

## 2024 NAVFAC ASPIRING LEADER DEVELOPMENT PROGRAM APPLICATION

### SECTION I: PERSONAL INFORMATION. TO BE COMPLETED BY APPLICANT.

<b>Applicant</b>			
First Name:	Last Name:	Work Phone:	Personal Phone (Optional):
Work Email:		Personal Email:	
Position Title:		Pay-Plan / Grade:	Series:
Command:		Business Line / Support Line / Community:	
Geographic Location:		DAWIA Functional Area:	
I have completed an IDP in the last six months:      Yes      No		Note: DAWIA applicants have no competitive advantage in NAVFAC leadership program selections; this response is used to verify applicant is compliant with DAWIA requirements.	
I am a graduate of the PDC or NADP developmental program:      Yes      No			
		If 'Yes,' enter graduation year:	
<b>Supervisor</b>			
First Name:	Last Name:	Work Phone:	Work Email:
<b>Senior Management Sponsor</b>			
First Name:	Last Name:	Work Phone:	Work Email:
Note: Use the following NAVFAC command classifications to identify the Senior Management Sponsor required to complete this application. Echelon II, III, or IV: Community Leader (i.e., BL/SL Leaders, Directorate Leaders, or equivalent); Other: PWO/DPWO/FEAD/ROICC.			

### SECTION II: UNDERSTANDING OF PROGRAM REQUIREMENTS. TO BE COMPLETED BY APPLICANT.

*The NAVFAC ALDP requirements are listed below. Please read each item carefully and indicate your agreement or disagreement to fulfill each requirement.*

Program Requirements	Agree	Disagree
I understand the objective of the NAVFAC ALDP is to further prepare the workforce with the competencies for management and leadership.		
I understand and accept travel is required. Failure to travel will require reimbursement for associated training costs already incurred by NAVFAC.		
I have the existing computer skills required to communicate, write and manage information electronically for the purpose of training.		
I understand that acceptance into the program provides an opportunity to develop managerial leadership skills within my current grade position ONLY. This program does not guarantee promotion or job opportunities.		

Note: The selection and development of each Aspiring Leader Development Program participant will be in accordance with merit system and equal employment opportunity principles and requirements. All eligible employees are encouraged to apply.

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### SECTION III: COMPUTER STATEMENT. TO BE COMPLETED BY APPLICANT.

As part of the NAVFAC ALDP, I understand if selected to participate, I will be required to complete assignments on time and communicate with my peers and instructors electronically.

Specifically, selectees must be able to:

- Open and close application software (i.e., Microsoft Word, PowerPoint)
- Provide a personal email address for use by the ALDP Program Manager
- Create, save, store, rename, organize, move, copy, delete files or folders
- Use the tool bar
- Copy and paste
- Use HELP Tool
- Use a search engine
- Manage email

Note: Current computer access is not a requirement of the ALDP application. ALDP participants may be eligible to receive a laptop computer for the duration of the program.

*I certify that I am able to complete the computer requirements of the NAVFAC ALDP.*

Applicant Signature

Date

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### SECTION IV: SELF-EVALUATION. TO BE COMPLETED BY APPLICANT.

Applicant Name:	Position Title:
Instructions: Rate yourself on each selection factor below by selecting the number that represents your level of agreement, with 5 being 'Strongly Agree' and 1 being 'Strongly Disagree.'	
<p><b>(5) Strongly Agree:</b> I consistently demonstrate a high level of skill and competency in this area.</p> <p><b>(4) Agree:</b> I generally demonstrate the required level of skill and competency in this area.</p> <p><b>(3) Neither Agree / Disagree:</b> I demonstrate an average level of skill and competency in this area.</p> <p><b>(2) Disagree:</b> I do not consistently demonstrate the required level of skill and competency in this area.</p> <p><b>(1) Strongly Disagree:</b> I do not demonstrate skill and competency in this area.</p>	
Selection Factors	Rating (1)   (2)   (3)   (4)   (5)
<b>Integrity</b> - Behaving in an honest, fair, and ethical manner. Showing consistency in words and actions. Models high standards of ethics.	
<b>Problem Solving</b> - Anticipating, identifying, and defining problems. Seeking root causes. Developing and implementing practical and timely solutions.	
<b>Interpersonal Skills</b> - Treating others with courtesy, sensitivity, and respect. Having the ability to be a good team member. Considering and responding appropriately to the needs and feelings of different people in different situations.	
<b>Initiative</b> - Voluntarily taking the first steps to identify and address existing and potential obstacles, issues, and opportunities.	
<b>Service Motivation</b> - Showing a commitment to serve the public and other key stakeholders. Ensuring that actions meet public needs; aligning organizational mission, objectives, and practices with stakeholder interests. Demonstrating commitment to the NAVFAC mission.	
<div style="display: flex; justify-content: space-between;"> <span>Applicant Signature</span> <span>Date</span> </div>	

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**SECTION IV: SELF-EVALUATION (CONT). TO BE COMPLETED BY APPLICANT.**

Applicant Name:	Position Title:
Instructions: In 500 words or less explain your ratings and provide examples of how you demonstrated each selection factor listed on the previous page: Integrity, Problem Solving, Interpersonal Skills, Initiative, and Service Motivation.	
Applicant Signature	Date

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**SECTION V RESUME: TO BE COMPLETED BY APPLICANT.**

## Professional Experience

Instructions: Provide a detailed overview of your three most relevant work experiences from the past ten years, starting with your current position.

Job Information		
Agency / Company / Organization:	Department:	
Job Title:	Start Date:	End Date:
Overview (major responsibilities, accomplishments, awards, certifications, etc.):		

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Agency / Company / Organization:			Department:		
Job Title:		Start Date:		End Date:	
Overview (major responsibilities, accomplishments, awards, certifications, etc.):					

Agency / Company / Organization:			Department:		
Job Title:		Start Date:		End Date:	
Overview (major responsibilities, accomplishments, awards, certifications, etc.):					

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Please describe how your professional experience has prepared you for this developmental opportunity, including work progression, assignments, leadership courses taken, and community involvement.

***Educational History***

Instructions: Provide the following information for your most recent or relevant educational attainment.

Name of Institution:	Degree Obtained:
Field of Study/Major:	Date of Graduation:

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**SECTION VI: STATEMENT OF PURPOSE. TO BE COMPLETED BY APPLICANT.**

Applicant Name:	Position Title:
Instructions: Your Statement of Purpose is an opportunity to directly address the Selection Board. In 500 words or less explain why you should be selected to participate in the ALDP, how the ALDP will benefit you, and how it will benefit NAVFAC?	
Applicant Signature	Date



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**SECTION VII: SUPERVISOR EVALUATION.** TO BE COMPLETED BY IMMEDIATE SUPERVISOR AND RETURNED TO THE APPLICANT. THE APPLICANT WILL SUBMIT AS PART OF THE APPLICATION PACKAGE.

Applicant Name:	Position Title:
Supervisor Name:	Time Spent Supervising Applicant (Months):
Instructions: Rate the applicant on each selection factor below by selecting the number that represents your level of agreement, with 5 being 'Strongly Agree' and 1 being 'Strongly Disagree.'	
<p><b>(5) Strongly Agree:</b> The applicant consistently demonstrates a high level of skill and competency in this area.</p> <p><b>(4) Agree:</b> The applicant generally demonstrates the required level of skill and competency in this area.</p> <p><b>(3) Neither Agree / Disagree:</b> The applicant demonstrates an average level of skill and competency in this area.</p> <p><b>(2) Disagree:</b> The applicant does not consistently demonstrate the required level of skill and competency in this area.</p> <p><b>(1) Strongly Disagree:</b> The applicant does not demonstrate skill and competency in this area.</p>	
<b>Selection Factors</b>	<b>Rating</b> (1)    (2)    (3)    (4)    (5)
<b>Integrity</b> - Behaving in an honest, fair, and ethical manner. Showing consistency in words and actions. Models high standards of ethics.	
<b>Problem Solving</b> - Anticipating, identifying, and defining problems. Seeking root causes. Developing and implementing practical and timely solutions.	
<b>Interpersonal Skills</b> - Treating others with courtesy, sensitivity, and respect. Having the ability to be a good team member. Considering and responding appropriately to the needs and feelings of different people in different situations.	
<b>Initiative</b> - Voluntarily taking the first steps to identify and address existing and potential obstacles, issues, and opportunities.	
<b>Service Motivation</b> - Showing a commitment to serve the public and other key stakeholders. Ensuring that actions meet public needs; aligning organizational mission, objectives, and practices with stakeholder interests. Demonstrating commitment to the NAVFAC mission.	
<div style="display: flex; justify-content: space-between;"> <span>Supervisor Signature</span> <span>Date</span> </div>	

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**SECTION VIII: SUPERVISORY LETTER OF RECOMMENDATION.** TO BE COMPLETED BY SUPERVISOR LISTED IN SECTION I AND RETURNED TO THE APPLICANT. THE APPLICANT WILL SUBMIT AS PART OF THE APPLICATION PACKAGE.

Applicant Name:		Position Title:	
Supervisor Name:		Supervisor Work Phone:	
In 250 words or less, provide a written assessment of the applicant's leadership potential and how the ALDP will benefit the applicant and NAVFAC.			
Indicate your level of agreement with the following statement by choosing one of the options below.			
<i>This applicant has the potential to be successful in the ALDP.</i>			
Strongly Agree	Agree	Neither Agree / Disagree	Strongly Disagree
Supervisor Signature		Date	

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**SECTION IX: SENIOR MANAGEMENT ENDORSEMENT.** TO BE COMPLETED BY SENIOR MANAGEMENT SPONSOR LISTED IN SECTION I. RETURN TO THE APPLICANT TO SUBMIT AS PART OF THE APPLICATION PACKAGE.

Applicant Name:		Position Title:
Pay-Plan/Grade:	Series:	Senior Management Sponsor Name:
Please provide comments on the candidate's readiness to participate in the ALDP:		
<div>I concur with the supervisor's recommendation and will fully support this candidate's participation in the 6-month NAVFAC ALDP.</div> <div>I am unable to support this candidate's participation in the ALDP.</div>		
Senior Management Sponsor Signature		Date