

# **Defense Contract Audit Agency**

## **Director's Development Program in Leadership (DDPL)**



## **Application Package**

**DIRECTOR'S DEVELOPMENT PROGRAM IN LEADERSHIP (DDPL)**  
**NOMINEE INFORMATION**

**Nomination Package:** Individuals must self-nominate through their leadership chain. All nominees are required to furnish a nomination package that includes the following items:

- Nominee Information Sheet
- Statement of Interest
- 1st Line Supervisor Endorsement
- Regional Director/Assistant Director/Corporate Audit Director (RD/AD/CAD) Endorsement
- Continuing Service Agreement
- Mobility Agreement
- Resume
- Latest Performance Appraisal

**NOMINEE INFORMATION SHEET FOR DIRECTOR'S DEVELOPMENT  
PROGRAM IN LEADERSHIP (DDPL)**

**Name:** \_\_\_\_\_  
*Prefix: Mr./Ms./Dr.      First Name      Middle Initial      Last Name      Suffix: Jr./Sr.*

**Preferred name for Course Certificates:** \_\_\_\_\_  
*(e.g. Jane E. Doe; Jane E. Doe, PhD; Jane E. Doe, COL)*

**Organizational Name and Symbol:** \_\_\_\_\_

**Completed DAWIA (If Applicable):**              Level 1              Level 2              Level 3

**Completed FM (If Applicable):**              Level 1              Level 2              Level 3

**Position Title:** \_\_\_\_\_

**Occupational Series (4-digit code):** \_\_\_\_\_

**Pay Plan/Pay Schedule:** \_\_\_\_\_

**Date of Last Promotion (Month/Year):** \_\_\_\_\_

**Current Security Clearance:** \_\_\_\_\_ **Date Issued:** \_\_\_\_\_

**Office E-mail Address:** \_\_\_\_\_ **Office Phone Number:** \_\_\_\_\_

**DSN Prefix (if applicable):** \_\_\_\_\_

**Alternate E-Mail Address:** \_\_\_\_\_ **Alternate Phone Number:** \_\_\_\_\_

**Complete Organizational Mailing Address:**

**Complete Home Mailing Address:**

\_\_\_\_\_  
*Number                      Street                      Suite*

\_\_\_\_\_  
*Number                      Street                      Apt.*

\_\_\_\_\_  
*City                              State                      Zip*

\_\_\_\_\_  
*City                              State                      Zip*

**Additional Attachments:**

- **Resume:**                              Attached              Not Attached
- **Last Performance Appraisal:**      Attached              Not Attached

**STATEMENT OF INTEREST FOR DDPL PROGRAM**

The Statement of Interest should not repeat information in the resume, information sheet, or other supplemental materials required for the DDPL program. Rather, it should focus on why you should be selected as a participant in the DCAA DDPL Program.

Address, in the space provided, the following:

- What you consider to be your major strengths and qualifications for the program
- The contributions you will add/bring to the program
- What do you hope to learn from the program
- How attending the program fits into your professional career plan
- The return on investment to your Region/Corporate Office/Staff Directorate and to DCAA

**DDPL 1st LINE SUPERVISOR ENDORSEMENT**

**1st Line Supervisory Endorsement:**

In the space provided, provide a narrative that cites your unique perspective on the nominee's current strength of leadership abilities. Include the fundamental leadership competencies of interpersonal skills; integrity/honesty; written and oral communications; continual learning; and public service motivation.

Ready Now

Ready in 1-2 Years

Not Ready

**LOCAL COMMUNITY MANAGER ENDORSEMENT**

**Local Senior Management or Community Manager Leader Endorsement:**

In the space provided, provide a narrative that cites your unique perspective on the nominee's future executive-level leadership potential considering your review of the application and interview results.

Ready Now

Ready in 1-2 Years

Not Ready

**SIGNATURE PAGE FOR DDPL PROGRAM**

**1st Line Supervisor Title:** \_\_\_\_\_

**1st Line Supervisor E-mail:** \_\_\_\_\_

**1st Line Supervisor Phone:** \_\_\_\_\_

\_\_\_\_\_  
1st Line Supervisor Signature

\_\_\_\_\_  
Date

**Local Senior Management Sponsor (Community Manager/Leader) Signature:**

Title: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Understanding of Program Requirements**

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

\_\_\_\_\_  
Nominee's Name

\_\_\_\_\_  
Nominee's Signature

\_\_\_\_\_  
Date

**CONTINUING SERVICE AGREEMENT**  
**FOR**  
**DIRECTOR'S DEVELOPMENT PROGRAM IN LEADERSHIP**

Instructions: This agreement is in consideration for tuition assistance for the Director's Development Program in Leadership (DDPL).

I agree that upon completion of the Government sponsored DDPL training program curriculum that I will continue in the service of the Department of Defense (DoD) after the end of the training for a period equal to two (2) years, unless involuntarily separated from DCAA.

If I voluntarily leave DoD before completing this period of service I agree to reimburse DCAA and/or NAVFAC for the prorated tuition and related fees, travel, and any other special expenses (excluding salary) paid in connection with my training. If I enter the service of another federal agency (outside of DoD) prior to the completion of my period of service, I understand that such agency is under no obligation to accept transfer of my obligation but may do so, in which case my period of obligated service will continue with the new agency and reimbursement will not be required.

I further agree that, if I voluntarily leave DoD to enter the service of another federal agency before completing the period of service, I will give DCAA written notice of at least 10 workdays, during which time a determination concerning reimbursement will be made. If I fail to give this advance notice or do not receive written notice of waiver of payment or transfer of my obligation to the gaining agency, I agree to repay the prorated expenses incurred by the Government in this training.

I understand that any amounts which may be due DCAA as a result of any failure on my part to meet the terms of this agreement may be withheld from any monies owed me by the Government, or may be recovered by such other methods as are approved by law.

I fully understand that this agreement does not in any way commit the Government to continue my employment.

\_\_\_\_\_  
Print Employee's Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date



**MOBILITY AGREEMENT**  
**FOR**  
**DIRECTOR'S DEVELOPMENT PROGRAM IN LEADERSHIP**

Instructions: This agreement is in consideration for tuition assistance for the Director's Development Program in Leadership (DDPL).

Participation in the DDPL provides significant benefit to both DCAA and the participant. The participant is provided a professional development opportunity designed for high-performing civilian employees. DCAA, in turn, benefits from increased leadership capabilities of the participant.

To maximize DCAA's return on investment and provide an avenue for full utilization of the leadership competencies acquired through the DDPL program, execution of a mobility agreement\* is a required condition for participation in the DCAA DDPL program.

AGREEMENT: As a condition of my participation in the DCAA DDPL program, I agree to participate in the mobility program which may include reassignment or detail at or above my current grade/level. I understand that my preferences for an assignment will be considered when DCAA is making assignment decisions.

\_\_\_\_\_  
Print Employee's Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\* The authority for this mobility agreement is derived from Department of Defense Instruction 1400.24, Civilian Mobility Programs, certified current as of December 1, 2010.

## **RESUME TEMPLATE FOR DDPL PROGRAM**

Please be sure to include all of the following items (4-page maximum):

### **Contact Information:**

Name

Home: Address, Phone, Fax, and E-mail (optional)

Work: Address, Phone, Fax, and E-mail (required)

### **Education:**

School(s) (name and location)

Degree earned, graduation date

Major field of study for each undergraduate and graduate degree

Non-degree studies:

School, location, major field of study, undergraduate/graduate credit hours earned

### **Experience/Work History:**

Dates, title, grade, agency/company, location, responsibilities/achievements. Focus on results. Be sure to highlight position(s) involving formal supervisory experience. Also, include grade/rank for each position.

### **Defense/Government Sponsored Training** (to include leadership training):

School and course title, date (include sponsoring institution, e.g., Defense Systems

Management College, Information Resources Management College/NDU, OPM FEI or

Management Development Centers)

### **Skills/Accomplishments:**

Skills, e.g., computer, languages; publications; certifications; licensure; clearances

### **Activities and Honors:**

Community service, awards, professional memberships, hobbies

**PERFORMANCE APPRAISAL FOR DDPL PROGRAM**

*<Provide latest Performance Appraisal with your Application Package>*