

# APPLICANT CHECKLIST FOR ALL SETM PROGRAMS (Senior Enterprise Talent Management)

## Defense Senior Leader Development Program (DSLDP) Senior Service Colleges (SSCs): Army War College (AWC), AWC-Distance Education (AWC-DE), Industrial College of the Armed Forces (ICAF)

**Nominee:** \_\_\_\_\_

Please Print:                      LAST                                      FIRST                                      MIDDLE

**APPLICANTS:** This checklist allows you to conduct a detailed review of your SETM program application package. Verify your submission is complete and meets all requirements listed below. Packages that have missing documentation will not be forwarded to DoD as Army recommendations. All items must be marked "Yes" and forwarded to HQDA using the automated Civilian Talent Management System (CTMS).

1. \_\_\_ Possesses baccalaureate or higher from an accredited college or university (Unofficial copy of transcripts may be uploaded into CTMS for initial processing of application) **(N/A for GS-15 Talent Pool)**

\_\_\_ **SEALED TRANSCRIPTS from the COLLEGE/UNIVERSITY must be MAILED-IN TO:**

Office of the Assistant Secretary of the Army  
Manpower and Reserve Affairs  
Civilian Senior Leader Management Office  
(ATTN: CSLDD SETM Programs)  
111 Army Pentagon, Room 1D755  
Washington, DC 20310-0111

2. \_\_\_ Latest performance appraisal **(UPLOADED into CTMS)**  
\_\_\_ Only specified pages (for NSPS, only Sections A-E and Sections O-S should be attached, for all other pay systems, attach all pages of appraisal and respective support form)  
\_\_\_ Rating is at top end of scale (typically better than FS or level 3). Applicants with Level 3/FS ratings will be accepted, however, **your Rating Official/Supervisor must address any discrepancy** in his/her recommendation endorsement or the Rating Official/Supervisor's Assessment in CTMS.
3. \_\_\_ SF 181, Ethnicity and Race Identification OPM Form **(This form is Voluntary) (Mailed-in to address listed in #1 above)**
4. \_\_\_ Copy of current Security Clearance "Person Summary" **(UPLOADED into CTMS)**  
Secret \_\_\_\_\_ Top Secret \_\_\_\_\_ Top Secret with SCI \_\_\_\_\_
5. \_\_\_ Copy of CES Advance Course Certificate or for CES Advanced Course Credit/Equivalency approval from HQDA G3/5/7 Civilian Training and Leader Development Office go to:  
<https://www.atrrs.army.mil/channels/chrtas/student/logon.aspx?CallingURL=%2fchannels%2fchrtas%2fstudent%2fmain.aspx&Caller=1> **(UPLOADED into CTMS)**
6. \_\_\_ Full ECQs narratives to be completed by DSLDP applicants only. **(Cut & Paste into CTMS)**  
<http://www.cpms.osd.mil/ASSETS/698C389042F54A3DBFE7E60E67357C1C/DSLDP%202010%20Class%20ECQ%20Guidance%20CLEAN.pdf> -- **Also see Competency Definitions at:**  
<http://www.cpms.osd.mil/ASSETS/4CEE56AED23A43C6B7AEDAA76C7FF174/Comp>

**ency%20Definitions%20Dec%202008.PDF (form link to CPMS) (Copy and paste link into internet web browser for access**

- 4 page total limit for combined responses
- Followed CCAR format
- Addressed all 6 items (5 ECQs & 1 Fundamental Competency) separately

- Leading Change
- Leading People
- Results-Driven
- Business Acumen
- Building Coalitions
- Combined Fundamental Competencies

- Responses are well-written; cite specific accomplishments/results
- Limits jargon; identifies acronyms
- Different accomplishments used for each ECQ response
- Accomplishments cited are recent, last 5 years
- Proficiency meets or exceeds Benchmarks (no major gaps)

**NOTE: If applying for ICAF, must complete 7 through 12 below (NOTE: N/A for all other SETM programs)**

7.  NDU Student Nomination Form (Submitted in CTMS)  
[http://cpol.army.mil/cgi-bin/acteds/catalog/pop\\_form\\_ndu.cgi](http://cpol.army.mil/cgi-bin/acteds/catalog/pop_form_ndu.cgi)  
 Nomination Options - Indicate ICAF-Non-ACQ or ICAF-ACQ AND concentration program  
NOTE: **Army Acquisition Career (AAC) employees** are strongly encouraged to apply for ICAF-Senior Acquisition Program but will be accepted for other SSCs  
 Provide complete home mailing address
8.  ICAF Senior Acquisition Course Nomination Form (ICAF SAC applicants only) ("Agency Representative" must be applicant's supervisor) (Submitted in CTMS)  
[http://cpol.army.mil/library/train/catalog/sac\\_form.pdf](http://cpol.army.mil/library/train/catalog/sac_form.pdf)
9.  Senior Rater Potential Evaluation (ICAF SAC applicants only) (UPLOADED into CTMS)
10.  Acquisition Career Record Brief (ICAF SAC applicants only) (UPLOADED into CTMS)
11.  NDU Student World-wide Travel Form (Agency Representative must be applicant's supervisor) [http://cpol.army.mil/library/train/catalog/ndu\\_wwt\\_form.pdf](http://cpol.army.mil/library/train/catalog/ndu_wwt_form.pdf) (Submitted in CTMS)
12.  NDU Authorization to Release Education Records (Submitted in CTMS)  
[http://cpol.army.mil/cgi-bin/acteds/catalog/pop\\_ndu-release.cgi](http://cpol.army.mil/cgi-bin/acteds/catalog/pop_ndu-release.cgi)
13.  Final Package:
  - Times New Roman, font size 12 used for all submissions
  - Proof-read entire package for typos/misspellings, etc before final submission

I have completed and submitted all additional items on this checklist as one package via CTMS. I acknowledge that it is my responsibility to provide all required items by the stated suspense date.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date