

FY2023 Army Congressional Fellowship

ARNG application suspense date: 18 March 2022

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1. Program Description:

a. 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 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.

b. 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 the outstanding quality of Army leaders, and also to help Congress understand the Army as an institution through contact with Army fellows working in their offices.

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 (NGBLL), and Office of the Chief of Army Reserve Legislative Affairs Division (OCAR-LAD).

4) Develop a pool of officers and senior noncommissioned officers for potential future utilization in the field of legislative liaison.

c. Orientation and Academics. Selected participants begin the fellowship with an orientation program, which prepares Fellows for academics and orients them to OCLL. The academic portion begins with a summer term of study at George Washington University (GWU). The GWU 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 liaison arena. Fellows enroll in core courses and electives in the summer and fall 2023 sessions. Fellows take elective courses in areas of their choosing, pursue independent study opportunities, and

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complete comprehensive exams earning a Master of Professional Studies Degree in Legislative Affairs in spring 2024. Fellows can be awarded transfer credit for Army PME and courses completed that have not contributed to a Master's Degree, at the discretion of GWU.

d. The Capitol Hill experience. In January 2024, 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, 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 2024.

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

2. Selection Process:

a. The U.S. Army Human Resources Command (HRC), Fort Knox, KY Fiscal Year 2023 Army Congressional Fellowship Selection Panel will convene 10 – 13 May 2022 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 results on or around 11 June 2022 and final results on or around 16 September 2022.

3. Fellowship Tenure/Location:

a. During the academic and fellowship portions of the program, Active Component and US Army 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 2023 and completes December 2024. Military fellows will serve an immediate twenty-four month utilization tour through December 2026.

4. Obligations Incurred:

a. Immediately following the fellowship, military fellows are required to complete a twenty-four month utilization tour. Once accepted, fellows cannot compete for any other

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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.

5. Eligibility Criteria: (Waivers for this criteria are not permitted)

a. ARNG Officers:

1) Officers must hold the rank of Captain (CPT/O-3) or Major (MAJ/O-4). Majors must not have more than four years-time-in grade as of May 2023.

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

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.

4) Meet the additional criteria in paragraph 5, c.

b. ARNG Non-commissioned Officers (NCO):

1) Hold the rank of First Sergeant (1SG)/Master Sergeant (MSG) (E-8) or Command Sergeant Major (CSM)/Sergeant Major (SGM) (E-9).

2) 1SG/MSG applicants must have a DOR of 1 May 2021 or earlier.

3) 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 2026.

4) NCO applicants will submit a separate DA Form 4187 addressed to the Army Human Resources Command in lieu of the Officer Broadening Opportunity Program Application. Required information for the NCO DA Form 4187 is included in the Appendix of this document (pg. 7).

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.

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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 5, c.

c. All Candidates:

1) Must not have been selected for and participated in 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) CPTs must have successfully completed the Captains Career Course, not later than April 2022.

3) MAJs must have successfully completed Intermediate Level Education, not later than April 2022.

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). Test date must be after 1 May 2017.

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

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

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.

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13) Officer 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 May 2023.

6. How to apply:

a. Send a complete application packet via e-mail to COL Chunae Zoh in the National Guard Bureau, Office of Legislative Liaison not later than 18 March 2022. Application packet must be submitted via e-mail with a single "Portable Document Format" (.pdf) attachment to chunae.zoh.mil@army.mil. Packet will include the following:

1) 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 <http://www.nationalguard.mil/Leadership/Joint-Staff/Personal-Staff/Legislative-Liaison/CongressionalFellowship-Program/>.

2) Army Broadening Opportunity Program (BOP) Application: Fill out the HRC application with all required personal information, complete the three mandatory short-essay questions, and have the application signed by the first Colonel (O-6) or General Officer in the Chain of Command.

3) Civilian Resume: 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): Submit no more than three (3) letters of recommendation. Letter can be in any format. One (1) must be from the current commander. Address LOR to "President of the Selection Panel."

5) ORB/ERB: Submit current DA Board version Officer/Enlisted Record Brief (ORB/ERB). ORB/ERB should not include a DA Photo.

6) Photo: Submit a current DA Photo.

7) Academic Transcripts: Include a copy of undergraduate transcript and any transcripts for ongoing and/or completed graduate programs. Candidates with an undergraduate GPA below 2.8 who do not have a graduate degree or a juris doctorate

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must take the Graduate Record Exam (GRE) or the Graduate Management Admission Test (GMAT) and submit their score. Test date must be after 1 May 2017.

8) Writing Sample: All applicants must write a 2-page executive summary (single spaced) of the 2020 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. (Go to https://www.armedservices.senate.gov/imo/media/doc/McCarthy--McConville_03-26-20.pdf, for statement on the posture of the U.S. Army by The Honorable Ryan D. McCarthy, Secretary of the Army, dated March 03, 2020.)

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

10) Only if you are applying for more than one Army Broadening Opportunity 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."

11) Memorandum for Record: Memo must include 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 FY2023 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 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."

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7. For questions about the application process, please contact COL Chunae Zoh at chunae.zoh.mil@army.mil or 571-256-7345.

Appendix - DA Form 4187 (Personnel Action) Procedures

****(NCO Applicant Requirement)****

1. Instructions and information required to complete the DA Form 4187.

BLOCK 1 Type the address of the approver that will sign/endorse your DA form 4187 requesting to compete.

BLOCK 2 Type in AHRC, 1600 Spearhead Division Ave, Fort Knox, KY 40122.

BLOCK 3 Your military address.

BLOCK 4 Your last name, first name, middle initial.

BLOCK 5 Your current grade/rank and career field/military occupational series.

BLOCK 6 Your social security number.

BLOCK 7 Leave blank.

BLOCK 8 Check line titled "other" and type in

BOP BLOCK 9 Hand sign or electronically sign this block with your signature.

BLOCK 10 Type in the date you are signing your da form 4187 requesting to compete.

****SECTION IV REMARKS**** Each program has unique information required for this field on the DA Form 4187. Find your specific program below in paragraph 2 for the information required for this field.

BLOCK 11 Your chain of command colonel or higher must recommend approval for you to submit your request to compete.

BLOCK 12 Type approver's signature block.

BLOCK 13 Approver must hand sign or electronically sign this block.

BLOCK 14 Type in the date the approver signs this form.

2. Specific information requirements for Section IV, DA Form 4187.

- a. The required information for Section IV, DA Form 4187, are only for the following Broadening Programs: Army Congressional Fellowship

SECTION IV REMARKS (1) I request permission to compete for the (insert specific name of program(s) you wish to compete for). ****If you are competing for multiple programs list in order of preference** (2) My email address is:_____.
