

PROGRAM: Army Congressional Fellowship Program (ACFP)

DURATION: 18 months consecutive

LOCATION: Washington, DC (Capitol Hill)

ELIGIBILITY:

- GS-11/12 or equivalent pay bands - Completion of the CES Intermediate Course or copy of CHRTAS Intermediate Course Credit Documentation;
- GS-13/14 or equivalent pay bands - Completion of the CES Advanced Course or copy of CHRTAS Advanced Course Credit Documentation.
- (3) years, or any combination thereof, of service in a permanent Department of the Army Civilian position(s).
- Minimum of a Bachelor's degree (GPA must be 3.0 unless applicant has previously earned a Master's degree);
- Have a Command post-training utilization assignment in a position related to congressional affairs.

DESCRIPTION: The Army Congressional Fellowship Program is an 18-month program for Army Civilians, which includes pursuit of a Master's Degree in Legislative Affairs at George Washington University, and service on the staff of a Member of Congress. The purpose of ACFP is to educate and train selected Army officers and civilians in all aspects of congressional activities, emphasizing those matters regarding the Department of Defense (DOD). The program provides an understanding of the dimensions and complexities of congressional responsibilities and their relationship to the total process of government that is of future value to the Army (Army Regulation 1-202). The program seeks individuals who have demonstrated outstanding promotion potential.

PROGRAM DETAILS: **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 of Professional Studies (MPS) 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 2020 sessions. Fellows take elective courses in areas of their choosing, pursue independent study opportunities, and complete comprehensive exams earning a Master of Professional Studies Degree in Legislative Affairs in spring 2021. 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.

The Capitol Hill Experience. In January 2021, 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 deliberations and floor debate. The Capitol Hill experience ends in December 2021.

UTILIZATION/ SELECTION Nominee must have a Command post-training utilization assignment in a position related to congressional affairs. While any high potential DAC could benefit from this unique broadening experience, the CLL has a vested interest in ensuring DAC Fellows immediately use their knowledge and contacts in their returning duty position. Careful attention should be paid to each candidates' utilization plan. Candidates that will immediately serve as Legislative Liaisons or Congressional Action Coordinating Officers are more desirable than candidates that will return to their previous duty or have little or only tangential relations with Congress or legislation. Utilization plans in which a candidate's primary duty is interacting with Members of Congress and their staffs offer the Army the highest return on investment and should factor into their overall potential for selection.

FUNDING: Tuition cost of approximately \$25,000, travel and per diem, and two (2) Congressional TDYs are centrally funded.

APPLICATION PROCESS: Complete application packages (SINGLE-SIDED only) will be forwarded through command channels for endorsement and forwarding to G37/TRV. Application packets received from individuals who do not meet ALL eligibility requirements by the designated HQDA suspense date will be returned without action. Commands may send packets via regular mail or FedEx to the following address:

Headquarters Department of the Army
G-37 Training Directorate
Civilian Training and Leader Dev Division, ATTN: DAMO-TRV (ACFP)
450 Army Pentagon, Room 2D639
Washington, D.C. 20310-0450

(HQDA WILL NOT ACCEPT APPLICATIONS DIRECTLY FROM THE APPLICANT).

NOMINATIONS/ NOTIFICATION: **COMMANDS ARE LIMITED TO TWO NOMINATIONS.** Applicant packages are evaluated at each level of the submission process - supervisor, command headquarters, and HQDA AFCP Selection Board. Applicants should indicate qualifications to include: demonstrated flexibility in work habits; ability to work in an unstructured environment; ability to work independently with minimum supervision, direction or assistance; and an interest in legislative procedures, practices and techniques. DAMO-TRV will notify ACOMs/ASSC/DRU/OAASA of selection results.

CONTINUED SERVICE AGREEMENT: Civilians selected to participate in this program will incur a service obligation of not less than three times the length of training.

HQDA SUSPENSE: **1 April 2019**
(The nomination suspense date in this announcement applies to ACOMs, ASCCs, DRUs, and OAASA only. Applicants must check with local/command training manager for applicable deadline to submit application).

PROGRAM DATES:

Program Dates	Continued Service Agreement Dates
May 2020 - Dec 2021	01 Jan 2022 – 30 Sep 2026

CHECKLIST:

Click [here](#) to view the ACFP Checklist of requirements when applying for the Army Congressional Fellowship Program.

PROGRAM FORMS

Army Congressional Fellowship Program (ACFP)

Print this checklist for use in completing your application package.

All of the forms and documents listed below must to be completed and forwarded as part of your application package. The on-line forms (links provided below) must be used. Please assemble the forms in the order listed.

Note: Incomplete application packages will NOT be processed.

- 1 **Application for ACTEDS Training Opportunities**
- 2 **ACOM/ASSC/DRU/OAASA Endorsement Memo AND Letters of Recommendation (minimum of two, maximum of five)** - Completed packets must be endorsed and submitted by the respective Army Command (ACOM), Army Service Component Command (ASCC), Direct Reporting Unit (DRU), or the Office of the Administrative Assistant to the Secretary of the Army (OAASA). Note: Employees who work for an Army Staff Principal, Headquarters Department of the Army, the Army Staff, or a Program Executive Office must obtain OAASA endorsement. Any packet received that does not contain appropriate endorsement(s) will not be processed.
- 3 **Supervisor Validation of Requirement: Utilization Plan** - Must be signed by a second level supervisor or higher. **Note:** Nominee must have a Command post-training utilization assignment in a position related to congressional affairs. The Chief Legislative Liaison (CLL) has a vested interest in ensuring DAC Fellows immediately use their knowledge and contacts in their returning duty position. Utilization plans in which a candidate's primary duty is interacting with Members of Congress and their staffs offer the Army the highest return
- 4 **Nominee's Statement of Interest** (not to exceed one page). Applicant must explain reason(s) why he/she is applying for this program. The information must be typed (Arial 10-pitch) and contain the title statement, "Why I am applying for the Army Congressional Fellowship". The applicant's name, grade must also be typed under this title - FORM MUST BE ATTACHED.
- 5 **One Page Bio** (no picture).
- 6 **Resume:** Must provide the following information in the order listed: full name; home address and telephone; work address and telephone; current pay plan, series and grade; work experience, formal education (degree obtained, dates name of educational institution and subject major(s); brief accounting of foreign languages; special skills; and interests (not to exceed two pages) - MUST BE ATTACHED
- 7 **Three most recent, consecutive performance ratings** (including annotated Support Forms) - MUST BE ATTACHED. If these appraisals are not available, you must include an explanation about the missing appraisals, verified by your supervisor or CPAC, and your "next" most recent appraisals.
- 8 **SF181, Ethnicity and Race Identification (OPM Form)**
Note: Completion/submission of the SF-181 is strictly voluntary. It will be used for statistical purposes only, not for purposes of determining eligibility for participation in any training opportunity.
- 9 **Copy of CES Course certificate of completion** (for GS-11 and GS-12 / equivalent pay bands), or copy of CHRTAS Intermediate Course Credit Documentation; Copy of CES Advanced Course certificate of completion (for GS-13 and GS-GS-14/equivalent pay bands) or copy of CHRTAS Advanced Course Credit Documentation.
- 10 **Verification** - Command statement that the nominee has served three (3) years, or any
- 11 **Continued Service Agreement (CSA)**
- 12 **Transcripts.** Must possess a baccalaureate degree or higher from an accredited college or university. (GPA must be 3.0 unless applicant has previously earned a Master's degree).
****NOTE:** Must submit unofficial copy(s) of ALL transcripts.