



DEPARTMENT OF DEFENSE

Agency/Organization

Street

City, State Zip

MEMORANDUM FOR DEPARTMENT OF DEFENSE CHIEF LEARNING OFFICER

SUBJECT: [ORGANIZATION] Nominations to the FY24 White House Leadership Development Program

The [ORGANIZATION] recommends the below listed employees for the Deputy Secretary of Defense's nomination to the Fiscal Year 2024 White House Leadership Development Program. A selection panel of Senior Executive Service members reviewed a total of [enter number] applications and presents these nominees in rank order:

1. Name, Title, Organization
2. Name, Title, Organization
3. Name, Title, Organization

My point of contact regarding these nominations is Ima Coordinator who can be reached at (123) 456-7890 or first.mi.last.civ@mail.mil.

John Q. Public
Title

Attachments:
Nomination packages