National Aeronautics and Space Administration

Competitive Leadership Programs Application
(HQ Civil Servants Only)

NOMINEE INFORMATION

1. NAME *(Last, First, MI)*	2. PERMANENT FULL-TIME EMPLOYEE *(Check one)* ☐ YES ☐ NO	3. TIME IN CURRENT POSITION
4. SUPERVISOR NAME AND TITLE	5. LENGTH OF NASA SERVICE	6. TIME IN LEADERSHIP ROLE(S)
7. TITLE/ORGANIZATION		

8A. PAY PLAN	8B. SERIES	8C. GRADE	9. ROLE *(Check one)* ☐ SUPERVISOR ☐ TEAM LEADER ☐ OTHER *(Specify)* _____

PROGRAM SELECTION AND JUSTIFICATION

(Please complete the questions below. You are limited to the amount of space you require to answer the questions fully.)

10. LEARNING INSTITUTION	11. LOCATION	12. NAME AND DATE OF PROGRAM

13. INDICATE THE LEADERSHIP COMPETENCY AREA(S) IN WHICH YOU WILL FOCUS:

See the NASA Leadership Model or the OPM Executive Core Qualifications (ECQs) for specific Leadership competency focus areas.
http://eoeb.hq.nasa.gov/training/excel/index.htm.

14. PLEASE LIST PREVIOUS LEADERSHIP DEVELOPMENT PROGRAMS (HQ, AGENCY, OR EXTERNAL) ATTENDED IN THE LAST TWO YEARS. *(Include Name, Date, and Sponsoring Organization or Institution)*

15. WHY IS THIS COURSE **CRITICAL** FOR YOUR IMMEDIATE DEVELOPMENT *(within 1 - 12 months of course completion)* OR YOUR DEPARTMENT'S PERFORMANCE NEEDS?

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PROGRAM SELECTION AND JUSTIFICATION *(continued)*

(Please complete the questions below. You are limited to the amount of space you require to answer the questions fully.)

16. WHAT WILL YOU BE ABLE TO DO DIFFERENTLY ON A CURRENT OR FUTURE PROJECT, WITH A TEAM OR FOR YOUR CUSTOMERS AS A RESULT OF THIS PROGRAM?

17. BASED ON YOUR RESPONSE TO QUESTION 13, DESCRIBE HOW THIS DEVELOPMENT PROGRAM WILL INFLUENCE YOUR LEADERSHIP EFFECTIVENESS?

18. STATEMENT OF ENDORSEMENT *(To be completed by your immediate supervisor)*

A. THIS COURSE IS ☐ CRITICAL ☐ NOT CRITICAL TO THIS EMPLOYEE'S DEVELOPMENT. *(Check one and explain below)*

B. DESCRIBE HOW THE EMPLOYEE'S PARTICIPATION IN THIS PROGRAM SUPPORTS A **CRITICAL** AREA OF NEED IN HIS OR HER DEVELOPMENT OR THE PERFORMANCE NEEDS OF YOUR ORGANIZATION.

19. APPLICANT'S SIGNATURE		DATE
20. IMMEDIATE SUPERVISOR	21. IMMEDIATE SUPERVISOR'S SIGNATURE	DATE

INSTRUCTIONS FOR COMPLETING NHQ 310

NOMINEE INFORMATION:

1. Type your name in the following format: Last name first, then first name, then middle initial.
2. Are you a Permanent Full-Time Employee? If yes, check the box marked "yes", if no, check the box marked "no."
3. Indicate the total amount of time you have held your current position (in years and months).
4. Type your current supervisor's full name and job title.
5. Indicate the total amount of time you have been employed with NASA (in years and months).
6. Indicate the total amount of time that you have served in leadership roles overall (in years and months).
7. Type your current job title without abbreviations. Include the full name of the organization in which you currently work.
8. a,b,c - Indicate your current pay plan, your series and grade.
9. If you are currently a Supervisor or a Team Lead, check the appropriate box. If you currently hold neither of these roles, check "Other" and describe your role in the blank space under the box.

PROGRAM SELECTION AND JUSTIFICATION:

10. List the name and mailing address of the university, college or other institution that is hosting/sponsoring the program.
11. Type the full address where the training will be physically held
12. Write the full name of the program and the date which you would like to attend.
13. Referring to the NASA Leadership Model found by clicking on the link below, list out the competencies on which you will focus during program participation. You may choose as few or as many as you'd like to include. http://eoeb.hq.nasa.gov/training/excel/index.htm.
14. Write the names of leadership development programs that you have attended within the last two years. You may include internal or external offerings. Please do not abbreviate.
15. Be specific about why this program is critical to your job or to your department. Answer the question, "Why this investment now."
16. Explain the different skills or abilities you will gain by attending the program, and how they will be applied to current projects, your team or your customer(s).
17. Referring to your response to question #13, explain how this program will make you be a better leader at NASA.
18. Supervisor's Endorsement:
    a. If the course is critical to the employee's development, mark the "Critical" box. If it is not critical to the employee's development, mark the "Not Critical" box.
    b. Describe specifically the way this particular program meets a critical need of development for the performance of employee or for your organization.
19. The applicant should sign his/her full name.
20. Type the applicant's immediate supervisor's (or acting supervisor) name.
21. The applicant's immediate supervisor's (or acting supervisor) should sign his/her full name.

The Competitive Leadership Programs Application can not be considered if it is poorly written or it is missing any of the required information. Therefore, all applicants should ask a colleague or supervisor to review the application prior to submission to the HQ Employee and Organizational Excellence Branch.