

DSLDP 2012 of Class

Component Nomination Check List

Nominee: _____

Rank: ____ of ____

Component: _____

A. Package complete?

☐ Original

☐ Times New Roman, font size 12

☐ Eligibility

☐ Permanent FT DoD employee

☐ GS-14/15 or equivalent

☐ Possesses baccalaureate or higher

☐ Min. 1 year supervisory exp or waiver

☐ Nominee Info Sheet

☐ PME options are senior residential JPME (National War College (WC), ICAF, Naval WC, Army WC, Air WC)

☐ Component's PME school is not recommended as an option

☐ Supervisory experience verified

☐ within last 5 years

☐ Identified title, dates, #

Supervised

☐ Form is signed

☐ Resume

☐ Followed format

☐ Includes all entries

☐ 3 page limit

☐ Explained the organization; provides job titles and grade/rank for each position that communicate how challenging the work is

☐ Appraisal

☐ Latest

☐ Only specified pages

☐ Rating is at top end of scale (typically better than FS or 3)

☐ Current SF 50

☐ Narrative Statement of Achievements

☐ Reflects diversity/broad functional distribution (Outreach take to be described in cover letter)

☐ 4 page total limit

☐ Followed CCAR Model

☐ Covered 5 ECQs & combined Fundamental Competencies

☐ Well-written; cited specific accomplishments/results

☐ Limits jargon; identifies acronyms

☐ Different accomplishments for each ECQ

☐ All accomplishments were recent (last 5 years)

☐ Proficiency meets or exceeded Benchmarks (no major gaps)

☐ Statement of Interest

☐ Includes career progression plan that indicates mobility

☐ Form is signed

☐ Supervisor's Assessment

☐ Includes all appropriate signatures

☐ Final section shows Component recommendation for PME (primary and alternate)

☐ Final section includes a unique statement of ROI

☐ Transcripts for BA/BS or highest degree

☐ Nothing is missing (only fully complete packages get forwarded)

B. Other requirements

☐ No typos

☐ Rank ordered (methodology to be explained in cover letter)