

**FY 26 Employee Enhancement Program (EEP) Self-Nomination
Instructions Data Call: 27 JAN 2025 – 28 FEB 2025**

Please follow the instructions to complete the digital EEP self-nomination form.

All documentation will be submitted through the Microsoft Forms platform. Do not submit any forms to the program manager.

Step 1: Complete the **Applicant Form**, (click link or copy and paste link into browser): <https://forms.osi.apps.mil/r/5nZKgiQn7T?origin=lprLink> **Must be completed on work computer.**

Make sure all information is correct. If the information is incorrect, the application can be denied. Please do not include nicknames for supervisors. Names as they appear in the global directory are required. The employee application period: 27 Jan – 28 Feb 2025. **Applications will not be accepted after 28 Feb 2025 at 1600.**

Step 2: After the applications are reviewed, notification will be sent to the applicant as to whether or not they can continue in the process by attending the **Competency Based Interview (CBI) Course and Interview Session**.

Step 3: Once the applicant attends and completes the **Competency Based Interview (CBI) Course and Interview Session**, the applicant and the supervisor will receive a **Supervisor Endorsement Form and Participant/Supervisor Agreement**. **Endorsements will not be accepted after 2 May 2025 at 1600.** **If the forms are not received by the deadline, the applicant will be disqualified. It is the responsibility of the applicant to ensure their supervisor returns the forms.**

What to expect next:

Selects and non-selection announcements will be made by mid-June. Orientation will take place in October 2025.