

# **Instructions:**

## Civilian Professional Development Baseball Card Candidate Form



### **Instructions for completing the Baseball Card Candidate Form:**

Complete each section in full. Below are explanations for what to include in each section. Once complete, submit the form to your supervisor for review and approval.

**SUPERVISORS:** Complete the section titled "Supervisor Area Only" and then submit directly to the Talent Development Team at HQMC\_DCI\_TalentDevDCI@usmc.mil

---

### **Division | Job Title | Grade | Series**

- Example: IWD, Management Analyst, GG-13, 0343

### **Time with DC I**

- Indicate the length of time you have worked with DC I.

### **Major Duties**

- List the major duties that you perform in your current position.

### **Formal Education**

- List formal education and degrees earned, to include Major course of study. You may include relevant certifications and training course completions.

### **Requested Development Program**

- Name of the Development Program you are applying to.

### **Proposed Return on Investment (ROI)**

- How does your enrollment in this program impact your ability to affect your organization's goals and objectives?

### **List three positions to which you may aspire (within or outside the organization).**

- List three positions or career aspirations you are interested in achieving.

### **List three competencies within the Executive Core Qualifications (ECQs) that you consider a strength. – AND - List three competencies within the ECQs where you feel challenged.**

- In both of these sections, ensure that you name both the ECQ and the specific competency for each of the three responses. Example: "ECQ: Leading Change – Competency: Strategic Thinking".
- A complete list of the ECQ competencies can be found here: <https://www.opm.gov/policy-data-oversight/senior-executive-service/executive-core-qualifications/>

### **List three lessons learned over the last few years in surmounting challenges.**

- Describe three different lessons you have learned, and how each lesson relates to surmounting challenges.

---

### **SUPERVISOR AREA ONLY**

The candidate submits the baseball card to the supervisor for review. The supervisor completes this section. If approved for submission, the supervisor submits the final signed Baseball Card to the IWD Talent Development Team, HQMC\_DCI\_TalentDevDCI@usmc.mil

### **Last Performance Rating**

- Choose either "Fully Successful or Greater" or "Minimally Satisfactory or Below" from the drop down options.

### **Notes Regarding Candidate and ROI**

- The supervisor uses this section to detail why this candidate will benefit from the program, and the return on investment for the organization. The supervisor should detail how the organization plans to provide opportunities for the candidate to realize the ROI once back in his/her/their position following training.

# Civilian Professional Development Baseball Card Candidate Form



(Name)

**Division | Job Title | Grade | Series**

**Time with DC I**

**Major Duties**

**Formal Education**

**Requested Development Program**

**Proposed Return on Investment (ROI)**

## **SUPERVISOR AREA ONLY**

**Last Performance Rating**

**Notes Regarding Candidate and ROI**

**Supervisor Name and Signature**

**List three positions to which you may aspire (within or outside the organization).**

**List three competencies within the Executive Core Qualifications (ECQs) that you consider a strength.**

**List three competencies within the ECQs where you feel challenged.**

**List three lessons learned over the last few years in surmounting challenges.**

# Civilian Professional Development Baseball Card Candidate Form



Notes Regarding Candidate and ROI (continued)

A large, empty white rectangular area intended for handwritten notes regarding the candidate and ROI.