

AD-2005
(11-15-00)

U.S. DEPARTMENT OF AGRICULTURE

**Executive Potential Program
Nomination Form**

Note: Deadline December 8, 2000

1. Indicate appropriate agency (*Check One*).

FSA

FAS

2. Name and Home Address

3. Division/Staff (*Include Office Address*)

4. Room No. and STOP Code

5. Title

6. Grade

Career Employee

YES NO

7. Telephone Number

W

H

8. Please notify your supervisor that you are submitting your name for consideration of the training listed above. Have your supervisor sign below to indicate that they have been notified.

Supervisor's Signature

Date

Print Supervisor's Name and Title

9. Other required information to be included with this nomination form:

A. Written statement of up to 2 pages addressing how this training will improve your performance in your current and expected job assignments. Emphasis should be on your abilities in the following areas listed below:

- oral, written, and interpersonal communication
- leadership
- initiative.

B. List of all formal training courses taken in the last 5 years.

C. A brief supervisory narrative providing an:

- evaluation of current performance and duties
- supervisory statement assessing nominee's potential for supervisory or managerial duties.

D. Exhibit 3 (Nomination Package 2)

10. Please submit this nomination form, and all other information listed in item 9 (the original and 6 copies), by **December 8, 2000**.

US Postal Service delivery:

**USDA, FSA, HRD, TDB
Attn: Julia Jackson
1400 Independence Avenue SW, Stop 0574
Washington DC 20250-0574**

or Hand delivery/FedEx

**Julia Jackson
USDA FSA HRD
Suite 303-A
2101 L ST NW
Washington DC 20037-1526**