

Job Shadowing (JSP), Local Developmental Assignment Program (LDAP), and Garrison Mentoring Program (GMP) Application

Employee Engagement Application

This application is to provide the United States Army Garrison (USAG) Fort Campbell workforce with various opportunities for personal and professional development. The program selection is a shared responsibility between supervisors, managers, and employees. The engagement programs are designed to meet the command's long-term performance needs in the most productive and efficient ways possible. The overall intent is to have engaged employees with enhanced skills at their current position.

Participation in any of the programs is voluntary and participation can be withdrawn at any time. The employee will be given reasonable duty time for program activities at the discretion of the supervisor. **PARTICIPATION IN THE PROGRAM IS NOT A GUARANTEE OF TRAINING, ASSIGNMENT, PROMOTION, OR CAREER ADVANCEMENT.** All recommended formal training courses and related events are subject to applicable regulations and availability of funds.

Application submission is a commitment from the applicant to complete all program requirements. This may include a commitment of personal time.

Name:	Branch, Directorate/Agency:
Job Title:	Email:
Phone Number:	Pay Plan, Job Series and Grade:
Career Program/Field - Yrs in CP/CF:	Total Yrs Federal Service:
Highest CES Level (DL/RES/Completed/Wait List):	SDC (Res/On-line):
Supervisor's Name, Title, Email, and Phone Number:	
List any civilian certifications and education level:	
Which of the following opportunities do you believe would be best suited to your goals and objectives? I am applying for JSP , or LDAP , or GMP (as a mentee). (Select one)	
What are your current professional career goals and expectations?	
Provide up to three USAG organizations where you believe this opportunity would best be performed.	

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What special knowledge, skills, competencies, and experience do you bring to this opportunity?

What are your current personal self-development goals and expectations?

Applicants Statement of Interest: Please explain why you are applying for this program, what you hope to accomplish from participating (how does this opportunity help you achieve your goals), and how can you apply the learning experience to better your current organization (return on investment)?

Applicant's Agreement:

I request consideration to participate in the selected program. I understand participation is voluntary and I may withdraw at any time. At the discretion of my supervisor, I may be given reasonable duty time for program activities. **My participation in this program is not a guarantee of training, assignment, promotion, or career advancement.** I understand that if selected for this program, I will be expected to complete all program requirements. I also understand completion of this program may require the commitment of personal time.

I certify that the information contained in this application and in the attachments are accurate and reflects my qualifications and desires.

Applicant Signature

Date

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Immediate Supervisor Recommendation:

Describe why you are recommending this applicant for the selected program, what are your expectations of the employee upon completion of this program, and how your organization will benefit from the applicant's participation?

Immediate Supervisor Endorsement:

I validate that the information provided in this application is correct to the best of my knowledge. I support my employee's application and participation in the selected program. I understand if selected, that during my employee's involvement in the program, I will provide on-duty time to complete program requirements.

Immediate Supervisor Signature

Date

Recommend Approval/Disapproval (explain any recommendations of disapproval):

2d Line Supervisor (if applicable) Signature

Date

Approved/Disapproved (explain any disapproved decisions):

Director/Activity Chief Signature

Date

***Incomplete applications will be returned.**

**Size of above boxes can be expanded to include additional important information.

***Forms and any accompanying documents will be forwarded to the Training Integration Branch, Sarah Jones, sarah.m.jones76.civ@army.mil. Please call 270-412-0166 with questions.

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