

**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 below): FSA <input type="checkbox"/> FAS <input type="checkbox"/>		2. Name	
3. Division/Staff (Include Office Address)	4. Room No. and STOP Code	5. E-Mail Address	6. Office Telephone Number ( )
7. Position Title	8. Full-Time Federal Employee? Yes <input type="checkbox"/> No <input type="checkbox"/>	9. Series and Grade	10. FAX Number
<b>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.</b>			
12A. Supervisor's Signature	12B. Date	12C. Supervisor's Telephone Number ( )	
12D. Print Supervisor's Name and Title		12E. Supervisor's Mailing Address	

**13. Required information for the Completed FY 2002 Graduate School, USDA Congressional Fellowship Program Nomination Form.**

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 communication.
  - Leadership.
  - Initiative.
  - Technical competence.
  - List of education and training courses taken in the last 5 years.
- 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:**

**Regina Duncan  
USDA, FSA, HRD, TDB  
STOP 0574  
1400 Independence Avenue, S.W.  
Washington, DC 20250-0574**

**OR**

**If sending by Special Delivery, hand carry or FEDEX, send to:**

**Regina Duncan  
USDA-FSA-HRD-TDB  
2101 L. Street, NW, Suite 303-A  
Washington, DC 20037**