learned in this program to become an effective leader to those who work under me. I would one day like to improve the relationship structures at FRC East.

My professional career development plan will be enhanced by attending a leadership program. I hope to build professional networks, which will allow me to explore career options. In doing this I will gain experience in interfacing with people in other fields and also in different levels of leadership. I will gain a skill set that will make me more confident in achieving my career goals. I would like to develop into a strong leader and be a good example for my peers, to achieve a goal of having great leadership at FRC East.

I will become a more experienced communicator and relate on a greater level with others. In doing this, the return on investment to my organization will be knowledge and skills needed to lead my peers and enhance their performance in support of the warfighter.

I am requesting admittance to this program to increase my ability to support the Warfighter by being a positive influence on my peers from a leadership perspective. Additionally, I am hoping to define a roadmap to my career goals.

Supervisor's Assessment

DEFENSE CIVILIAN EMERGING LEADER PROGRAM (DCELP) 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.

Nominee's Name: _____

Current Position: Production Controller _____

Current Position level: Employee Team Leader
 Member of Fellowship Program

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

Competencies	Current Proficiency		
	Needs Development ¹	Proficient ²	Outstanding/ A Personal Strength ³
Interpersonal Skills	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Integrity/Honesty	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Written Communication	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Oral Communication	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Continual Learning	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Public Service Motivation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leveraging Diversity	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Flexibility	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Resilience	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Problem Solving	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Customer Service	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mission Orientation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Team Building	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Decisiveness	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Influencing/Negotiating	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DoD Mission and Culture	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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.

DEFENSE CIVILIAN EMERGING LEADER PROGRAM (DCELP) SUPERVISOR ASSESSMENT

Supervisory Narrative

In 250 words or less, provide a narrative that cites your unique perspective on the nominee's proficiencies indicated above.

Interpersonal Skills - Works well with group by participating and sharing her thoughts and opinions.
Integrity/Honesty- I believe she is very honest, trustworthy employee.
Written Communication and Oral Communication- Communicates well in written and oral settings.
Continual Learning- Always taking and volunteering for classes and special assignments.
Public Service Motivation- I have not seen her in a situation where she had to motivate a group of employees or co-workers.
Leveraging Diversity- Willing to work with anyone and valuing other opinions and work background and grade level.
Flexibility- I can place her in any shop and she can adapt and learn to work in the new environment with minimum effort.
Resilience- No is not the final answer always looking into the problem deeper asking Why and Why Not?
Problem Solving- uses training she has learned to dive into problems to come up with an acceptable solution.
Customer Service-It is not my job is not in her vocabulary. She is always trying to provide the best possible customer service possible.
Mission Orientation- Understands our mission her at FRC East not sure if she knows how all the pieces work together to accomplish the mission.

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 E-mail: _____

Immediate Supervisor Phone: _____

Immediate Supervisor Signature _____ Date _____

Second Level Supervisor Title: _____

Second Level Supervisor Signature _____ Date _____

DEFENSE CIVILIAN EMERGING LEADER PROGRAM (DCELP) SUPERVISOR ASSESSMENT

Understanding of Program Requirements

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

[Redacted Signature]

Nominee Signature

[Redacted Date]

Date

[Redacted Signature]

Supervisor's Signature

[Redacted Date]

Date