

GUIDANCE FOR PREPARATION OF APPLICATIONS FOR THE DEFENSE LEADERSHIP AND MANAGEMENT PROGRAM

The Defense Leadership and Management Program (DLAMP) is becoming a much sought after development opportunity and is becoming highly competitive. There are usually far more applicants than there are spaces available in the program, so not all that apply will be selected for participation.

The evaluators of the applications for the Defense Leadership and Management Program (DLAMP) consider all the required information provided in the package: career history, education history, supervisory endorsement(s), and responses to the Executive Core Qualifications (ECQs) and defense criterion when making their determinations. This information is used in reviewing the application against the evaluation criteria described in the DLAMP solicitation. So, be mindful that your written application package provides the first and only impression that you'll be able to make and it should be your best presentation.

The following recommendations are offered to those individuals preparing DLAMP applications. The information is provided as general guidance and suggestions and does not guarantee selection into the program:

1. The application form(s) and guidance may change from year to year. Make sure that you use the current year's application form and guidance so that you provide all the requested information.

2. The application package should be neat and free of spelling and grammatical errors. Typed applications are preferred. Be sure to completely answer all the questions on the application form(s). Submit all the required information; application, career history resume, education history, Executive Core Qualification (ECQ) and defense element statement, and supervisor's letter of recommendation and command endorsement. Avoid submitting letters of appreciation, certificates, and other unsolicited material. Prepare information within the specified limits, i.e., 3-page limit on career history and qualifications statements.

3. In preparing the qualifications statement (responses to the ECQs and defense criterion):

- make sure all 6 qualifications (5 OPM ECQs and 1 defense element) are addressed and address each qualification separately;
- all 6 elements must be addressed within the 3-page limit for the qualifications statement;
- when describing your accomplishments use the "challenge-context-action-result" model approach (as described in the "Guide to Senior Executive Service Qualifications" available on the OPM website [www.opm.gov/ses/html/sesguide.htm] or in booklet form);
- include work-related and non-work-related experiences from outside activities or organizations, as appropriate, when addressing the qualifications;
- use concrete and detailed examples to address accomplishments; avoid writing about personal beliefs or philosophy.
- think like a manager; focus on how you work "through" others. At the GS-13 level and above, applicants who may not have had supervisory experience should have had some opportunity to be a team or project leader and could highlight their managerial or leadership accomplishments.