Army Medical Department (AMEDD) Civilian Corps

Application Checklist

AMEDD Junior Leader Course (GS09-11)

Before submitting your nomination packet, please make sure all Personal Identification Information (PII), such as SSN, DOB, residence or mailing address are removed.

❖ Applicant's Name: _____

1. _____ **Endorsement(s)**: Nomination packet(s) must be forwarded through chain of command and be endorsed by a 06/ GS-15 (or equivalent) at minimum. If there is more than one nominee, school commandant/equivalent organization/HQ Activity Head endorsement must reflect rank order of all nominees from that organization.

2. _____ **Current Resume (two (2) pages):** Containing the following information in order: name; current grade; phone number; brief description of work experience; education (include type of degree; major; dates attended; grade point average); training/certifications; and awards.

3. _____ **Nominee's Statement of Interest, Career Aspirations, and Suitability for the Program:** Be sure to highlight current related experience, as well as address anticipated competencies to be gained if selected and career goals. Address how you will use the experience gained/acquired knowledge/competencies in your continued employment.

4. _____ **Supervisor Endorsement, Utilization Rating & Plan:** Must address the expected transfer of knowledge, how you as the supervisor intend for the applicant to utilize the gained knowledge/competencies throughout the program and upon completion as well as the anticipated return on investment & assign a Utilization Rating & outline how the Utilization Rating supports the endorsement of applicant for program/course.

5. _____ **Last Completed Performance Appraisal (Rating of Record)**: If the appraisal is not available, you must include an explanation about the missing appraisals, verified by your supervisor and your next recent appraisal.

6. _____ **Standard Form 181, Ethnicity and Race Identification:** Note: Completion/submission of the SF181 is strictly voluntary. It will be used for statistical purposes only.

7. _____ **Continued Service Agreement:** Participants must complete an agreement to continue service and incur a 2-year period of obligated service after graduation from the program.

8. _____ **Civilian Education System (CES) Completion:** The appropriate CES Course certificate of completion, or on-line CES completion verification, or HQDA approved equivalence/constructive credit must be included in the application.

9. _____ **Civilian Career Brief:** Attach a PDF copy of your Civilian Career Brief as part of your application packet. Civilian Career Brief may be downloaded from MyBiz at: https://compo.dcpds.cpms.osd.mil/

Each application is scored based on the Statement of Interest, Career Aspirations & Suitability for the Program/ Course; Supervisor & Higher Level Endorsements, Utilization Rating & Plan; Education, Professional Development & Demonstrated Commitment to Lifelong Learning & Development