



**2019-2020
Executive Management Program Office
Bridging the Gap Leadership Development Program
Application Instructions**

Line Item Explanation

- 1 Applicant's name.
- 2 Applicant's current pay plan, series, and grade.
- 3 Total years in a formal supervisory role (rating performance, approving leave, etc.) Count mil/civ time.
- 4 Total years as the program lead to a high-profile program. Serving as ultimate authority over program.
- 5a & 5b List degree(s), major and minor; date; University attended.
- 6a-d List advanced degree(s); University attended; year graduated; or year enrolled to complete.
- 7a-b List notable certifications or awards received. School (name/location)
- 8 Formal programs targeted at developing leadership competencies.
- 9 List type of assessment and the administrator/consulting firm.
- 12 Using your work history describe your career accomplishments. (Past 5-10 years) CCAR Ex. Provided.
- 16 All signatures must be presented and dated on this application.

**CHECKLIST FOR A COMPLETE PACKAGE:
NLT JANUARY 10, 2019 (NO EXTENSIONS GRANTED)**

- 1. Completed Bridging the Gap application (PDF Form) Work history, narrative questions & digital signatures of endorsements.
- 2. Complete online form, attach documents, and submit package <https://portal.secnav.navy.mil/orgs/MRA/DONHR/EMPO/Pages/BridgingTheGap.aspx>
- 3. You must attach your completed application before saving your form.

The screenshot shows the '2018 BTG Applications' web form. Callout 1 points to the 'First Name' and 'Last Name' input fields. Callout 2 points to the 'Attach File' button in the browser's toolbar. Callout 3 points to the 'Save' button at the bottom right of the form.

If your application is accepted, you will be asked to provide a copy of your SF50.



**2019-2020
Department of the Navy
Executive Management Program Office
Bridging the Gap Leadership Development Program
Application**

Please reference the Instruction Sheet to ensure package is completed and submitted correctly.

APPLICANT INFORMATION

(1) Name:	(2) Pay Plan/Series/Grade:
	(3) Years as a Supervisor: (4) Years as a Program Manager:

EDUCATION

(5a) Undergraduate Degree/Grad Date:	(5b) School (name/location):	
(6a) Advanced Degree/Grad Date:	(6b) University	(6c) Year Obtained:
		(6d) Year Expected to Complete:
(7a) Certifications etc./Date	(7b) School (name/location):	

PREVIOUS LEADERSHIP DEVELOPMENT

(8) Please list any leadership development program(s) you have completed within the last five years:

(9) List any types of assessments you have completed within the last five years:
(ex. 360, leadership, competency)

(10) Have you previously applied for an SES position?

YES NO



(11) In order to assist us in personalizing the 'Bridging the Gap' curriculum around your needs; I would like to get a better understanding of your experience with and development of Executive Core Qualifications (ECQ's).

Please select a response that most accurately describes your level of experience/development:

- I have written and have a complete version of my ECQs.
- I have written but have not completed my ECQ's.
- I have not started my ECQ's.



WORK HISTORY

(12) Considering competencies such as creativity and innovation, team building, problem solving, and partnering with stakeholders, please describe your career accomplishments in the past 5-10 years.

Response Format: In responding to the question, please use the CCAR model below to describe your "career accomplishments."

The Challenge-Context-Action-Result (CCAR) Model – A results-oriented approach

- Requires candidates to focus on leadership skills for programs, processes, and people
- Provides a more complete picture of an applicant's leadership competencies
- Focuses on what specific role he/she played in an organization's success.
- Focuses on what the candidate accomplished and how, not what the organization accomplished.
- Describe specific challenges, actions and results.

Challenge – *describe a specific problem or goal – what you worked on.*

Context – *describe individuals and groups you worked with and/or the environment in which you worked to meet a challenge.*

Action – *discuss specific actions you took (and, more importantly, how you took them) to address the challenge.*

Result – *describe the measures/outcomes that had impact on the organization. This information demonstrates the quality and effectiveness of your leadership skills/accomplishment.*

For more information on the CCAR Model please go to page #9 of the link below:

https://www.opm.gov/policy-data-oversight/senior-executive-service/reference-materials/guidetosomesquals_2012.pdf

Use the following two pages for your CCAR response.



NARRATIVE QUESTIONS

Please respond to the following questions in the area provided (one to two paragraphs):

(13) Why are you interested in participating in this program?

NARRATIVE QUESTIONS (CONTINUED)

(14) What do you believe are your greatest leadership strengths, and in which areas are you seeking to further develop yourself?

NARRATIVE QUESTIONS (CONTINUED)

(15) Considering competencies such as bringing about strategic change, meeting organizational goals, managing resources, and partnering with stakeholders, please describe your career goals for the next three-five years.

APPLICANT/SUPERVISOR/EXECUTIVE SPONSOR CERTIFICATION
(Please use digital signatures)

APPLICANT STATEMENT OF UNDERSTANDING: I have read and met all eligibility requirements. I understand that there is a one-year commitment required for participation in this program. I will fully participate by attending all workshops and participate in all scheduled program activities required for my development. These activities will be completed in addition to the regular duties assigned to me. If I do not satisfactorily perform or fail to complete program requirements and/or have two unexcused absences, I may be terminated from the program.

Applicant Signature: _____

Date: _____

SUPERVISOR ENDORSEMENT: The above applicant has my full support to participate in this program and meets all eligibility requirements. I will make the applicant available to attend all scheduled workshops and will allow additional time for participant to engage in scheduled developmental activities throughout the year. I understand that two unexcused absences or failure to participate in activities may result in termination from the program.

Supervisor Signature: _____

Date: _____

ORGANIZATIONAL SPONSOR (SES/Flag Officer/General Officer) Endorsement: I fully support the applicant attending and participating in the Bridging the Gap Leadership Development Program. I will make the applicant available to attend all scheduled workshops and will allow additional time for participant to engage in scheduled developmental activities throughout the year. I understand that two unexcused absences or failure to participate in activities may result in termination from the program.

Executive Sponsor Signature: _____

Date: _____