

CHRO TRAINING ANNOUNCEMENT: CAPITOL HILL FELLOWSHIP PROGRAM (CHFP)

TARGET AUDIENCE: DON civilians at the grade level of GS-13 and above or equivalent

COURSE DESCRIPTION:

The Capitol Hill Fellowship Program (CHFP) is designed for executives and managers who require a high-level working knowledge of Congress. It may be used to fulfill requirements in certain management or executive development programs. Fellows receive instruction and hands-on experience on Capitol Hill through training and developmental activities consisting of an intensive orientation, periodic seminars, and attendance at GAI's Advanced Courses.

REQUIREMENTS:

DON civilians at the grade level of GS-13 and above or equivalent, minimum of 2 years of Federal service, a bachelor's degree from an accredited college or university, demonstrated flexibility in work habits, and an ability to work independently in an unstructured environment. Fellows serve in a full-time assignment on the staff of a Member, committee, or support agency of Congress in Washington, D.C. You must complete the following items to apply: Capitol Hill Fellowship Program Application, Resume, Statement of interest by applicant describing how the experience will be important to individual career goals, to applicant's current position, and areas of primary interest on the Hill, Letter of nomination from applicant's supervisor, or other appropriate official, stating applicant's need for such Capitol Hill experience, Writing sample - a memo or paper by applicant on any subject demonstrating the ability to communicate well and a SF-182.

DATES AND LOCATION: Scheduled to begin in November or December (Date to be determined) in Washington DC (Government Affairs Institute, Georgetown University).

FUNDING:

\$5,050 for the course plus Travel and Pier Diem. The selectee's organization will be responsible for all program related expenses (tuition, travel, per diem, etc.).

REQUIRED DOCUMENTS:

- Capitol Hill Fellowship Program Application
- Completed SF 171, OF 612, or Resume
- Statement of interest by applicant
- Letter of nomination from applicant's supervisor
- Writing sample by applicant
- SF 182 w/ signed Service Agreement (page 4-5 of SF 182)

REQUIRED DOCUMENTS CAN BE FOUND AT MCB CAMP SMEDLEY D. BUTLER WEB SITE UNDER CHRO/TRAINING ANNOUNCEMENTS: <http://www.mcipac.marines.mil/Staff-and-Sections/Principal-Staff/Civilian-Human-Resources-Office/Civilian-Human-Resources-Office-US/US-Training/>

FOR MORE DETAILS VISIT: <https://gai.georgetown.edu/courses-programs/capitol-hill-fellowship/>

PACKAGES MUST BE ELECTRONICALLY SUBMITTED TO: MCBButler CHRO Training <MCBBUTLERCHROTraining@usmc.mil> DUE BY COB 8 MAR 2019 FOR REVIEW, COMMAND ENDORSEMENT, AND FORWARDING.

LOCAL POC: CHRO Training Email: MCBBUTLERCHROTraining@usmc.mil / 645-7689.