

FY26 NAVFAC MID-LEVEL LEADERSHIP PROGRAMS

APPLICANT CHECKLIST

<https://www.navfac.navy.mil/Careers/Career-Compass-Workforce-Development/Career-Compass-Resource-Center/Leadership-Programs/>

Steps	Required Items
<input type="checkbox"/> 1) Review and Verify all Current Guidance	<ul style="list-style-type: none"> ✓ Review all Mid-Level Program information and announcements
<input type="checkbox"/> 2) Verify Eligibility: <i>All eligibility requirements must be met prior to the application closing date</i>	<ul style="list-style-type: none"> ✓ Applicants must occupy on a permanent basis: <ul style="list-style-type: none"> ○ ALDP: GS-07 through GS-12 (or equivalent Demo positions), WG-07 through WG-15, WL-05 through WL-13, WD-01 through WD-10, or WS-01 through WS-12 ○ LDP 1: GS-12 or GS-13 non-supervisory ○ DCELP: GS-07 through GS-12 (or equivalent Demo and WG positions) ✓ Be a full-time NAVFAC employee for the past 12 months ✓ Must not be on a time-limited appointment ✓ Be fully compliant with mandatory certifications and training requirements ✓ Have an approved Individual Development Plan ✓ For ALDP agree to and sign a Continued Service Agreement with NAVFAC ✓ Have and maintain a performance rating of record of acceptable or equivalent ✓ Be able to travel if required to designated training locations ✓ Note: Graduates of entry-level programs are not eligible to apply for Mid-level programs until one year after graduation
<input type="checkbox"/> 3) Prepare Your Package	<ul style="list-style-type: none"> ✓ Complete FY26 NAVFAC Application for Mid-Level Leadership Programs ✓ Resume ✓ Contact Senior Manager and your supervisor to request their endorsement within the application
<input type="checkbox"/> 4) Verify Package Format and Requirements	<ul style="list-style-type: none"> ✓ Package must use font size 10 point or larger ✓ Total package may not exceed 12 single-sided pages ✓ Late, incomplete, or oversized packages/pages will not be considered
<input type="checkbox"/> 5) Submit Your Application by the Closing Date	<ul style="list-style-type: none"> ✓ Follow local application procedures as provided by the Local BD17 ✓ Verify POC information including address and phone number ✓ Turn all your individual package documents into PDFs ✓ Consolidate or merge them all into one PDF Using Adobe Pro and title: ML_Last Name_First Name_Command ✓ Example: ML_Doe_John_Atlantic ✓ In order to save all documents without the existing signatures disappearing, you must save the Adobe Version as "SAVE to PRINT" (DO NOT create a PDF Portfolio) ✓ Review completed application package one last time to ensure all requirements are met, and the package is complete with all pages and signatures ✓ Lastly, email Package to Local BD17 POC before or on the deadline date by COB 1 August 2025

Additional Recommendations:

- Review all eligibility and application requirements. Confirm compliance with all criteria before beginning the application process.
- Begin the application early. The FY26 open season will be open for six weeks. Allow sufficient time to complete the application, obtain required endorsements, and secure all signatures prior to the deadline.
- Schedule a meeting with first line Supervisor to discuss interest in applying to leadership program(s).
- Request a mentor or advisor to review the application. Insight from experienced individuals can strengthen content and overall quality.
- Verify all components before submission. Ensure all sections are complete, endorsements are accurate, and all required signatures are included.
- Save a backup copy. Retain a complete version of the application and all supporting documents for reference or future use.

Use the Challenge-Context-Action-Result (CCAR) Model to respond to questions.

- Challenge: Describe a specific problem or goal you encountered.
- Context: Explain the environment, individuals, or groups involved in addressing the challenge.
- Actions: Detail the specific steps you took to resolve the issue.
- Results: Provide concrete examples of the outcomes and their impact on the organization, demonstrating the effectiveness of your leadership skills.