

## **FY2019 Army Congressional Fellowship**

**ARNG suspense date for applying: 16 March 2017**

**POC: Ms. Linda Conlin; [linda.b.conlin.civ@mail.mil](mailto:linda.b.conlin.civ@mail.mil); (571) 256-7848**

### 1. Program Description:

A. Overview. The Army Congressional Fellowship Program is a 44-month program which includes pursuit of a Master's Degree in Legislative Affairs at George Washington University, service on the staff of a Member of Congress, and utilization on the Army Staff in a congressional-related duty position. The program seeks service members who have demonstrated outstanding promotion potential.

B. Purpose. The purpose of this program is three fold:

(1) Provide outstanding service members with strong promotion potential an opportunity to understand and appreciate the importance of the strategic relationships between the Army and Congress.

(2) Expose Congressional Members and staff to the outstanding quality of Army Service Members. Also, to help Congress learn about the Army as an institution through contact with Army fellows working in their office.

(3) Develop a pool of officers and senior noncommissioned officers from which some may be selected for future utilization in the field of legislative liaison. Officers and senior noncommissioned officers looking for a fast-paced and exciting broadening opportunity are encouraged to apply for the Army Congressional Fellowship Program. Commanders and supervisors are also encouraged to submit their best candidates for this prestigious opportunity.

C. Orientation and Academics. Selected participants begin the fellowship with an HQDA orientation program, which educates fellows on HQDA operations and the Army's position on a wide range of issues. The academic portion of the fellowship begins simultaneously with the HQDA orientation and includes an intensive summer program of study at George Washington University (GWU). The GWU Master's in Legislative Affairs consists of a rigorous, 11-course program focused on Congress. The curriculum exposes students to all aspects of the congressional experience. Congressional staffers comprise the large majority of students in the program, which offers Army fellows a unique opportunity to network with others working on Capitol Hill and in the legislative liaison arena. Fellows enroll in core courses and electives in the summer and fall 2018 sessions. Fellows take elective courses in areas of their choosing, pursue independent study opportunities, and complete comprehensive exams during the spring session with the goal of earning a Master's Degree in Legislative Affairs by the end of spring 2019.

D. The Capitol Hill experience. In January 2019, fellows begin their assignment on Capitol Hill by serving on the staff of a Member of Congress or on a congressional committee. Fellows are typically given responsibility for drafting legislation, arranging congressional hearings, writing speeches, drafting floor statements, handling defense-related constituent issues, and briefing Members of Congress prior to committee deliberations and floor debate. The Capitol Hill experience ends in December 2019.

E. Fellows will receive credit for ILE Phase II (AOC) and will be ILE (MEL4) complete provided they meet the following criteria: Complete ILE Common Core through a 14-week ILE Satellite Course or through distance learning, and complete all requirements of the Army Congressional Fellowship Program. Officers who are not ILE Common Core qualified prior to beginning the fellowship program may be scheduled for distance learning during the fellowship program or satellite ILE in January 2022.

2. ILE Statement: Intermediate-Level Education (ILE) attendance is governed by Army Regulation 350-1, Army Training and Leader Development. Officers competing for, or selected under OILE to attend a 10-month resident venue and selected for a broadening opportunity program approved for AOC credit, are only eligible to attend the

14-week satellite course. If your broadening program timeline will not allow you to attend ILE in the academic year you are scheduled to attend, you must submit an ILE deferment or change of venue to distance learning request IAW the annual ILE MILPER message or contact your career manager for assistance.

### 3. Selection Process:

A. ARNG deadline for packet submission to NGB Office of Legislative Liaison (NGB-LL) is 16 March 2017 (refer to Para 7.).

B. The U.S. Army Human Resources Command (HRC), Fort Knox, KY Fiscal Year 2019 Army Congressional Fellowship Selection Panel will convene 16 May 2017 to select an unknown number of candidates.

C. The applications of those selected by the HRC Selection Panel will be submitted to the Office of the Chief, Legislative Liaison (OCLL) for final selection of fellows.

D. Applicants will be notified of the HRC Selection Panel results not later than 9 June 2017 and final results not later than 30 September 2017.

### 4. Fellowship Tenure/Location:

A. Army National Guard Fellows will be assigned to the National Guard Bureau, Arlington, VA.

B. The fellowship begins in May 2018 and completes January 2020. Military fellows will serve an immediate two-year utilization tour through December 2021.

### 5. Obligations Incurred:

A. Immediately following the fellowship, military fellows are required to complete a two-year utilization tour. Once accepted, fellows cannot compete for any other broadening opportunity or special mission unit assignments during the duration of the fellowship program and utilization tour.

B. All Service Members participating in this program incur two separate active duty service obligations (ADSOs) in the U.S. Army. ADSOs will be three times the length of the period, computed in days, for each day served in this program. One ADSO will be from pursuing a graduate degree and the second ADSO will be from participating in the Congressional Fellowship Program on Capitol Hill, approximately a combined four year ADSO. Both ADSOs will be served concurrently with each other, but will be served consecutively with other civilian ADSOs.

### 6. Eligibility Criteria: (All are Non-Waiverable)

#### A. ARNG Component Officers:

(1) Hold the rank of captain or major. Majors must not have more than four years-time-in-grade as of May 2018.

(2) Be in the Title 10 AGR or Title 32 AGR Program. Traditional Drilling (M-Day) soldiers may apply to the program if the Adjutant General (TAG) provides an approved and signed TAG release memorandum with the application packet.

(3) Captains must have completed the Captains Career Course.

(4) Must have successfully completed at least one "Key Developmental Assignment" IAW DA Pam 600-3, for current grade.

(5) Meet the additional criteria in paragraph 6, C.

B. ARNG Non-Commissioned Officers:

(1) Hold the rank of command sergeant major (CSM)/sergeant major (SGM) (E-9).

(2) CSM/SGM applicants must have a DOR of 2 May 2016 or earlier.

(3) CSM/SGM applicants must have a BASD of 1 July 1990 or later and a DOB of 1 July 1960 or later.

(4) All applicants must have completed all requisite levels of NCOES for their rank to include structured self-development.

(5) Applicants are still eligible for consideration under the qualitative service and qualitative management program.

(6) Meet the additional criteria in paragraph 6, C.

C. All Candidates:

(1) Must not have been selected for any of the broadening opportunity programs, listed at <http://www.hrc.army.mil/bop>, within the last ten years. This does not include the Defense Advanced Research Projects Agency (DARPA) or the HQDA Strategic Broadening Seminars Programs.

(2) Possess a bachelor's degree from an accredited institution. All college/university transcripts must be uploaded to your personnel electronic records management system (IPERMS) file not later than the suspense date listed above.

(3) Have an undergraduate grade point average of 3.0 or better. (Not required if you already possess a graduate degree or a juris doctorate). Candidates with a bachelor's GPA below 3.0 who do not have a master's degree or a juris doctorate must submit a statement of academic readiness, see paragraph 7 A (6).

(4) Candidates with a bachelor's GPA below 2.8 who do not have a graduate degree or a juris doctorate must also complete the graduate record exam, see paragraph 7 F (4).

(5) Meet Army height and weight requirements and be in excellent physical condition.

(6) Not be pending any adverse actions or be at risk for promotion.

(7) Have extraordinary potential for future Army service.

(8) Have interpersonal skills and the ability to interact and form relationships with individuals from diverse backgrounds.

(9) Be able to complete the full fellowship program without interruption.

(10) Be able to serve/complete a two-year utilization assignment immediately following the fellowship without interruption.

(11) Be able to begin the fellowship on or about 01 May 2018.

7. How to apply:

A. Please send complete paper application packet to the National Guard Bureau, Office of Legislative Liaison, Attention: Ms Linda Conlin, 1636 Defense Pentagon, Room 1D165, Washington, DC 20301-1636 not later than 16 March 2017. For questions, please contact Ms. Linda Conlin at linda.b.conlin.civ@mail.mil or 571-256-7848. Information concerning the fellowship program and examples of required documentation can be found at <http://www.nationalguard.mil/leadership/jointstaff/personalstaff/legislativeliaison/congressionalfellowshipprogram.aspx>.

B. Documents received after the suspense date will not be accepted or included into your application packet. Any application packet that is not complete as defined here will be returned to candidate and may result in missing the submission suspense date and not being considered for this program.

C. ARNG Title 10 candidates must submit a DA 4187 signed by their Office of Primary Responsibility (OPR), G-Staff Colonel. Title 32 AGR and Traditional Drilling (M-Day) National Guard candidates must submit a signed TAG Release Memorandum and a DA Form 4187.

D. Commissioned Officers must submit the **Commissioned Officer Broadening Opportunity Application**.

E. Non-Commissioned Officers only: Essay of no more than 500 words. Statement should explain what unique abilities you would bring to the program and how being selected will contribute to the attainment of your personal and professional goals. Can be in any format. Your name/grade must be on statement. Title statement "Why I Should be Selected".

F. All Candidates:

(1) Civilian resume with the following information, in-order: name, current grade, mailing address/phone number/email address; brief description of military work experience with dates (don't go back more than five jobs), education (include type of degree, degree major, dates attended university, grade point average, and name of institution), brief accounting of languages, special skills, and interests. Can be in any format.

(2) Letters of recommendation (LOR). Minimum of two and a maximum of five. One LOR must be from current commander. Can be in any format. Address to "President of the Selection Panel". (Suggestion: if you are applying for more than one program have the recommender recommend you for "any broadening opportunity program" instead of a specific program).

(3) Must submit their current record brief and have an updated version loaded in IPERMS. Applicants are responsible to update their IPERMS account, record brief, and official photo.

(4) Candidates with an undergraduate GPA below 3.0 and no graduate degree must submit a statement explaining academic readiness to be a graduate school student. Can be in any format and no more than one page. Your name/grade must be on statement. Title statement "Academic Readiness to be a Graduate School Student".

(5) Candidates with a bachelor's GPA below 2.8 and without a graduate degree or juris doctorate only: must submit a copy of their graduate record exam scores. Test date must be after 1 May 2013.

(6) Most current DA Form 705 (Army Physical Fitness Test Score Card) and DA Form 5500/5501 (Body Fat Content), if applicable.

(7) Only if you are applying for more than one program: The following statement: "I understand if I am applying for more than one program, I may not receive my first preference and I further understand my selection or non-selection is determined by the selection panel's order of merit list (OML) of the program(s) I am requesting to compete for. I understand if I am selected to attend one of the program(s) I am competing for, I will not be

considered for any other program and I will accept the program I was selected for." Can be in any format. Your name/grade must be on statement. Title statement "Applying for More Than one Broadening Opportunity Program."

(8) Memorandum for Record with the following information (any format): grade, name, last four of your SSN, baccalaureate degree GPA, graduate degree GPA (if applicable), GRE scores (if applicable - verbal/quantitative/analytical), defense language aptitude battery scores (if applicable), and the following statement: "I understand if selected as an Army Congressional Fellow I will incur two separate active duty service obligations (ADSOs). ADSOs will be three times the length of the period, computed in days, for each day I serve in the Army Congressional Fellowship Program. One ADSO will be from pursuing a graduate degree and the second ADSO will be from participating serving on Capitol Hill, approximately a combined four year ADSO. Both ADSOs will be served consecutively with each other, but will be served consecutively with other civilian ADSOs. I also understand I am obligated to serve a 24 month utilization assignment immediately following my fellowship tenure. I authorize the U.S. Army Human Resources Command to release all documents to anyone who may require them in connection with my nomination and or selection as an Army Congressional Fellow".

G. Your nomination will be reviewed by your career branch and Leader Development Division for eligibility, availability and derogatory information. You will receive an email stating your status within ten working days from submission.

8. If you are applying for more than one broadening program, use one DA Form 4187 (Personnel Action) and list the programs in order by your preference. For an updated list of available Army broadening programs and application requirements, please visit the Army HRC website at <http://www.hrc.army.mil/bop>.