

Appendix B

NOMINATION PACKAGE

Applicants must specifically address stated criteria to be competitive. Include a utilization plan which shows how training will be utilized following completion of LTT. Endorsements should show why the applicant needs the training, how it relates to the applicant's current or planned assignments and how the training will be used to accomplish Corps and Army missions and goals.

All nomination packages must be assembled in the order listed below for each part of the nomination package. Where no form is specified, the information requested should be provided on plain bond paper or letterhead, as appropriate. Each part of the nomination package must be completed by the following people:

- Part One: Commander
- Part Two: Applicant
- Part Three: Immediate Supervisor
- Part Four: Career Program Manager
- Part Five: Training Officer

Part One
(To be completed by Local Commander)

1. Commander's letter of endorsement. (20% of Crediting Plan used by CETIC Subcommittee)
2. Request for Waiver. (If required)

Part Two
(To be completed by the Applicant)

Section A

1. Complete DD Form 1556, Request, Authorization, Agreement, Certification of Training and Reimbursement. Follow the instructions on the reverse of the form to complete all sections except as modified below:

- a. Section A, Block 5, "Continuous Federal Service" - Show Federal civilian service only.
- b. Section C, "Cost Information" - leave blank.

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c. Section D, Block 37, "Billing Instructions" - Show the mailing address of the servicing finance and accounting office.

d. Section D, Block 34, "Authorizing Official" - Insert the name and title of the current Chief, Employee Development and Program Evaluation, HQUSACE.

e. All sections which require applicant signature must be completed.

f. The period of obligated service must also be completed. Make the following changes: in Item 38, "Agreement to Continue in Service" - in the first sentence, cross out "non-government"; in sub-paragraph a, first sentence - cross out "Government sponsored". Initial both of these changes.

2. Program of study (list all courses by title).

3. Evidence of application to the training facility (e.g. a copy of the application form or acknowledgement of receipt). Applicant must apply to the training facility before submitting nomination.

4. Explain why you selected this institution. Discuss quality, cost, location and academic program in your response. (MRGP applicants only.)

5. Explain (a) why you need the requested LTT and (b) how you will use the training back on the job. (No more than one page). (20% of Crediting Plan used by CETIC Subcommittee)

6. Signature and date.

7. Standard Form 181, Race and National Origin Identification. Include this form with ONLY the original application package.

Section B

1. Description of current duties and responsibilities.

2. DA Form 2302 (Civilian Personnel Qualification Record).

3. Last two DA Forms 5398-R or 5398, Civilian Performance Rating, with Individual Development Plan Sections completed. (20% of Crediting Plan used by CETIC Subcommittee)

Part Three
(To be completed by the Immediate Supervisor)

1. Discuss the relationship of the proposed LTT to the applicant's current and projected duties. Specifically, state how the LTT will contribute to mission requirements (current and projected). State in specific terms how applicant will use the knowledge, skills and abilities obtained from the training when he/she completes LTT and returns to the job. (20% of Crediting Plan used by CETIC Subcommittee)
2. Justify completely why the requested training cannot be done through after-hours, part-time or short-term training. (AR 690-400, Chapter 410.)
3. Statement of support for the applicant (no more than one page).
4. Signature, title, telephone number, office symbol and date.

Part Four
(To be completed by the Career Program Manager or Senior Functional Official)

1. Complete Appendix F, Career Program Manager Assessment. (20% of Crediting Plan used by CETIC Subcommittee)

Part Five
(To be completed by the Applicant and the Training Officer)

1. Appendix D, Cost Estimate of Proposed Training.
2. Attach completed Appendix C, Training Officer's Checklist, to the front of the entire nomination package.