

Army Congressional Fellowship Program Description and Application Instructions for Army National Guard Members

ARNG application suspense date: 25 March 2024

Program Description

Overview. The Army Congressional Fellowship Program is a 44-month program which includes pursuit of a Master of Professional Studies (MPS) Degree in Legislative Affairs at George Washington University, service as a Fellow for 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. Officers, warrant 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 based on the outstanding potential and aptitude for service in the Congressional environment.

a. Purpose. The Army Congressional Fellowship Program has four purposes:

- (1) Provide outstanding service members with strong promotion potential an opportunity to learn and understand the importance of the strategic relationships between the Army and Congress
- (2) Expose Congressional Members and staff to quality Army leaders who, as Army fellows working in their offices, help them understand the Army as an institution.
- (3) Develop a cohort of Army Leaders who can be immediately assigned to Legislative Liaison duties within HQDA [Office of the Chief Legislative Liaison (OCLL) and Assistant Secretary of the Army for Financial Management and Comptroller (ASA-FM&C)], National Guard Bureau - Legislative Liaison (NGB-LL), and Office of the Chief of Army Reserve Legislative Affairs Division (OCAR-LAD).
- (4) Develop a pool of officers, warrant officers and senior noncommissioned officers for potential future utilization in the field of legislative liaison.

b. Orientation and Academics. Selected participants begin the fellowship with an orientation program, which prepares Fellows for academics and familiarizes them to OCLL. The academic portion begins with a summer term of study at George Washington University (GWU). The GWU Master of Professional Studies (MPS) in Legislative Affairs consists of an 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 arena. Fellows enroll in core courses and electives in the summer and fall 2025 sessions. Fellows take elective courses in areas of their choosing, pursue independent study opportunities, and complete comprehensive exams earning a MPS Degree in Legislative Affairs in spring 2026. Fellows may be awarded transfer credit for Army PME and courses completed that have not contributed to a Master's Degree, at the discretion of GWU.

c. The Capitol Hill experience. In January 2026, fellows begin their assignment on Capitol Hill by serving on the personal staff of a Member of Congress. Fellows are typically given responsibility for drafting legislation, preparing and staffing the Member for congressional hearings, writing speeches, drafting floor statements, handling defense-related constituent issues, and briefing Members of Congress prior to committee meetings and floor debate. The Capitol Hill experience ends in December 2026.

d. Utilization Assignment. Fellows will immediately serve a 24-month utilization assignment upon completion of time served in a Member's office. Fellows will be placed in either OCLL, SAFM-BUL,

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NGB-LL, or OCAR-LAD. All assignments are approved by the Chief Legislative Liaison IAW AR 1-202.

e. Summary of timeline: May 2025 - graduate school; January 2026 - service on Capitol Hill; May 2025 - finish graduate school; December 2025 - end service on Capitol Hill and transition to ARSTAF; December 2028 - end of service in ARSTAF.

Selection Process

a. The U.S. Army Human Resources Command (HRC), Fort Knox, KY Fiscal Year 2026 Army Congressional Fellowship Selection Panel will convene 7-10 May 2024 to select candidates to present to the Chief, Legislative Affairs for final selection of Fellows.

b. Applicants will be notified of the HRC Selection Panel nomination results o/a 14 June 2024.

c. The Office of the Chief Legislative Liaison (OCLL) will hold a secondary panel and select primary and alternate selections for the program. Once applicants have been officially notified, they must submit an application to George Washington University (GWU) for admission. Once applicants have been officially accepted to GWU and their ACS packet has been processed, HRC will coordinate with the officers to initiate assignment into the program o/a 18 December 2024.

Fellowship Tenure/Location

a. During the academic and fellowship portions of the program, Active Component and USArmy Reserve Fellows will be assigned to the U.S. Army Student Detachment, Fort Jackson, SC. Army National Guard Fellows will be assigned to the National Guard Bureau, Arlington, VA.

b. All fellows will be attached to OCLL, Washington, DC as Congressional Fellows.

c. The fellowship begins in May 2025 and completes December 2026. Military fellows will serve an immediate twenty-four month utilization tour through December 2028

Obligations Incurred

a. Immediately following the fellowship, military fellows are required to complete a 24 month 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.

ARNG Eligibility Criteria (Waivers for this criteria are not permitted)

a. Officers:

(1) Hold the rank of captain or major. Majors must not have more than four years-time-in grade as of May 2025.

(2) Captains must have completed Company Command prior to the start of the program. Majors must have not have more than four years time-in-grade as of May 2025.

(3) Title 32 AGR and 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.

b. Noncommissioned Officers (NCO):

(1) May be Active Component, Reserve Component, or National Guard.

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- (2) Hold the rank of First Sergeant (1SG)/Master Sergeant (MSG) (E-8) or Command Sergeant Major (CSM)/Sergeant Major (SGM) (E-9).
- (3) 1SG/MSG applicants must have a DOR of 1 May 2023 or earlier.
- (4) CSM/SGM applicants must be able to complete the entire program to include utilization prior to their Mandatory Retirement Date. Utilization ends on 31 Dec 2028.
- (5) 1SG/MSG applicants selected for promotion to SGM while in the fellowship program will not attend the NCO Leadership Center of Excellence Resident Course, but will be enrolled in the non-resident course.
- (6) All applicants must have completed all requisite levels of NCOES for their rank to include their distributed leader course.
- (7) Applicants are still eligible for consideration under the qualitative service and qualitative management program.
- (8) Meet the additional criteria in paragraph 4-5(f).

c. All Applicants:

- (1) Must not have been selected for and participated in any of the broadening opportunity programs, listed at <https://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) CPTs must have successfully completed the Captains Career Course, not later than April 2024.
- (3) MAJs must have successfully completed Intermediate Level Education, not later than April 2024.
- (4) Possess a bachelor's degree from an accredited institution.
- (5) Candidates with an undergraduate GPA below 2.8 who do not have a graduate degree or a juris doctorate must also complete the Graduate Record Exam (GRE) or the Graduate Management Admission Test (GMAT).
- (6) Meet army height and weight requirements and be in excellent physical condition.
- (7) Must not be pending any adverse actions or be at risk for promotion (i.e. SELCON or previous non-select).
- (8) Have extraordinary potential for future Army service.
- (9) Have interpersonal skills and the ability to interact and form relationships with individuals from diverse backgrounds.
- (10) The candidate must have superb writing and speaking skills.
- (11) Be able to complete the full fellowship program without interruption.
- (12) Be able to serve/complete a twenty-four month utilization assignment immediately following the fellowship without interruption.
- (13) Must possess or have the ability to obtain a Top Secret/Sensitive Compartmented Information (TS/SCI) security clearance prior to beginning the fellowship.
- (14) Be able to begin the fellowship on or about 01 March 2025.

How to apply

- a. Not later than 25 March 2024, email your application as one "Portable Document Format" (PDF) attachment to: ng.ncr.ngb-arng.mbx.ngbjs-ARNG-Congressional-Fellowship@army.mil. Do not

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attach PDF's inside of PDF's (portfolio format). Subject title of email "Request to compete for the FY2023 Army Congressional Fellowship Program." Include the following documents in your PDF:

(1) Non-Commissioned Officers - DA Form 4187 (Personnel Action): Please refer to Appendix, paragraphs 1 & 2a of this catalog for the information required for submission of the DA Form 4187.

(2) Commissioned officers and warrant officers— please submit the Commissioned Officer Broadening Opportunity Application. (Go to <https://www.hrc.army.mil/bop>, paragraph 2 for form.)

(3) Resume (ARNG Officers, and Noncommissioned Officers): Any format with the following information: Name, current rank, mailing address, phone number, email address (civilian and military), brief description of military work experience with dates, education (include type of degree, degree major, dates attended, GPA, name of institution), brief accounting of languages, special skills, interests. Please keep your resume to 1 page or your application will be returned without action.

(4) Letters of recommendation (LOR) (any format): A maximum of two. One LOR must be from the current battalion or brigade commander. 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).

(5) All candidates must submit copies of their last five evaluation reports (DA 67-10-1 or 2)

(6) Current record brief.

(7) A copy of all undergraduate and graduate degree transcripts in their packet.

(8) Candidates with a bachelor's GPA below 2.8 and without a graduate degree or juris doctorate only must submit a copy of their valid Graduate Record Exam (GRE) or Graduate Management Admission Test (GMAT) scores. Test date must be after 1 May 2018.

(9) Writing Sample: All applicants must write a two page executive summary (single spaced) of the 2023 Army Posture Statement identifying key points for each of the Army's priorities. Use Arial, 12-pt. font and 1-inch margins. Include a title and your name. No other headers or footers are necessary.

(10) Most current DA Form 705 (ACFT) and DA Form 5500/5501 (Body Fat Content), if applicable.

(11) Only if you are applying for more than one program: The following statement (any format): "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." Your name/grade must be on statement. Title statement "Applying for More Than one Broadening Opportunity Program."

(12) Memorandum for Record with the following information (any format): rank, name, last four of your SSN, baccalaureate degree GPA, graduate degree GPA (if you have a graduate degree), GRE or GMAT scores (if required or you have one. Not a requirement if you have a graduate degree or your undergraduate degree GPA is 2.8 or higher), and the following statement: "I understand that if I am awarded a FY2025 Army Congressional Fellowship, I will incur the following obligations a) Two separate Active Duty Service Obligations (ADSO). ADSOs will be three times the length of the period, computed in days, for each day I participate in this fellowship. One ADSO will be from pursuing a graduate degree from George Washington University and the second ADSO will be from participating in the Congressional Fellowship Program upon Capitol Hill. Both ADSOs will be served concurrently. This will result in an

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approximate four year ADSO. I understand the graduate degree ADSO will not begin until the day after I graduate from George Washington University and my second ADSO will not begin until the day after I complete my time on Capitol Hill. I understand the ADSOs I receive under this program is to be served consecutively with other civilian ADSOs, IAW AR 350-100, paragraph 3-3". b) I further understand that I have a twenty-four month mandatory utilization, immediately following my time on Capitol Hill. The utilization assignment will be determined by the Office of the Chief for Legislative Affairs (OCLL). I also understand any request to defer or reduce the utilization, must be submitted to OCLL for final decision.

b. ARNG Title 10 candidates must submit a DA Form 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. Examples of the DA Form 4187 and memorandum are provided at <https://www.nationalguard.mil/Leadership/Joint-Staff/Personal-Staff/Legislative-Liaison/Congressional-Fellowship-Program/>.

c. ARNG Non-Commissioned Officers refer to Appendix, paragraphs 1 & 2a of this catalog for the information required for submission of the DA Form 4187. The DA Form 4187 (Personnel Action) for NCOs is submitted in lieu of the Broadening Opportunity Program Application.

d. For questions, please contact COL Jay Rose at jason.e.rose3.mil@army.mil or (571) 256-7345.