**Senior Executive Service Candidate Development Program**

**Executive-Level Developmental Assignment Form**

**Purpose**

This form captures agency’s executive-level developmental assignment(s) available for SESCDP candidates. Your assignment(s) will be shared with SESCDP coordinators and posted on the SESCDP Developmental Assignment Web site. Please return this form to Cindy Reynolds at cynthia.reynolds@opm.gov.

**Developmental Assignment Criteria**

Candidates in an SESCDP must complete a developmental assignment totaling at least 4 months of full-time service outside the candidate’s position of record. One assignment must be at least 90 continuous days in a position other than, and substantially different from, the candidate’s position of record. The purpose of the assignment is to broaden the candidate’s experience and/or increase the knowledge of the overall function of the agency so the candidate is prepared for a variety of SES positions. The assignment(s) must include executive-level responsibilities and differ from the candidate’s current and past assignments. The assignment(s) should challenge the candidate with respect to leadership competencies and the ECQs.

**Developmental Assignment Description**

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| --- | --- |
| Agency |  |
| Office |  |
| ECQs Addressed in the Assignment |  |
| Assignment Description |  |
| Start Date |  |
| End Date |  |
| Contact Information |  |
| Name |  |
| Phone |  |
| Email |  |