

## **Civilian Legislative Fellows Program**

The Department of the Navy, Office of Civilian Human Resources, is soliciting civilian nominations for the Civilian Legislative (LEGIS) Fellows Program 2013. LEGIS is open to Navy civilians.

The Navy Legislative Fellows Program provides a unique opportunity for Department of the Navy (DON) civilians to broaden their understanding of the legislative process and the operation of Congress through a year-long full-time assignment to a Congressional member or to the professional staff of a Defense Oversight Committee. It provides opportunity to serve in assignments with the Congress, gaining a hands-on understanding of how the legislative branch of the government really works and how congressional decisions affecting federal agency programs are made. The Legislative Fellows Program also enhances the Navy's ability to fulfill its role in the national policy development process. Potential fellows must have demonstrated sustained superior performance and potential for future assignments in critical billets.

The program is scheduled to begin 03 December 2012; however, selectees must be available to report to Washington, DC no later than 05 November 2012 for a three week orientation. Additional information can be found on the NAVAIR Career Development Office COI:

[https://mynavair.navair.navy.mil/portal/server.pt/community/external/1468/legislative\\_fellows\\_program/56211](https://mynavair.navair.navy.mil/portal/server.pt/community/external/1468/legislative_fellows_program/56211)

**Eligibility:** Navy civilians, GS-13 and above or salary equivalent:

- Minimum of 2 years of Federal Service
- Bachelor's degree from an accredited college or university
- Demonstrated flexibility in work habits
- Ability to work in an unstructured environment
- Ability to work independently with a minimum supervision, direction, or assistance
- Interest in legislative procedures, practices, and techniques

### **Learning Activities:**

- Attend weekly seminars during the work assignment on Capitol Hill
- Some personnel (e.g., executive and management development) will participate in training essential to their Individual Development Plan

### **Developmental Activities:**

- Instruction and hands-on experience in a congressional office that features 3 weeks of intensive briefings on the operations and organization of Congress
- Full-time assignment on the staff of a congressional member, committee, or support agency/organization

**Tuition:** \$4,600.00 and does not include travel, meals or lodging. **NOTE: The NAVAIR Program Manager will notify applicants when to enter their Ad-Hoc SF-182 training request for payment of tuition.**

Nominations must include:

- A completed [Capitol Hill Fellowship Program Application](#)
- Applicant's current signed and dated resume'
- Statement by applicant describing how the experience will be important to individual career goals, to applicant's current agency position, and areas of primary interest on the Hill.
- Letter of nomination from applicant's supervisor, or other appropriate agency official stating applicant's need for such Capitol Hill experience
- Writing sample – a memo or paper by applicant on any subject demonstrating ability to communicate well

To Apply: Complete application packages must be submitted to:

Developmental Programs Coordinator  
Employee Development Center  
Building 2189 (Frank Knox Bldg), Room 150  
Phone: 301-757-4125  
Fax: 301-342-4523

**Application Deadline:** 09 February 2012