

Human Resource Development Strategic Advisor (HRD SA) Certificate Program

Instructions

The attached package for the HRD SA Certificate Program includes the Nomination form and Application form.

The nomination form is to be completed by the supervisor of the nominee for the HRD SA Certificate Program. The Application form should be completed by the nominee. Both forms should be submitted by the closing date of 15 October 2009.

The Nomination form consists of the following elements: nominator and nominee information; supervisory assessment of the nominee's professional qualifications, abilities, potential and competencies; list of other references; statement of endorsement; and planned utilization of the nominee once he or she successfully completes the program.

The Application form consists of: basic applicant information; Current SF-50 (Notification of Personnel Action); statement of interest; and additional information, if required by nominating Component or organization.

This package should be submitted electronically to HRD@cpms.osd.mil or by mail to:

Dr. John R. Dill
Chief, Civilian Education & Professional Development
CPMS (Attn: CPMS/LPDD)
1400 Key Blvd, Suite B-200
Arlington, VA 22209-5144

**Human Resource Development Strategic Advisor (HRD SA)
Certificate Program**

Supervisory Nomination Form

(This nomination is to be completed by your immediate supervisor or a former supervisor within the last 3 years, who is thoroughly familiar with your performance in order to nominate you for this program.)

1. Nominator Information

Nominator's Name: _____

Nominator's Title: _____

Agency Name: _____

Nominator's e-mail: _____

Nominator's Phone Number: _____

2. Nominee Information

Nominee's Name: _____

Nominee's Title: _____

Nominee's e-mail: _____

Nominee's Phone Number: _____

3. Please describe in the space below (500 words or less) why you are nominating this nominee for the Human Resource Development Strategic Advisor Certificate Program.

4. Please describe in the space below (250 words or less) the nominee's HRD-related talents and opportunities for increased proficiency in the HRD-related competencies that would be strengthened by participating in the HRD SA certificate program.

5. Please describe in the space below (250 words or less) how your organization plans to utilize the nominee once he or she successfully completes the HRD SA certificate program.

6. Please indicate with an (x) the nominee's ability and/or potential to function in the following roles. Place an (x) in the most appropriate statement, which applies to the nominee. Please place the (x) in only one answer for each item.

- a. Ability or potential ability to provide advice to organizational human capital officers and Functional Community Managers.

low level of ability/potential to provide such advice
 average level of ability/potential to provide such advice
 moderately high level of ability/potential to provide such advice
 exceptionally high level of ability/potential to provide such advice

- b. Ability or potential ability to identify competency gaps and use pipeline management and succession planning strategies to address gaps.

low level of ability/potential to address such gaps
 average level of ability/potential to address such gaps
 moderately high level of ability/potential to address such gaps
 exceptionally high level of ability/potential to address such gaps

- c. Ability or potential ability to identify programs that ensure that employees possess the key competencies to perform on current and future jobs:

low level of ability/potential to identify such programs
 average level of ability/potential to identify such programs
 moderately high level of ability/potential to identify such programs

- d. Ability or potential ability to analyze succession and pipeline trends and advise on strategies to address emerging needs:

low level of ability/potential to analyze succession and pipeline trends and advise on appropriate strategies
 average level of ability/potential to analyze succession and pipeline trends and advise on appropriate strategies
 moderately high level of ability/potential to analyze succession and pipeline trends and advise on appropriate strategies
 exceptionally high level of ability/potential to analyze succession and pipeline trends and advise on appropriate strategies

- e. Ability or potential ability to manage knowledge transfer for succession efforts:

low level of ability/potential to manage knowledge transfer for succession efforts

- average level of ability/potential to manage knowledge transfer for succession efforts
 - moderately high level of ability/potential to manage knowledge transfer for succession efforts
 - exceptionally high level of ability/potential to manage knowledge transfer for succession efforts
- f. Ability or potential ability to report on a defined set of metrics:
- low level of ability/potential to report on a defined set of metrics
 - average level of ability/potential to report on a defined set of metrics
 - moderately high level of ability/potential to report on a defined set of metrics
 - exceptionally high level of ability/potential to report on a defined set of metrics
- g. Ability or potential ability to define and/or advocate organizational occupational and individual benefits of HRD:
- low level of ability/potential to define and/or advocate organizational occupational and individual benefits of HRD
 - average level of ability/potential to define and/or advocate organizational occupational and individual benefits of HRD
 - moderately high level of ability/potential to define and/or advocate organizational occupational and individual benefits of HRD
 - exceptionally high level of ability/potential to define and/or advocate organizational occupational and individual benefits of HRD
- h. Ability or potential ability to manage and execute change management efforts:
- low level of ability/potential to manage and execute change management
 - average level of ability/potential to manage and execute change management
 - moderately high level of ability/potential to manage and execute change management
 - exceptionally high level of ability/potential to manage and execute change management

7. The following section represents a set of HR Foundational Competencies which are relevant to the HRD Strategic Advisor. Please rate the nominee from high (5) to low (1) in terms of both current skills and potential for applying the following competencies. Place an (x) in front of the number which represents your rating.

a. Marketing of HRD Programs

Low ___1 ___2 ___3 ___4 ___5 High

b. Business Process Reengineering

Low ___1 ___2 ___3 ___4 ___5 High

c. Business Data Analysis

Low ___1 ___2 ___3 ___4 ___5 High

d. HR Budgeting used in Functional Analysis

Low ___1 ___2 ___3 ___4 ___5 High

e. Project Management

Low ___1 ___2 ___3 ___4 ___5 High

f. Strategic Planning

Low ___1 ___2 ___3 ___4 ___5 High

I think he/she has the potential to take on even more responsibility as a Human Resource Development Strategic Advisor.

_____ Yes _____ Not ready now

I endorse the candidate for the HRD SA Certificate Program.

Immediate Supervisor:

Typed Name: _____

Title: _____

Signature: _____ Date: _____

Second Level Supervisor:

Typed Name: _____

Title: _____

Signature: _____ Date: _____

DoD Component/Agency Official: Typed Name: _____

Title: _____

Signature: _____ Date: _____

DEPARTMENT OF DEFENSE



Civilian Personnel Management Service

**HUMAN RESOURCE DEVELOPMENT STRATEGIC ADVISOR
(HRD SA) CERTIFICATE PROGRAM APPLICATION FORM**

Name: _____
Prefix: Mr./Ms./Dr. First Name Middle Initial Last Name Suffix: Jr./Sr.

Preferred first name: _____

Home phone: _____ Home fax number: _____

Home e-mail address (optional): _____

Home mailing address: _____

Employing Component: Army Navy Air Force Fourth Estate Intelligence
If Army, Navy, or Air Force, list major command: _____
If Fourth Estate or Intelligence, list employing agency: _____

Job title: _____

Occupational Series (4-digit code)

Pay Plan/Pay Schedule: _____ Permanent Grade/NSPS Band _____

Date of last promotion: _____
If in a pay banding system, list equivalent GS grade level _____

Human Resource Development Experience: _____ Number of years
Other human resources experiences: _____ Number of years

Human Resource Development Education: _____ Number of courses related to HRD

Organizational name and symbol: _____

Organizational mailing address: _____

Work phone: _____ Work fax number: _____ DSN prefix: _____

Work e-mail address: _____

Supervisor's Name and Title: _____

Supervisor's e-mail address: _____

Statement of Interest

The Statement of Interest should not repeat information in the resume, information sheet, or Narrative Statement of Achievements. Rather, it should focus on why you should be selected as a participant in the Human Resource Development Strategic Advisor Certificate Program.

Address, in 500 words or less, the following:

- what you consider to be your major strengths and qualifications for the program
- the contributions you will add/bring to the program
- how attending the program fits into your professional career development plan
- reason for requesting the HRD Strategic Advisor Certificate Program and a description of the work project desired
- the return on investment to your Component/organization and to the Department of Defense.

Attachments

Resume

Current SF-50 (Notification of Personnel Action)

Additional Information, if required by nominating Component or organization

I certify that all information contained in this application is true and accurate to the best of my knowledge. I also understand that I will be required to take 10 courses, in a short period of time, and perform an HRD work assignment.

Nominee's Signature

Date

PRIVACY ACT INFORMATION

Authority: The Government Employees Training Act of 1958 (USC, Title 5, 4101 to 4118), EO 9397, November 1943 (SSN).

Purpose and Use: Used in the administration of the Federal Training Program.

Disclosure: Personal information provided in this application package is given on a voluntary basis. Failure to provide this information, however, may result in ineligibility for participation in training programs.

Revised 2/02