**Executive Potential Program**

**Nomination Package Checklist**

 Endorsement letter from applicant’s Program Office Director,

Program Manager, Functional Director, Special Assistant, or

Area Commander (as applicable).

\*\*\*Note: When submitting more than one nomination, please list applicants in priority order.

 The applicant’s current resume, signed and dated by the

applicant.

 A statement from the applicant indicating the purpose for applying and how participation in the EPP program will support the applicant’s career goal.

 A completed Executive Potential Program Application

* Indicate the session you are applying for.
* For Part A (Applicant Information) - leave Social

 Security Number blank.

* For Parts B (Applicant’s Immediate Supervisor),
* For Part C (Program Coordinator) - enter the following:

- Name: Stephanie Parker

- Position Series, Grade and Title: 0201, 12, Human Resources

 Specialist (HRD)

- Email Address stephanie.parker@navy.mil

- Work Address 471 East C Street, Norfolk, VA 23511

- Work Phone (757) 341-6511

* For Part D (Purpose for Applying) – self-explanatory.
* For Part E (Evaluation of Performance) – self-explanatory.
* For Part F (Payment Method Information) - leave Account

 Number and Expiration Date blank. Signature of purchase

 cardholder is required. **(upon request for individuals**

 **selected to attend the program)**.

  SF-182 A completed/signed SF-182 (upon request for Civil

 Service employees selected to attend the program).

  CSA A completed/signed Continued Service Agreement (upon

 request for Civil Service employees selected to attend the

 program). You agree upon completion of training that you will

 serve the agency for 3 times the length of training. This is a

 12-month program; therefore, you will serve the agency for a

 period of 2 years, 1 month, and 20 days.