

# OCHR FACTSHEET

## Capitol Hill Fellowship Program

*Audience: DON Workforce*

*Issued: Jun 2018*

### FELLOWSHIP OPPORTUNITY

This Fact Sheet:

- Provides helpful information and tips on how to apply for this leadership program
- Answers frequently asked questions

### Background

The Department of the Navy solicits application packages for the Capitol Hill Fellowship Program (CHFP) annually. It is designed for executives and managers who require a high-level working knowledge of Congress. This program may also be used to fulfill requirements in certain management or executive development programs.

### Eligibility requirements

This leadership program accepts applications from 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.

### Program attributes

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

### Length of program

Fellows serve in a full-time assignment on the staff of a Member, committee, or support agency of Congress in Washington, DC.

### How to apply

Applicants must complete the following: Capitol Hill Fellowship Program Application, Resume, Statement of Interest (describing how the experience will be important to individual career goals), applicant's current position, areas of primary interest on the Hill, Letter of Nomination (applicant's supervisor or other official stating applicant's need for such Capitol Hill experience), Writing sample (memo or paper demonstrating the ability to communicate well), and SF-182.

**NOTE:** Applicants are advised to check with their Command Training Representative for information regarding internal deadline dates and any additional requirements. Command endorsed packages must be submitted via the Portal Electronic Submission Process.

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## Frequently Asked Questions

### Q. What leadership competencies does this program address?

A. Leading Change, Business Acumen, and Building Coalitions

### Q. What is the cost of this training?

A. \$5,050 for the course plus Travel and Pier Diem

### Q. What are the dates of the course?

A. Orientation begins in mid-November and covers congressional organization and processes, as well as methods and support in securing an assignment with the Congress. Fellows start assignments in early to mid-January.

## Where to Find Additional Information

Additional information regarding leadership programs can be found on the DON CHR website at <https://portal.secnav.navy.mil/orgs/MRA/DONHR/Training/Pages/CHFP.aspx>. This website provides:

- CHFP Application Package
- Deadline dates
- Additional answers to frequently asked questions

## Still Need Assistance?

For additional information about the Capitol Hill Fellowship Program, email the Civilian Workforce Development Division at [CWDD@navy.mil](mailto:CWDD@navy.mil).

