



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY OF THE ARMY
ACQUISITION LOGISTICS AND TECHNOLOGY
103 ARMY PENTAGON
WASHINGTON, DC 20310-0103

18 JUL 2000

SAAL-PM

MEMORANDUM FOR SEE DISTRIBUTION

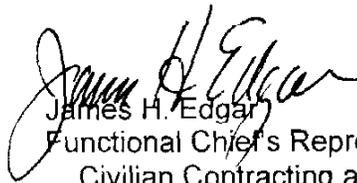
SUBJECT: Army Congressional Fellowship Program for 2002

Headquarters, Department of the Army recently announced the Fiscal Year 2002 Army Congressional Fellowship Program (Enclosure). This program is designed to educate and train selected Army officers and civilians in Congressional activities, emphasizing matters regarding the Department of Defense. The program runs from August 2001 through October - November 2002.

I encourage you to nominate high potential military or civilian contracting professionals to apply for this program. It is open to active duty military holding the rank of Major or Lieutenant Colonel and civilians in grades GS-13 through GS-15. Selection is extremely competitive. Applications for military personnel must be received by their Career Assignment Officer, PERSCOM, not later than November 10, 2000. Civilian applications must be received by ASA(M&RA) not later than December 4, 2000.

Further information may be found in the enclosed Program announcement. Civilian applicants should also refer to the FY 2000 ACTEDS Training Catalog at <http://cpol.army.mil> (Table of Contents, Chapter 3, Section II).

Should you require further information or assistance, please contact either Mr. Steve Hamilton, (703) 681-1044, hamiltos@sarda.army.mil or Mr. Tom Colangelo, (703) 681-7558, colanget@sarda.army.mil.


James H. Edgar
Functional Chief's Representative
Civilian Contracting and
Acquisition Career Program

Enclosure



DISTRIBUTION:

PRINCIPAL ASSISTANTS RESPONSIBLE FOR CONTRACTING

- HQ, U.S. Army Materiel Command, ATTN: AMCRDA-AC (PARC),
5001 Eisenhower Avenue, Alexandria, VA 22333-0001
- U.S. Army Aviation and Missile Command, ATTN: AMSAM-AC,
Building 4488, Redstone Arsenal, AL 35898-5000
- U.S. Army Materiel Command Acquisition Center, ATTN: AMSSB-AC,
4118 Susquehanna Avenue, Aberdeen Proving Ground, MD 21005-
5002
- U.S. Army Communications-Electronics Command, ATTN: AMSEL-AC,
Building 1208E, Fort Monmouth, NJ 07703-5000
- U.S. Army Industrial Operations Command, ATTN: AMSIO-AC,
Building 350, 5th Floor, N Wing, Rock Island, IL 61299-6000
- U.S. Army Tank-automotive and Armaments Command, ATTN:
AMSTA-AQ, Building 231, Warren, MI 48397-5000
- Defense Supply Service - Washington, 5200 Army Pentagon,
Washington, DC 20310-5200
- Headquarters Forces Command, ATTN: AFLG-PR, 1777 Hardee
Avenue S.W., Fort McPherson, GA 30330-1062
- Third United States Army/U.S. Army Forces Central Command, 1301
Anderson Way S.W., Fort McPherson, GA 30330-1064
- U.S. Army Medical Command, ATTN: MCAA, 2107 17th Street, Suite
69, Fort Sam Houston, TX 78234-5069
- U.S. Army Intelligence & Security Command, ATTN: IAPC, 8825
Beulah Street, Fort Belvoir, VA 22060-5246
- U.S. Army Medical Research and Materiel Command, ATTN: MCMR-
AAZ-A, 820 Chandler Street, Fort Detrick, MD 21702-5014
- U.S. Army Military District of Washington, Fort Lesley J. McNair, ATTN:
ANPC, 103 Third Avenue, Fort Lesley J. McNair, DC 20319-5058
- Military Traffic Management Command, ATTN: MTAQ, 5611 Columbia
Pike, Falls Church, VA 22041-5050
- U.S. Army Space and Missile Defense Command, ATTN: SMDC-CM
(PARC), P.O. Box 1500, Huntsville, AL 35807-3801
- U.S. Army Training and Doctrine Command, DCSBOS, ATTN: ATBO-
A, 5 North Gate Road, Building 5F, Room 306, Fort Monroe, VA
23651-1048
- U.S. Army Contracting Command, Europe, ATTN: AEAPR-PA (PARC),
Unit 29331, APO AE 09266

DISTRIBUTION: (CONT)

PRINCIPAL ASSISTANTS RESPONSIBLE FOR CONTRACTING

Headquarters, Eighth United States Army, ATTN: FKAQ/EAAQ, Unit
15237, APO AP 96205-0010

U.S. Army, Pacific, ATTN: APAM, B Street, building T-115, Fort
Shafter, HI 96858-5100

U.S. Army South, ATTN: PARC, Building 218, Fort Buchanan, PR
00934

U.S. Army Corps of Engineers, ATTN: CEPR-ZA, 20 Massachusetts
Avenue, N.W., Washington, DC 20314-1000

National Guard Bureau, ATTN: NGB-AQ, Suite 8300, Jefferson Plaza
1, 1411 Jefferson Davis Highway, Arlington, VA 22202-3231

CF:

Assistant Deputy Chief of Staff for Research, Development and
Acquisition (Acquisition, Contracting and Program Management),
HQ, U.S. Army Materiel Command, ATTN: AMCRDA-A, 5001
Eisenhower Avenue, Alexandria, VA 22333-0001

Chief, Contract Policy Team, Headquarters, U.S. Army Materiel
Command, ATTN: AMCRDA-AP, 5001 Eisenhower Avenue,
Alexandria, VA 22333-0001

Chief, Program Management and Acquisition Support Office,
Headquarters, U.S. Army Materiel Command, ATTN: AMCRDA-AM,
5001 Eisenhower Avenue, Alexandria, VA 22333-0001

Chapter 3 (cont.)

SECTION II - Opportunities Open to All Career Programs

Army Congressional Fellowship Program (ACFP)

DCPDS Course Code	15LEG
Length of Program	15 months intermittent (tentative)
Location	Washington, DC (Capitol Hill)
Nomination Suspense Dates	December 4, 2000
Dates of Program	<ul style="list-style-type: none"> • Army Orientation: attend 40-hour Force Integration Course and 6 to 8 one-day seminars. (August 01 2001 - December 02 2001) • Phase I • Phase II • January 2002 - December 2002
Eligibility Requirements	DA civilian employees at the GS-13-15 level or above who have career status and are serving in permanent competitive appointments; Schedule A, Excepted appointments without time limitation; or, are serving under an Excepted Service appointment in the Civilian Intelligence Personnel Management System (Title 10 USC 1590) and have a minimum of three years of consecutive DA service under one or more permanent appointments.
Other Requirements	Applicants should be identified by their organization as being on the track for executive-level service.
Purpose	Provides assignments for personnel whose current or prospective positions may require working knowledge of the operations of the Congress.
Description	The Army Congressional Fellowship Program is designed to provide congressional training to top Army officers and civilians. This program supersedes all previous congressional fellowship programs and will begin on/about August 2001 and end December 2002. Selected fellows will begin the Fellowship by participating in a HQDA orientation including attendance at the 40-hour Force Integration course and six to eight one-day seminars. In August 2001, fellows will receive an orientation on the operations and organization of Congress, and guidance and assistance in identifying an assignment. Fellows will then serve a full-time assignment

on the staff of a Member, committee, or support agency of Congress, January - December 2002. Fellows are typically given responsibility for drafting legislation, arranging congressional hearings, writing speeches and floor statements, and briefing Members for committee deliberations and floor debate. Both military and civilian fellows will incur a service obligation.

Application Process

Application packages will be forwarded through command channels. MACOM/IRAs will submit an original and two copies to the Office of the Assistant Secretary of the Army (Manpower and Reserve Affairs) OASA(M&RA)), ATTN: SFCP-COA (Ms Vern Carter), 200 Stovall Street, Rm 4N07, Alexandria, VA 22332-0300. Endorsements/letters of recommendation (maximum of three) are required from the various echelons through which nomination is forwarded, i.e., installation commander, major subordinate commander, and MACOM commander. Applications will not be accepted directly from the candidate. The MACOM/IRA POC must ensure that any cross servicing applications are routed through the appropriate MACOM.

SELECTION AND NOTIFICATION

Applicant packages are evaluated at each level of the submission process - supervisor, commander, functional official, and DA Secretariat 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. OASA(M&RA) will notify MACOMs of selection results.

Funding

Tuition cost is approximately \$5000. In addition, there will be travel and per diem costs in accordance with guidance provided in the paragraph entitled "Authorized Expenses," General Information at the beginning of this chapter. Expenses for non-Career Program selectees will be born by their nominating command/organization. Expenses for Career Program applicants may be centrally funded by the respective Functional Chief Representative, subject to availability of funds. Limited TDY at the request of the Congressman/Senator or Committee/organization to which the Fellow is assigned may also be required. This does not usually exceed one or two short trips during the Fellowship. These trips also must be covered by the nominating command or FCR as applicable. The Fellow must advise the command or FCR of the specific need and projected costs as far in advance of the travel as possible to ensure availability of funds. Each application must be accompanied by a Request for Central Resource Support Form signed by their FCR and their MACOM Budget POC.

Evaluation of Long-Term Training After Return to Duty

- Paragraph 10-9, Chapter 410, AR 690-400, addresses the requirement for evaluating long-term training within certain time frames after the trainee returns to duty.

1. Within six weeks following the trainee's return to duty, the trainee's supervisor will complete an evaluation to assess post-utilization. To complete this evaluation online, click the link marked " Sample LTT Evaluation Plan (6 weeks)".

Sample LTT Evaluation Plan (6 weeks)

2. Not later than eight months after the trainee returns to work, the supervisor and the trainee will jointly complete a second evaluation to assess continuing benefits of the training assignment. To complete this evaluation online, click the link marked "Sample LTT Evaluation Plan (8 months)".

Sample LTT Evaluation Plan (8 months)

- Supervisors should retain one copy of each evaluation and forward one copy of each evaluation to OASA(M&RA), Central Program Operations Division, ATTN: SFCP-COA, Room 4N07, 200 Stovall Street, Alexandria, VA 22332-0300. The completed questionnaires will be evaluated at both local and HQDA levels to ensure that utilization plans are being carried out effectively, improve administration of the long-term training program, and make better use of trainees upon completion of training. The requirement to evaluate long-term training applies to all centrally funded and locally funded programs.

Point of Contact

General questions regarding the program should be directed to the Executive Officer, Office, Chief Legislative Liaison, at (703) 695-3524 (DSN 227). Information and application procedures can be obtain from the applicable POC as follows: Active Duty - Mr. Joel D. Strout, 703-325-3138 (DSN 221); Army Civilians, Ms Vern Carter, (703) 325-2456 (DSN 221), (Vernessa.Carter@asamra.hoffman.army.mil).

Click Here for Application package

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SACO

From: PTC EMAIL SYSTEM WASH DC
Sent: 14:30:52 06/27/2000
To: oasa(alt)asa(alt)
To Precedence: Routine
Subject: ARMY CONGRESSIONAL FELLOWSHIP PROGRAM - 2002
Security: This message has been digitally signed and encrypted

RAAUZYUW RUEADWD6471 1791312-UUUU--RJASARD.
ZNR UUUUU
R 271828Z JUN 00
FM PTC EMAIL SYSTEM WASH DC
TO REASARD/DA EMAIL CUSTOMER//SARD/SARD DMS//
R 271200Z JUN 00
FM DA WASHINGTON DC//TAPC-OPB-D//
TO ALARACT
AIG7300
INFO RUEAHOF/CDRPERSCOM ALEXANDRIA VA//TAPC-OPB-D//
BT
UNCLAS ALARACT 060/00

MILPER MESSAGE NR 00-200

SUBJECT: ARMY CONGRESSIONAL FELLOWSHIP PROGRAM - 2002

1. THIS MESSAGE WILL EXPIRE NLT JUNE 2002.
2. HEADQUARTERS, DEPARTMENT OF THE ARMY (HQDA) ANNOUNCES THE FISCAL YEAR 2002 (FY02) ARMY CONGRESSIONAL FELLOWSHIP PROGRAM (ACFP). THIS PROGRAM IS DESIGNED TO EDUCATE AND TRAIN SELECTED ARMY OFFICERS AND CIVILIANS IN CONGRESSIONAL ACTIVITIES, EMPHASIZING THOSE MATTERS REGARDING THE DEPARTMENT OF DEFENSE. THE FY02 ACFP SUPERSEDES ALL PREVIOUS CONGRESSIONAL FELLOWSHIP PROGRAMS. IT WILL BEGIN AUGUST 2001 AND END AT THE CONCLUSION OF THE FIRST SESSION OF THE 107TH CONGRESS (APPROXIMATELY OCT/NOV 2002). SELECTED OFFICERS AND CIVILIANS BEGIN THE FELLOWSHIP WITH A HQDA ORIENTATION FROM AUGUST

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2001 UNTIL DECEMBER 2001. MILITARY FELLOWS WILL BE TEMPORARILY ASSIGNED TO THE ARMY SECRETARIAT OR STAFF IN SUPPORT OF THE LEGISLATIVE AFFAIRS FUNCTION. CIVILIAN FELLOWS REMAIN IN THEIR CURRENT POSITION IF IT IS IN THE GEOGRAPHIC AREA. ALL FELLOWS PARTICIPATE IN THE ORIENTATION, WHICH INCLUDES A VARIETY OF MEETINGS AND SEMINARS, EDUCATIONAL READINGS, AND ATTENDANCE AT THE ONE-WEEK FORCE INTEGRATION COURSE. AFTER THE HQDA ORIENTATION, FELLOWS COMPLETE A CLASSROOM PHASE WITH THE INSTITUTION OR FOUNDATION CHOSEN AS THE FY02 ACFP SPONSOR. FELLOWS WILL THEN SERVE AS STAFF ASSISTANTS TO MEMBERS OF CONGRESS DURING THE FIRST SESSION OF THE 107TH CONGRESS. FELLOWS ARE TYPICALLY GIVEN RESPONSIBILITY FOR DRAFTING LEGISLATION, ARRANGING CONGRESSIONAL HEARINGS, WRITING SPEECHES AND FLOOR STATEMENTS, AND BRIEFING MEMBERS FOR COMMITTEE DELIBERATIONS AND FLOOR DEBATE. MILITARY FELLOWS INCUR AN ACTIVE DUTY SERVICE OBLIGATION OF NOT LESS THAN THREE TIMES THE LENGTH OF THE FELLOWSHIP (IAW ARMY REGULATION 350-100, PARAGRAPH 2-8(B)). CIVILIAN FELLOWS ALSO INCUR A SERVICE OBLIGATION (IAW TITLE 5, UNITED STATES CODE, SECTION 410.309 AND SECTION 4108). IMMEDIATELY FOLLOWING THE FELLOWSHIP, MILITARY OFFICERS WILL BE ASSIGNED TO A POSITION REQUIRING EXPERT KNOWLEDGE OF THE OPERATIONS OF CONGRESS FOR

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A TWO-YEAR UTILIZATION. CIVILIAN FELLOWS RETURN TO THEIR POSITION HELD PRIOR TO PARTICIPATING IN THE ACFP. IF YOU HAVE ANY QUESTIONS REGARDING THE PROGRAM REFER TO THE OFFICE, CHIEF LEGISLATIVE LIAISON WEB SITE AT [HTTP://WWW.HQDA.ARMY.MIL/OCLL](http://www.hqda.army.mil/octl).

2. THE ARMY SELECTION BOARD WILL CONVENE ON 12&13 DECEMBER 2000 TO SELECT FELLOWS. COMMANDERS AND SUPERVISORS ARE ENCOURAGED TO SUBMIT THEIR TOP CANDIDATES FOR THIS PRESTIGIOUS OPPORTUNITY. INTERESTED INDIVIDUALS SHOULD FOLLOW THE APPROPRIATE APPLICATION GUIDANCE BELOW:

3. ACTIVE DUTY. ELIGIBLE NOMINEES MUST: HOLD THE RANK OF MAJOR OR LIEUTENANT COLONEL; HAVE ACCRUED ACTIVE FEDERAL COMMISSIONED SERVICE OF NOT MORE THAN 17 YEARS, AS OF 1 JANUARY 2001; BE A COMMAND AND STAFF COLLEGE (CSC) GRADUATE; BE BRANCH QUALIFIED AT CURRENT RANK; HAVE NO ADVERSE ACTIONS PENDING; MEET ARMY HEIGHT AND WEIGHT REQUIREMENTS; NOT OWE AN ARMY EDUCATIONAL REQUIREMENTS SYSTEM (AERS) OBLIGATION; AND HAVE POTENTIAL FOR FUTURE MILITARY SERVICE. ELIGIBLE MAJORS AND LIEUTENANT COLONELS MUST SUBMIT THE FOLLOWING TO THEIR CAREER ASSIGNMENT OFFICER, U.S. TOTAL ARMY PERSONNEL COMMAND (PERSCOM) NOT LATER THAN 10 NOVEMBER 2000: A DA FORM 4187 REQUESTING TO COMPETE, SIGNED & APPROVED BY FIELD GRADE SUPERVISOR AND THE ACTIVE DUTY SERVICE OBLIGATION STATEMENT. IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT JOEL STROUT AT E-MAIL ADDRESS STROUTJ@HOFFMAN.ARMY.MIL.

4. DEPARTMENT OF THE ARMY CIVILIANS. CIVILIANS GENERAL SCHEDULE (GS-13 THROUGH GS-15) MUST SUBMIT AN APPLICATION IN ACCORDANCE WITH PROCEDURES OUTLINED IN THE ANNUAL CATALOG OF ARMY CIVILIAN TRAINING, EDUCATION AND PROFESSIONAL DEVELOPMENT OPPORTUNITIES FOUND ON THE WORLDWIDE WEB AT [HTTP://CPOL.ARMY.MIL](http://cpol.army.mil). THE CATALOG DESCRIBES PROGRAM REQUIREMENTS AND CONTAINS THE APPLICATION PACKAGE. THE FISCAL YEAR 2001 CATALOG IS PROJECTED TO BE ON-LINE BY THE END OF THE 3RD QUARTER, FISCAL YEAR 2000. CANDIDATES MUST SUBMIT APPLICATIONS THROUGH THEIR RESPECTIVE MACOM OR INDEPENDENT REPORTING ACTIVITY CHAIN OF COMMAND. APPLICATIONS MUST BE ADDRESSED TO OFFICE OF THE ASSISTANT SECRETARY OF THE ARMY (MANPOWER & RESERVE AFFAIRS), ATTN: SFCP-COA, 200 STOVALL STREET, ALEXANDRIA, VIRGINIA 22332-0300 AND BE RECEIVED NO LATER THAN MONDAY, DECEMBER 4, 2000. QUESTIONS SHOULD BE ADDRESSED TO MS. CARTER AT VERNESSA.CARTER@ASAMRA.HOFFMAN.ARMY.MIL OR MS. KATHY FLANAGAN AT KATHLEEN.FLANAGAN@ASAMRA.HOFFMAN.ARMY.MIL

5. ARMY NATIONAL GUARD. TITLE 10 ACTIVE GUARD RESERVE (AGR) MAJORS AND LIEUTENANT COLONELS MUST CONTACT THE ARMY NATIONAL GUARD (ARNG),

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ARNG STAFF MANAGEMENT OFFICE AT 1411 JEFFERSON DAVIS HIGHWAY, ARLINGTON, VA 22202-3231, DEFENSE SWITCH NETWORK (DSN) 327-1387, FOR APPROVAL TO COMPETE. THOSE GIVEN PERMISSION TO COMPETE MUST THEN FORMALLY APPLY FOR THE PROGRAM UTILIZING THE DEPARTMENT OF THE ARMY (DA) FORM 4187 THROUGH THEIR RESPECTIVE APPROVAL AGENCY. THE ARNG STAFF MANAGEMENT OFFICE, NGB-ARZ-T (PLANS & PROGRAMS OFFICE) MUST HAVE APPLICATIONS NO LATER THAN 22 NOVEMBER 2000. NON-TITLE 10 AGR SOLDIERS MAY APPLY THROUGH THEIR RESPECTIVE ADJUTANT GENERAL TO THE PERSONNEL SECRETARIAT. IF SELECTED FOR PARTICIPATION, SOLDIER MUST AGREE TO A THREE YEAR TITLE 10 AGR UTILIZATION ASSIGNMENT FOLLOWING THE COMPLETION OF THE FELLOWSHIP PROGRAM. FOR ADDITIONAL INFORMATION REFER TO [HTTP://WWW.ARNG.NGB.ARMY.MIL](http://www.arng.ngb.army.mil)

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6. ARMY RESERVE. THE PROGRAM IS OPEN TO ACTIVE GUARD AND RESERVE (AGR) MAJORS AND LIEUTENANT COLONELS. INTERESTED AGR OFFICERS MUST: HAVE A MANDATORY REMOVAL DATE OF 1 SEP 06 OR LATER, BE A CGSC GRADUATE BY SEP 01, HAVE COMPLETED 3 YEARS IN AGR PROGRAM BY SEP 01, BE A MAJ (NO DOR RESTRICTIONS) OR LTC (DOR NOT EARLIER THAN 1 JAN 00), HAVE A BASIC ACTIVE SERVICE DATE 1 SEP 86 OR LATER AND HAVE A MANDATORY REMOVAL DATE 1 SEP 06 OR LATER. QUESTIONS SHOULD BE ADDRESSED TO PERSONNEL MANAGEMENT OFFICERS (PMOS) AT FTSMO. ADDITIONAL INQUIRIES ABOUT PACKET CONTENTS AND ELIGIBILITY CRITERIA WILL ALSO APPEAR ON THE AR-PERSCOM WEB SITE AT [HTTP://WWW.ARMY.MIL/USAR/AR-PERSCOM/FTSMO.HTM](http://www.army.mil/usar/ar-perscom/ftsmo.htm). QUALIFIED APPLICANTS WILL BE REQUIRED TO FORMALLY APPLY FOR THE PROGRAM THROUGH THEIR CURRENT ASSIGNMENT ACTIVITY TO AR-PERSCOM, ATTN: ARPC-ARO, ST. LOUIS, MISSOURI 63132-5200 VIA DEPARTMENT OF THE ARMY FORM 4187. APPLICATIONS MUST BE RECEIVED NO LATER THAN 1 NOVEMBER 2000.

7. EXPIRATION DATE CANNOT BE DETERMINED
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