
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 provides a unique opportunity for participants to broaden their understanding of the legislative process and the operation of Congress through a year-long full time assignment to the office of a Member of the House of Representatives or the Senate, on the staff of a Member, committee, or support agency of Congress in Washington, DC. The program is limited to GS-13 and above or equivalent. Potential fellows must have demonstrated sustained superior performance and potential for future assignments in critical billets.

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.

Make sure all grade eligibility requirements are met, instructions and guidelines are followed, required documents, and Command endorsements are properly signed, dated, completed and submitted in the nomination package.

A complete CHFP nomination package includes the (1) CHFP Application, (2) SF-182, (3) Résumé, (4) Statement Of Interest 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, (5) Supervisor's Letter of Recommendation stating the applicant's need for such Capitol Hill experience, (6) Writing sample – a memo or paper by applicant on any subject demonstrating the ability to communicate well

DATES AND LOCATION:

The Program begin with an orientation in December 2020 (date to be determined) at Washington DC (Government Affairs Institute, Georgetown University) followed by assignments starting in early to mid-January 2021.

FUNDING:

The CHFP tuition is \$5,050 and travel and per diem need to be funded by the selectee's organization to support any additional training expenses outside of the Washington, DC metro area. (tuition, travel, per diem, etc.).

REQUIRED DOCUMENTS:

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

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 21 FEB 2020** FOR REVIEW, COMMAND ENDORSEMENT, AND FORWARDING.

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