Executive Assessment Package for DISES/DISL Promotion Process

Section I: Biographical Information			
Employee ID:		**Current Grade:**	GG-15
Employee Name:		**Career Field:**	
Rater Name:		**Organization Level 1:**	
Reviewer Name:		**Organization Level 2:**	

Note: Employees are required to provide the Rater, Reviewer, and Career Field as listed in their myHR profile.
Note: If an employee's myHR Rater or Reviewer has served in that role for less than 90 days, the employee has the option to select their predecessor Rater/Reviewer.

Joint Duty Rotation (JDR) Confirmation

JDR Confirmation

By checking this box, I confirm that:

1. I understand that I must have completed a JDR in order to be eligible for promotion to DISES/DISL
2. I have completed a JDR to satisfy this requirement
3. I have confirmed that my JDR credit is officially in my myHR Employee Profile

>   *Note: Employees who received JDR credit while in IdP should reach out to SEMO to confirm credit*
>
>   **SEMO will verify that all applicants have received JDR credit prior to the start of promotion panels**

Performance Appraisals

Performance appraisals covering the most recent three-year period are the only EAP attachments permitted. Permitted performance appraisals can include:

- DIA final performance assessments for all close-out and end-of-cycle appraisals (Rater/Reviewer input only)
- Military evaluations
- Supplementary performance appraisals
- Appraisals from other Federal Agencies
- Evaluations from Senior Service schools
- JDR performance appraisals

Employees can attach all close-out and end-of-cycle performance appraisals from the past three years.

Please attach all performance appraisals to your email to SEMO when submitting your EAP for proxy submission

Section II: Career History

The "Career History" section is intended to provide a chronological overview of your career. For additional information on the definitions for the types of positions listed below, please review the Position Type Directory. In addition to defining the position, please include a brief overview of your roles and responsibilities while occupying this position.
(500 Character Limit per description - Including spaces)

Career History 1

Position Type:		Position Start Date:	
Position Title:		**Position End Date:**	

Position Description (500 Character Limit):

Career History 2			
Position Type:		Position Start Date:	
Position Title:		Position End Date:	
Position Description (500 Character Limit):			

Career History 3			
Position Type:		Position Start Date:	
Position Title:		Position End Date:	
Position Description (500 Character Limit):			

Career History 4			
Position Type:		Position Start Date:	
Position Title:		Position End Date:	
Position Description (500 Character Limit):			

Career History 5			
Position Type:		Position Start Date:	
Position Title:		Position End Date:	
Position Description (500 Character Limit):			

Career History 6			
Position Type:		Position Start Date:	
Position Title:		Position End Date:	
Position Description (500 Character Limit):			

Career History 7			
Position Type:		Position Start Date:	
Position Title:		Position End Date:	
Position Description (500 Character Limit):			

Career History 8

Position Type:		Position Start Date:	
Position Title:		Position End Date:	

Position Description (500 Character Limit):

Career History 9

Position Type:		Position Start Date:	
Position Title:		Position End Date:	

Position Description (500 Character Limit):

Career History 10

Position Type:		Position Start Date:	
Position Title:		Position End Date:	

Position Description (500 Character Limit):

Section III: Education

The Education section is intended to give a brief overview of your relevant education. Please provide a list of your formal degrees.

Education 1

Degree:		School/Institution:	
Major:		Completion Date:	

Education 2

Degree:		School/Institution:	
Major:		Completion Date:	

Education 3

Degree:		School/Institution:	
Major:		Completion Date:	

Section IV: Other

The "Other" section is intended to provide a space for you to outline the completed Certifications, Licenses, and/or Language Training that may be required and/or relevant to your Career Field. (Include name and the year completed/obtained for Certifications and Licenses)

(800 Character Limit - Including spaces)

Section V: Technical Qualifications

The Career Field Technical Qualifications are a set of DIA-standardized criteria used to evaluate an individual's demonstrated executive level expertise and technical proficiency within one or more of the DIA Career Fields. Please review the Technical Qualifications in the FY26 DISES/DISL Promotion Guide. *(3690 character limit - Including spaces)*

Section VI: Executive Core Qualifications

The Executive Core Qualifications (ECQ) section is intended to provide you with the space to outline your demonstrated proficiency in the following ECQs. Please review the promotion criteria in the FY26 DISES/DISL Promotion Guide for specific qualifications.

A. Commitment to the Rule of Law and the Principles of the American Founding

This core qualification requires a demonstrated knowledge of the American system of government, commitment to uphold Constitution and the rule of law, and commitment to serve the American people

- *Knowledge of the American System of Government*: Demonstrates understanding and appreciation of the American system of government, including the Constitution, the Bill of Rights, separation of powers, federalism, and the historical development of the American Nation.
- *Commitment to the Rule of Law:* Upholds the principles of the American Founding, including equality under the law and democratic self-government. Ensures the law is applied fairly and consistently.
- *Civic-Mindedness:* Stays up-to-date on important developments in American government and aligns organizational objectives and practices with presidential and public interests. Demonstrates a commitment to serve the American people.

(3690 character limit – Including spaces)

B. Driving Efficiency

This core qualification involves the demonstrated ability to strategically and efficiently manage resources, budget effectively, cut wasteful spending, and pursue efficiency through process and technological upgrades

- *Fiscal Responsibility:* Strategically manages, allocates and monitors financial resources. Aligns priorities and initiatives to justify budget proposals. Monitors expenditures, cuts unnecessary costs, and uses cost-benefit analysis to set priorities.
- *Managing Resources:* Manages resources efficiently and effectively based on current and projected organizational goals, skills, budget considerations, and staffing needs.
- Leveraging Technology: Explores emerging technology and potential applications. Incorporates technology to enhance efficiency and achieve results. Ensures access to and security of technology systems.

(3690 character limit – Including spaces)

C. Merit and Competence

This core qualification involves the demonstrated knowledge, ability and technical competence to effectively and reliably produce work that is of exceptional quality.

- *Technical Skill:* Possesses the requisite technical knowledge and subject matter expertise to consistently produce timely, high-quality work. Is considered a strong contributor in his or her domain.
- *Problem Solving:* Engages in critical and data-driven thinking when diagnosing root causes and evaluating options. Identifies and promptly addresses the most pressing, high-priority Problems.
- *Agility and Resilience:* Anticipates and adapts to change, new ideas, new information, and new conditions. Is committed to continuous improvement. Deals effectively with pressure and remains optimistic and persistent, even under adversity.

(3690 character limit – Including spaces)

D. Leading People

This core qualification involves the demonstrated ability to lead and inspire a group toward meeting the organization's vision, mission, and goals, and to drive a high-performance, high-accountability culture. This includes, when necessary, the ability to lead people through change and to hold individuals accountable.

- *Accountability:* Ensures that employees are appropriately recruited, selected, appraised, trained, and retained. Takes swift action to address performance- or conduct-based deficiencies in employees supervised. Holds self and others accountable for measurable high-quality, timely, and cost-effective results.
- *Developing Others:* Recognizes and rewards outstanding achievement in others. Develops the ability of others to perform and contribute to the organization by providing opportunities to learn through formal and informal methods. Cultivates a dynamic environment in which employees are not afraid to make mistakes.
- *Executive Judgement:* Makes well-reasoned, timely, and effective decisions and considers short- and long-term implications. Communicates effectively with stakeholders across all organizational levels, sharing and guarding information where appropriate.

(3690 character limit – Including spaces)

E.   Achieving Results

This core qualification involves the demonstrated ability to achieve both individual and organizational results, and to align results to stated goals from superiors

- *Operational Mindset:* Effectively translates strategies into actionable steps and processes. Partners effectively with stakeholders to drive adoption and addresses blockers to ensure successful implementation.
- *Innovation:* Applies creativity to improving products and processes, challenges convention, takes measured risks, and considers ways to simplify and remove unnecessary requirements.
- *Strategic Thinking:* Formulates objectives and priorities and implements plans consistent with the long-term interests of the organization by evaluating conditions, resources, capabilities, constraints, and organizational goals and values.

(3690 character limit – Including spaces)

Section VII: IC Senior Officer Core Qualifications (ICSOCQs)

The ICSOCQs are an IC-wide standard used to evaluate whether an individual can effectively leverage cross-organizational collaborative networks to better integrate resources, information, interests, and activities in support of the IC's mission.

- *Collaboration and Integration*: Builds effective networks and alliances with key peers and stakeholders across the IC, and with other US Government (USG), state, local, tribal, and foreign officials. Engages these networks to involve peers and stakeholders in key decisions and achieve significant results. Creates an environment that promotes employee engagement, collaboration, integration, responsible information and knowledge sharing, and the candid, open exchange of diverse points of view.

- *Enterprise Focus*: Demonstrates a deep understanding of how the missions, structures, leaders, and cultures of the various IC components integrate and align to support component, IC, and USG interests and activities that support IC-wide, national, or international priorities.

- *Values-Centered Leadership*: Embodies, advances, and reinforces the IC core values which include: a Commitment to selfless service and excellence in support of the IC's mission, as well as to preserving, protecting, and defending the Nation's laws and liberties; the Integrity and Courage (moral, intellectual, and physical) to seek and speak the truth, to innovate, and to change things for the better, regardless of personal or professional risk; and encourages Collaboration as members of a single IC-wide team, respecting and leveraging the diversity of all members of the IC, their background, their sources and methods, and their points of view.

(3690 character limit – including spaces)

Section VIII: Joint Duty Rotation Credit Statement

Include the type of assignment, describe your role and clearly explain how your IC civilian Joint Duty Credit qualifying experience helped you prepare to be an IC leader.
(1,065 Character Limit – Including spaces)