

**FY 25 Employee Enhancement Program (EEP) Self-Nomination**  
**Instructions Data Call: 24 JAN 2024 – 27 MAR 2024**  
**Forms will not be accepted prior to 24 Jan 24**

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

**All documentation MUST be submitted through 72 FSS/FSDB by email ONLY (72FSS.FSDET@us.af.mil) to be accepted. Do not submit the forms to the program manager.**

**Step 1:** Complete the **Applicant Resume and Statement Form** based on guidelines and specifications listed on the template form. Be sure to save and digitally sign form. Make sure the supervisor's name, email and phone are 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.

*\*Please be sure that the resume is submitted correctly in order to qualify. Be sure to complete the four areas listed in the Employee Statement at the bottom of the resume, **no less than 50 words and no more than 150 words for each of the four areas.***

**\*\*\*Make sure you complete all THREE parts of the Applicant Resume and Statement Form.\*\*\***

**Step 2:** The Applicant Resume and Statement Form **must** be submitted by the **applicant only**. Please note **only digital applications** will be accepted. Handwritten applications will not be accepted. Submit the form to the following 72 FSS/FSDEB email (72FSS.FSDET@us.af.mil)  
**\*The subject line of your email must read: Applicant Last Name, Applicant First Name, EEP FY25 Application\***

**Step 3:** Once the employee application is received, the Supervisor Endorsement, Participant and Supervisor Partnership Agreement will be sent to the supervisor listed on the application. The **Supervisor Endorsement, Participant and Supervisor Partnership Agreement** must be submitted by the supervisor only to the 72 FSS/FSDEB email (72FSS.FSDET@us.af.mil)  
**\*The subject line of your email must read: Applicant Last Name, Applicant First Name, EEP FY25 Supervisor Endorsement & Agreement\***

**What to expect next:**

Once data call is complete, the applicant will be notified as to whether or not they will be able to move to the next phase of the selection process. At that time, they may be notified to attend a Competency Based Interview (CBI) Course. If the applicant is not eligible to move to the next phase, they will be notified of the decision and any other information needed. Please note: **the Supervisor Endorsement, Participant and Supervisor Partnership Agreement are mandatory to move ahead in the selection process.** If the supervisor endorsement and partnership agreement are not received with the two signature requirements, the applicant is automatically disqualified. **It is the applicant's responsibility to ensure the endorsement and partnership agreement is submitted on time.**