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Washington, DC 20250-0574

U.S. DEPARTMENT OF AGRICULTURE

Farm Service Agency

FY 2002 GRADUATE SCHOOL, USDA CONGRESSIONAL FELLOWSHIP PROGRAM

NOMINATION FORM

NOTE: Deadline - Completed Nomination Package must be received in the Training and Development Branch by COB Tuesday, November 13, 2001.

This is an 6-Month Program.						
1. Indicate appropriate Agency (Check one be	2. Name					
FSA FAS						
3. Division/Staff (Include Office Address) 4.	Room No. and STOP C	ode 5. E-Mai	I Address		6. Office Telephone Number	
					()	
7. Position Title	8. Full-Time Federal Yes No		9. Series Grade		10. FAX Number	
11. Please notify your supervisor that you are submitting your name for consideration of the Congressional Fellowship Program. Have your supervisor sign below to indicate that they have been notified and are aware that selectees are away from their job for a minimum of 6 months plus 2 weeks for mandatory orientation. NOTE: The travel and lodging costs will be funded by the employee's office travel budget.						
12A. Supervisor's Signature		12B. Date 12C. S		12C. Sup (ervisor's Telephone Number)	
12D. Print Supervisor's Name and Title 12E. Supervisor's Mailing Address						
13. Required information for the Completed Form.	l FY 2002 Graduate Sch	ool, USDA Co	ongressio	nal Fellow	ship Program Nomination	
Please put this completed FY 2002 Graduate School, USDA Congressional Fellowship Program Nomination Form, including supervisory signature on top of the other required information listed below.						
A. An approved SF-182, Request Authorization, Agreement and Certification of Training.						
B. Current SF-171, OF-612, or detailed resume signed and dated by applicant with current home address.						
C. A cover letter from the applicant describing how the level of specific skills represent their strongest professional competencies.						
D. A written statement addressing how this training will also improve performance in current and expected job assignments. Emphasis should be on how your abilities or competencies in the following areas contributed you your success.						
Oral, written, and interpersonal comn Leadership. Initiative. Technical competence. List of education and training courses						
E. A letter from applicant's supervisor or Agency Executive Resources Board assessing his or her potential and need for this training and development experience.						
Please submit this nomination form and information listed in Item 13 (the original and 3 copies). All completed nomination packages must be received in the Training and Development Branch by COB Tuesday, November 13, 2001.						
14. Please send the original and three copies of the completed nomination package using either of the methods listed below:						
If sending by Regular U.S. Mail, send to	:		lf sending FEDEX, se	• •	al Delivery, hand carry or	
Regina Duncan USDA, FSA, HRD, TDB STOP 0574 1400 Independence Avenue, S.W.	OR		2101 L. St	A-HRD-TD	Suite 303-A	

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