

**Army Regulation 1–202**

**Administration**

**Army  
Congressional  
Fellowship  
Program**

**Headquarters  
Department of the Army  
Washington, DC  
7 April 2017**

**UNCLASSIFIED**

# ***SUMMARY of CHANGE***

AR 1-202

Army Congressional Fellowship Program

This major revision, dated 7 April 2017—

- o Requires the Chief of Legislative Liaison, in consultation with the Office of the Secretary of Defense and the Joint Staff, to identify potential utilization tours in combatant commands and defense agencies (para 2-2*b*).
- o Revises eligibility and military education requirements for the fellowship to include captains and majors (paras 3-1*b*(1) and 3-1*c*).
- o Expands eligibility for congressional fellowships to senior noncommissioned officers (para 3-1*b*(1)).
- o Changes civilian eligibility from General Schedule-13 through General Schedule-15 or equivalent levels to General Schedule-11 through General Schedule-14 or equivalent levels (para 3-1*b*(2)).
- o Expands the National Guard status and requirements for officers selected for the Army Congressional Fellowship Program requirements (paras 3-1*b*(1)(*c*) and 3-1*c*).
- o Updates the fellowship timeline to integrate a master's degree in Legislative Affairs Program (para 3-3*b*).

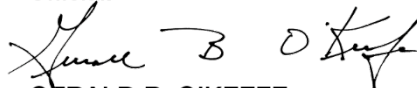
**Administration**  
**Army Congressional Fellowship Program**

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By Order of the Secretary of the Army:

**MARK A. MILLEY**  
*General, United States Army*  
*Chief of Staff*

Official:



**GERALD B. O'KEEFE**  
*Administrative Assistant to the*  
*Secretary of the Army*

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**History.** This publication is a major revision.

**Summary.** This regulation contains policy, guidance, and procedures for legislative and congressional activities for the Army Congressional Fellowship Program.

**Applicability.** This regulation applies to members of the Regular Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve unless otherwise stated. It also applies to civilian employees of the Department of the Army, to include employees of non-appropriated fund instrumentalities. During mobilization, chapters and policies contained in this regulation may be modified by the proponent.

**Proponent and exception authority.**

The proponent of this regulation is the Chief of Legislative Liaison. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency or its direct reporting unit or field operating agency, in the grade of colonel or the civilian equivalent. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the policy proponent. Refer to AR 25-30 for specific guidance.

**Army internal control process.** This regulation contains internal control provisions and provides an internal control evaluation for use in evaluating key internal controls (see appendix B).

**Supplementation.** Supplementation of this regulation is prohibited without prior approval from Headquarters, Department of the Army, Office of the Chief of Legislative Liaison, Washington, DC 20310-1600.

**Suggested improvements.**

Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Headquarters, Department of the Army, Office of the Chief of Legislative Liaison, 1600 Army Pentagon, Room 1E416, Washington, DC 20310-1600.

**Committee continuance approval.**

AR 15-1 requires the proponent to justify establishing/continuing committee(s), coordinate draft publications, and coordinate changes in committee status with the Office of the Administrative Assistant to the Secretary of the Army, Department of the Army Committee Management Office (AARP-ZA), 9301 Chapek Road, Building 1458, Fort Belvoir, VA 22060-5527. Further, if it is determined that an established "group" identified within this regulation, later takes on the characteristics of a committee, as found in the AR 15-1, then the proponent will follow all AR 15-1 requirements for establishing and continuing the group as a committee.

**Distribution.** This publication is available in electronic media only and is intended for command levels B, C, D, and E for the Regular Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve.

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\*This publication supersedes AR 1-202, dated 26 May 2000.

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## **Glossary**

## **Chapter 1 Introduction**

### **1–1. Purpose**

The purpose of this program is threefold. First, it provides outstanding commissioned officers, noncommissioned officers (NCOs), and Department of the Army Civilians (DACs) with firsthand experience and understanding of the strategic relationships between the Army and Congress. Second, the program exposes Congressional members and staff to the outstanding quality of the Army's commissioned officers, NCOs, and DACs to allow them to learn about the Army as an institution through contact with Army personnel working in their office. Third, the program develops individuals for possible future selection as congressional liaison personnel.

### **1–2. References**

See appendix A.

### **1–3. Explanation of abbreviations and terms**

See glossary.

### **1–4. Responsibilities**

Responsibilities are listed in chapter 2.

### **1–5. Statutory authority**

Department of Defense Instruction (DODI) 1322.06 contains information on the Army Congressional Fellowship Program (ACFP) and the roles and responsibilities of the Under Secretary of Defense (Personnel and Readiness) (USD (P&R)) and the Assistant Secretary of Defense (Legislative Affairs) (ASD (LA)).

## **Chapter 2 Responsibilities**

### **2–1. Assistant Secretary of the Army (Manpower and Reserve Affairs)**

ASA (M&RA) has Army oversight responsibility and approval authority for ACFP fellows, fellowships, sponsors, details, and detailees. Oversight responsibilities for ensuring overall compliance with the DOD intent of the program include:

- a.* Conducting an annual review to ensure compliance with DODI 1322.06 and submitting final results of this review to USD (P&R) no later than 31 January each year.
- b.* Preparing quarterly reports, as needed, on congressional fellows who, as of the date of such report, have served continuously in the legislative branch for more than 12 consecutive months in one or a combination of covered legislative details or fellowships, in accordance with Public Law 109–364.
- c.* Preparing, as needed, a report on any member of the U.S. Army assigned to a legislative detail or fellowship as the last tour of duty before retirement or separation from the Armed Forces. The report will include a rationale for the waiver of the DOD regulations in order to permit the detail or Fellowship, in accordance with Public Law 109–364.

### **2–2. Chief of Legislative Liaison**

The CLL will—

- a.* Recommend to ASA (M&RA) those positions on the Army staff, direct reporting units (DRUs), Office of the Secretary of Defense (OSD), and the Joint Staff requiring legislative branch experience.
- b.* Coordinate with ASD (LA) and the Joint Staff to identify positions at defense agencies and combatant commands which may require officers with legislative branch experience.
- c.* Recommend changes to the number of ACFP fellows, to include needed specialties and branches, required each year.
- d.* Advise the U.S. Army Human Resources Command (USAHRC) on the timing of, and specific needs of, the program for the annual Army Congressional Fellowship Selection Board.
- e.* Provide central oversight and guidance to military and DAC ACFP fellows during all phases of the fellowship.
- f.* Coordinate with appropriate agencies to conduct Headquarters, Department of the Army (HQDA) orientation and training for fellows prior to placement in congressional offices.
- g.* Coordinate with ASD (LA) for placement of fellows in approved congressional offices.

- h.* Coordinate with the appropriate agencies to monitor and ensure proper utilization of former military fellows in positions identified in paragraphs 2–2*a* and 2–2*b*.
- i.* Process requests for new ACFP fellowship sponsors.
- j.* Request funding in the Army Budget and Program Objective Memorandum for Advanced Civil Schooling to allow congressional fellows to pursue a master’s degree in legislative affairs.
- k.* Periodically reviews the fellows’ duties to ensure compliance with this regulation and DODI 1322.06.
- l.* Recommend waivers or deferments of utilization tours to Commander, USAHRC. Deferments and waivers are limited to centrally selected positions and for the good of the Army.

**2–3. Director of the Army Staff**

DAS has Army staff oversight responsibility for the ACFP.

**2–4. Deputy Chief of Staff, G–1**

- a.* The DCS, G–1 will—
  - (1) Solicit applicants through the use of worldwide messages and training catalogs.
  - (2) Approve applicants to compete for ACFP fellowships through the use of a screening process to ensure that the requirements of paragraph 3–1 are met.
  - (3) Forward endorsed applications, with the appropriate personnel records, to the Army Congressional Fellowship Selection Board (ACFSB).
  - (4) Provide career management and guidance to ACFP applicants and fellows.
  - (5) Provide funds to compensate ACFP sponsors.
  - (6) Facilitate follow-on utilization assignments.
- b.* The Commanding General (CG), USAHRC will—
  - (1) Conduct annual, centralized, multi-panel, and/or component ACFSBs to select the best-qualified eligible candidates for ACFP fellowship from the Regular Army, the Army National Guard (ARNG), the U.S Army Reserve (USAR), and DACs. (See para 3–2.)
  - (2) Maintain a single database of all ACFP fellows and congressional detailees and make those personnel who have not done so available to complete their 2-year utilization tour.
  - (3) Coordinate payment of the master’s degree education to the civilian institution.

**2–5. Deputy Chief of Staff, G–3/5/7**

The DCS, G–3/5/7 will—

- a.* Solicit applicants through the use of worldwide messages and training catalogs.
- b.* Approve applicants to compete for ACFP fellowships through the use of a screening process to ensure that the requirements of paragraph 3–1 are met.
- c.* Forward endorsed applications, with the appropriate personnel records, to the ACFSB.
- d.* Provide career management and guidance to ACFP applicants and fellows.
- e.* Provide funds to compensate ACFP sponsors.
- f.* Facilitate follow-on utilization assignments.
- g.* Allocate the number of master’s degrees in legislative affairs the Army will resource between the Active Component (AC), RC, and Army Civilian work force.

**2–6. Chief, Army Reserve**

The CAR will—

- a.* Solicit applicants through the use of worldwide messages and training catalogs.
- b.* Approve applicants to compete for ACFP fellowships through the use of a screening process to ensure that the requirements of paragraph 3–1 are met.
- c.* Forward endorsed applications, with the appropriate personnel records, to the ACFSB.
- d.* Provide career management and guidance to ACFP applicants and fellows.
- e.* Provide funds to compensate ACFP sponsors.
- f.* Facilitate follow-on utilization assignments.

**2–7. Director, Army National Guard**

The DARNG will—

- a.* Solicit applicants through the use of worldwide messages and training catalogs.

- b. Approve applicants to compete for ACFP fellowships through the use of a screening process to ensure that the requirements of paragraph 3–1 are met.
- c. Forward endorsed applications, with the appropriate personnel records, to the ACFSB.
- d. Provide career management and guidance to ACFP applicants and fellows.
- e. Provide funds to compensate ACFP sponsors.
- f. Facilitate follow-on utilization assignments.
- g. Allocate the number of master’s degrees in legislative affairs the Army will resource between the AC, RC, and Army Civilian work force.

## **Chapter 3**

### **Army Congressional Fellowship Program Selection**

#### **3–1. Eligibility criteria**

- a. *Specific eligibility.* Eligible recipients must meet specific eligibility criteria established annually in a USAHRC military personnel (MILPER) message and DCS, G–3/5/7, Civilian Training and Leader Development Division’s training announcement. In general, the following eligibility criteria apply:
  - b. *Rank/grade.*
    - (1) *Military.*
      - (a) *Regular Army.* Commissioned officers will be in the grade of O–3 (captain) or O–4 (major) with at least 6 years of active Federal commissioned service as of the date of application. NCOs will be in the grade of E–9 (sergeant major) with at least 6 years remaining until their retention control point or mandatory retirement date as of the date of application.
      - (b) *Army Reserve.* Commissioned officers will be in the grade of O–3 (captain) or O–4 (major) and currently serving in the selected reserve. Officers selected for the fellowship but not in an Active Guard Reserve (AGR) status will be accessed into the AGR Program for a minimum of 4 years. NCOs will be in the grade of E–9 (sergeant major).
      - (c) *National Guard.* Commissioned officers will be in the grade of O–3 (captain) or O–4 (major) and currently serving in the ARNG. Officers selected for the fellowship but not in an AGR status will be placed in a one-time-occasional-tour (OTOT) status for the duration of the program. NCOs will be in the grade of E–9 (sergeant major). Title 32 AGR and M-Day applicants must have a signed The Adjutant General (TAG) release letter to apply for the program.
    - (2) *Civilians.* DAC employees (general schedule (GS)-11 through GS–14 or equivalent levels) must have a minimum of 3 consecutive years of service under one or more permanent civilian positions.
  - c. *Education.*
    - (1) *Military education.*
      - (a) *Regular Army.* Commissioned officers will be Captain Career Course graduates. NCOs must be graduates of the United States Army Sergeants Major Academy or an equivalent sister service academy.
      - (b) *Army Reserve.* Captains must have completed the Captain Career Course. Majors are recommended to have completed intermediate level education (ILE) prior to reporting for the fellowship.
      - (c) *National Guard.* Captains must have completed the Captain Career Course. Majors are recommended to have completed ILE prior to reporting for the fellowship.
    - (2) *Civilian education.* All applicants (military and civilian) must have a minimum of a baccalaureate degree from an accredited educational institution. Applicants may have post-baccalaureate education, but may not have a post-baccalaureate degree in legislative affairs or any other similar discipline.
    - (3) *Applicants.* All applicants for the ACFP must show strong academic performance and aptitude to successfully complete a graduate-level degree.
  - d. *Other qualifications.*
    - (1) Previous duty positions. Commissioned officer applicants must have successfully completed company, troop, or battery command, or equivalent captain-level key developmental (KD) position for their branch or functional area in accordance with Department of the Army Pamphlet (DA Pam) 600–3.
    - (2) Civilian Education System (CES) training. DACs must have completed CES training or received course credit documentation via the Civilian Human Resource Training Automation System (CHRTAS) as follows: CES Advanced Course for grades GS–13 and above, or the CES Intermediate Course for grades GS–12 and below or equivalent levels.
    - (3) Strong interpersonal communication and written communication skills are critical to performance as a fellow. Fellows must be adaptable to diverse work environments.
    - (4) Physical fitness and appearance. Military congressional fellows must be physically fit and present a neat, professional military appearance.
  - e. *Service obligation.*

(1) Military personnel selected for the fellowship will incur two active-duty service obligations (ADSOs) that will be served concurrently upon completion of service in a congressional office. Pursuant to Title 10 United States Code Section 2005 (10 USC 2005) and AR 350–100, military personnel will incur an ADSO equal to three times the length of advanced civilian schooling, computed in days. Pursuant to 10 U.S.C. 2603 and AR 350–100, military personnel who accept a fellowship will incur an ADSO equal to three times the length of the education or training, computed in days.

(2) Pursuant to 5 USC 4108(a) and 5 Code of Federal Regulations (CFR) 410.309(b)(2), prior to beginning the fellowship, civilian employees selected for the fellowship must sign an agreement to continue to serve in DOD for a period equal to at least three times the length of the program, upon completion of the fellowship.

*f. Utilization.*

(1) Military personnel must agree to serve in a position utilizing experience gained during the congressional fellowship for at least 2 years immediately following the fellowship.

(a) All or part of the 2-year utilization may be deferred or waived only with approval from the CLL or Commander, USAHRC based on the best interests of the Army (for example, selection for central command selection or equivalent). The Army Reserve and National Guard will determine deferments and waivers for their assigned personnel.

(b) ACFP is a credentialing course in lieu of the Command and General Staff Officer Course (CGSOC) Advanced Operations Course (AOC). In order to receive credit for CGSOC–AOC, military education level 4, and joint professional military education phase 1, officers must—

1. Complete all ACFP requirements and CGSOC Common Core.

2. Be in the zone for attendance or selection for attendance at ILE in order to be considered for CGSOC–AOC credit. This is defined as all officers who would be eligible for double below-the-zone consideration for promotion to major and officers who are majors. Officers will be identified by their respective human resources command for inclusion in ILE-broadening opportunities.

(2) DACs remain assigned to their parent organization throughout their time in the fellowship program. Upon completion of the fellowship, DACs will return to their parent organization.

*g. Restrictions.* Numerous restrictions are placed on Army military and civilian personnel regarding partisan political activities. Eligible candidates must agree to comply with DODI 1322.06. Fellows must also be familiar with congressional staff ethics rules and guidelines.

### **3–2. Army Congressional Fellowship Selection Board process**

*a. Solicitation of nominations.* The DCS, G–1; the CAR; the DARNG; and DCS, G–3/5/7 solicit qualified applicants through appropriate personnel channels in sufficient time to bring screened records before the ACFSB.

*b. Application procedures.* Military members should consult the annual MILPER message. Civilians should consult the Army Civilian Training Catalog.

*c. Application packet contents.* Applicants will include the following with their application packets:

(1) Statement of purpose, for military.

(2) Statement of interest, for civilians.

(3) Civilian resume.

(4) All post-secondary education transcripts.

(5) Current DA Form 705 (Army Physical Fitness Test Scorecard), for military applicants.

*d. Screening.*

(1) *Regular Army.* The Commander, USAHRC will screen military applications to ensure that eligibility criteria set forth in paragraph 3–1 of this publication are met. The Commander, USAHRC, is the final approving authority for Regular Army ACFP nominations. Applicant files will be forwarded to the board only after the appropriate career assignment manager determines that the officer or NCO can complete the full length of the program, including utilization, without adversely affecting the applicant’s career timeline.

(2) *Army Reserve and National Guard.* The CAR and the DARNG will screen USAR and ARNG applications to ensure that eligibility criteria set forth in paragraph 3–1 of this publication are met. The CAR and DARNG will endorse applications meeting the above criteria and forward them under a cover memorandum, to Commander, USAHRC, 1600 Spearhead Division Avenue (AHRC–OPL), Fort Knox, KY.

(3) *Civilian employees.* Nominating supervisors, commands, and DCS, G–3/5/7 are responsible for ensuring civilian applicants meet the criteria set forth in paragraph 3–1. The DCS, G–3/5/7 will endorse applications of civilians meeting the above criteria and forward them under a cover memorandum to Commander, USAHRC, Fort Knox, KY. The DCS, G–3/5/7 is the final approving authority for civilian nominations.

*e. Board procedures.*

(1) The ACFSB will convene annually at USAHRC.

(2) The Commander, USAHRC will issue a memorandum of instruction no later than 2 months prior to the ACFSB.



(3) The Selection Board will consist of five panels, one each for Regular Army officers, ARNG officers, USAR officers, NCOs, and civilians. The military panels will consist of at least three military personnel of equal or higher grade than the applicants. The civilian panel will consist of the Chief, Civilian Training and Leader Development Division and at least two GS-14s or GS-15s. Additionally, at least two members from the Office of the Chief, Legislative Liaison (OCLL) will sit on each panel and one member from the Assistant Secretary of the Army (Financial Management and Comptroller) (ASA (FM&C)).

(4) The Commander, USAHRC will submit board selection results to the CLL. The CLL will vet each candidate and make the final selection of fellows based on Army requirements and candidate interviews before forwarding the final list through the DAS to ASA (M&RA).

(5) The ASA (M&RA), after endorsing the list of Army congressional fellows, will forward the list to the USD (P&R) for final approval.

(6) The ASA (M&RA) will provide the list of OSD-approved applicants through the DAS and the CLL to the Commander, USAHRC; the CAR; the DARNG; and the DCS, G-3/5/7 for notification and production of orders.

(7) Each personnel management organization must notify all their applicants of the results of the Selection Board (including those selected and those not selected).

(8) OCLL will forward the list of OSD-approved applications and contact information to the ACFP sponsor(s), who will then initiate contact with the fellows and provide instructions for admission to the program.

(9) A criminal history, Inspector General, and Equal Opportunity/Equal Employment Opportunity background check of all selectees will be conducted prior to final notification announcements.

*f. Acceptance.*

(1) Fellows must agree, in writing, to the ADSO (military) or continued service (civilians) before starting the fellowship. (See para 3-1e.)

(2) All fellows must acknowledge in writing their understanding of, and their commitment to complying with, the ethics requirements of DODI 1322.06 and other DOD and Army regulations governing participation in partisan political activities.

(3) All fellows must be admitted to the civilian institution hosting the ACFP graduate degree in order to participate in the fellowship program.

### **3-3. Fellowship timeline**

*a. Phase I: Academics.*

(1) Selected military fellows will conduct a permanent change of station move to the National Capital Region in accordance with assignment instructions, generally by 1 May of the year prior to assignment to a congressional office. Fellows will be assigned to the U.S. Army Student Detachment, Fort Jackson, SC, and attached to HQDA for the duration of the fellowship. In-processing is conducted online at <http://www.jackson.army.mil/>. USAR and ARNG personnel will conduct in-processing with their respective component.

(2) Selected civilian fellows will be in a temporary duty status for the duration of the training period. Command activities are responsible for associated travel and per-diem costs. HQDA central training funds may be used to fund travel and per-diem with the approval of the respective functional chief representative.

*b. Master's degree.* Following acceptance into the sponsor's program, fellows will pursue a master's degree in legislative affairs through an intensive and rigorous course at a National Capital Region area university. Fellows will continue taking classes in the evening while serving in a congressional office. Concurrent with advanced civil schooling in phase I, fellows will receive in-depth orientation of HQDA roles. This orientation enables the fellows to achieve the following:

- (1) Understand the professional and ethical roles and responsibilities of ACFP fellows.
- (2) Understand how HQDA operates to develop and implement Army policy.
- (3) Understand the Army's position on a wide range of issues of interest to Congress.
- (4) Develop a theoretical and practical understanding of the legislative policy process.
- (5) Understand all restrictions in seeking an assignment to and working for a Member of Congress or a congressional committee, including guidance encompassing standards of conduct and prohibition to engage in campaigns, fund-raising, political party activities, and lobbying.

*c. Phase II: Capitol Hill fellowship.* CLL will coordinate with ASD (LA) to slate fellows in congressional committees or offices.

(1) When developing the slate, the CLL will consider the following:

- (a) OSD allocations.
- (b) Match of the fellow's skills to the Member's committee assignments and congressional district and/or state.
- (c) Needs of the Army.
- (d) Fellows with pre-existing relationships with Members of Congress.

(2) Legislative duties within a Member's office are at the discretion of the Member and staff. Most fellows will be assigned to Members of the defense oversight committees or committee staff. However, fellows will gain substantial and useful knowledge of the legislative process regardless of the legislative portfolio to which they are assigned.

(3) General duties while serving in a Member's office include:

(a) Providing general military and veterans' experience to the office.

(b) Researching and analyzing legislative proposals and advising the staff on courses of action.

(c) Preparing the Member for meetings, hearings, and other functions.

(d) Assisting the staff and the Member in long-term legislative planning.

(e) Responding to constituent inquiries.

(f) Assisting in the development of strategic communications for the Member.

(g) Event planning and speech writing.

(4) Fellows are expected to fully and professionally support the Member's goals and direction, regardless of their personal political views, while also adhering to DOD and Army regulations covering political activity and ethics. (See DOD 5500.7-R, Joint Ethics Regulation.)

(5) During the fellowship, fellows will attend periodic seminars designed to facilitate feedback, enhance the fellows' knowledge of Congress, and to receive updates on Army and DOD priorities.

(6) OCLL House Liaison Division and Senate Liaison Division chiefs will serve as the fellows' military mentor. In this capacity they will maintain contact with and provide general information to fellows while they are serving on Capitol Hill. However, the fellow is not expected to and should not appear to provide the Army with private or privileged information from the Member's office.

(7) Military fellows will maintain the Army values, appearance, and fitness standards. All fellows will represent the Army in a positive light.

(8) The duty uniform is typically civilian business attire, in accordance with office policy. For military fellows, the Army personal grooming standards remain in effect.

(9) Commissioned officers are not eligible for a civilian clothing allowance and should budget for purchase of sufficient business attire.

(10) Specific laws, DOD, and Service regulations govern service member participation in partisan political activity. There are also specific congressional restrictions on a member's legislative office and staff use in campaign work. Fellows must be aware of and comply with these laws, rules, and guidelines.

(11) Military and civilian fellows will receive an annual evaluation report for the 12 rated months in the Member's office. The Member of Congress serves as rater and senior rater for officers, NCOs, and civilians.

*d. Phase III: Utilization.*

(1) Military fellows will make a permanent change of station move to start a 2-year utilization tour in January of the year following completion of 12 months of service in a congressional office.

(2) For active duty officers and NCOs, the priority for utilization tour assignments will be in OCLL, the ASA (FM&C), Budget Liaison, the Army staff, the OSD, or the Joint Staff.

(3) Personnel may also be assigned to legislative liaison duties for Army DRUs, combatant commands, DOD agencies, or other operational headquarters as required.

(4) The Office of the Chief, Army Reserve (OCAR) and DARNG will assign USAR and ARNG officers to utilization tours. The CLL will assign those reserve component fellows not returning to OCAR or ARNG after consultation with OCAR and ARNG.

(5) The CLL may approve deferment or waiver of all or part of the utilization tour for exceptional circumstances that include selection for battalion command, attendance at a Department of the Army centralized selection list school or assignment, or the best interest of the service or the service member.

### **3-4. Army Congressional Fellowship Program reports**

To satisfy the requirements of DODI 1322.06, an annual report must be prepared by the CLL, endorsed by the DAS, and forwarded by the ASA (M&RA) to the Office of the USD (P&R).

## **Chapter 4**

### **Army Congressional Fellowship Program Fellowship Sponsors**

#### **4-1. Fellowship sponsor criteria**

*a. Eligible sponsors.* In accordance with DODI 1322.06, eligible sponsors are—

(1) Corporations, foundations, funds, and educational institutions organized and operated primarily for educational purposes that are tax-exempt under 26 USC as determined by the General Counsel of the Army.

(2) Corporations, foundations, funds, or educational institutions that would qualify as tax-exempt organizations under paragraph 4–1a(1) as determined by the General Counsel of the Army, with the exception of foreign corporations, foundations, funds, or educational institutions.

(3) Any other corporation, foundation, fund, or educational institutions not covered by paragraphs 4–1a(1) and 4–1a(2) that the CLL and the DAS endorse, that the ASA (M&RA) approves for the Army, and that the USD (P&R) or their designee, has determined operates primarily for educational purposes.

*b. Ineligible sponsors.* These are—

- (1) Business groups operating for profit.
- (2) Political organizations.

#### **4–2. Approval process for fellowship sponsors**

*a.* New requests for ACFP sponsorship are forwarded to OCLL for processing. Requests should include the following:

- (1) Purpose and scope of the sponsor's program.
- (2) Timeline of the sponsor's program.
- (3) Sponsor's application process and competition requirements.
- (4) Interviews with participants in the sponsor's program.
- (5) Cost of the sponsor's program.
- (6) Consistency of the sponsor's program.
- (7) Applicability of the sponsor's program activities to the ACFP and relevant laws, directives, and regulations.

*b.* The CLL forwards the request through the DAS to the ASA (M&RA).

*c.* The ASA (M&RA) forwards requests to the General Counsel of the Army to ensure the sponsor complies with paragraph 4–1 of this regulation, DODI 1322.06, and relevant statutes of the U.S. Code.

*d.* The ASA (M&RA) approves program sponsors to ensure they sufficiently fulfill the needs of the Army to prepare personnel for their Army congressional fellowship and follow-on utilization assignments, and forwards to USD (P&R) for final approval.

## **Chapter 5 Army Congressional Detail Assignments and Tracking**

### **5–1. Policy**

*a.* Army personnel may be detailed to congressional committees and staffs to support specific projects of predetermined duration, on a reimbursable basis, when Army personnel are found to be uniquely qualified to accomplish the task and the detail is in the interest of the Army and DOD.

*b.* Each detailee will receive practical training on avoidance of prohibited political activities and must acknowledge his or her understanding, in writing, of the requirements of DODI 1000.17 during in-processing through the OCLL prior to performing any duty with a congressional committee.

*c.* Personnel will not be detailed to the legislative branch when such a detail would be the last tour before retirement or separation.

### **5–2. Detail request processing**

*a.* All requests for details are forwarded to the CLL, who then notifies the ASA (M&RA) and the DOD Executive Secretariat.

*b.* Each request will include a statement of duties along with the proposed duration of the detail; the funding basis (reimbursement or non-reimbursement), including rationale if a non-reimbursable detail is being requested; security clearance requirements; and requested personnel attributes (grade or rank, skills, and qualifications).

*c.* The Secretary of Defense is the approval authority for detail of members of the Armed Forces and DOD civilian personnel to the legislative branch outside the parameters of the Legislative Fellowship Program.

*d.* The CLL has operational responsibility for the detailees and provides the detailees with orientation and guidance. The orientation includes classes or seminars covering the operation and organization of Congress. Guidance must encompass standards of conduct, including prohibition to engage in campaigns, fund-raising, political party activities, or lobbying.

*e.* Detailees serve their tours with the legislative branch, with periodic feedback to the CLL.

*f.* At the completion of the detail, the detailee must submit a written report through the CLL and the DAS to the ASA (M&RA). At a minimum, that report must include benefits gained by the DOD from details and major duties performed.

**5-3. Tracking participants**

- a.* USAHRC retains a master database of former and current congressional fellows and detailees.
- b.* The CLL derives information from the database to produce the reports required by DODI 1322.06 as prescribed in paragraph 3-4.
- c.* ASA (M&RA) derives information from the database to produce the reports, as prescribed in paragraph 3-4.

## **Appendix A**

### **References**

#### **Section I**

##### **Required Publications**

###### **DODI 1322.06**

Fellowships, Scholarships, Training with Industry (TWI), and Grants for DOD Personnel (Cited in para 1–5.)

#### **Section II**

##### **Related Publications**

A related publication is a source of information. The user does not have to read it to understand this regulation. Unless otherwise stated, Army publications are available at <http://www.apd.army.mil>. DOD issuances are available at <http://www.dtic.mil/whs/directives/index.html>. Public Laws, United States Codes, and Codes of Federal Regulations are available at <http://www.gpo.gov/fdsys/>.

###### **AR 15–1**

Boards, Commissions, and Committees – Committee Management

###### **AR 25–30**

The Army Publishing Program

###### **AR 350–1**

Army Training and Leader Development

###### **AR 350–100**

Officer Active Duty Service Obligations

###### **AR 621–1**

Training of Military Personnel at Civilian Institutions

###### **AR 621–7**

Army Fellowships and Scholarships

###### **DA Pam 600–3**

Commissioned Officer Professional Development and Career Management

###### **DOD 5500.07–R**

Joint Ethics Regulation (JER)

###### **Public Law 109–364**

John Warner National Defense Authorization Act for Fiscal Year 2007

###### **5 CFR 410.309**

Agreements to continue in service

###### **5 USC 4108**

Employee agreements; service after training

###### **10 USC 2005**

Advanced education assistance: active duty agreement; reimbursement requirements

###### **10 USC 2603(b)**

Acceptance of fellowships, scholarships, or grants

###### **26 USC**

Internal Revenue Code

#### **Section III**

##### **Prescribed Forms**

This section contains no entries.

## **Section IV**

### **Referenced Forms**

Unless otherwise indicated, DA forms are available on the Army Publishing Directorate Web site, at <http://www.apd.army.mil>.

#### **DA Form 11-2**

Internal Control Evaluation Certification

#### **DA Form 705**

Army Physical Fitness Test Scorecard

#### **DA Form 2028**

Recommended Changes to Publications and Blank Forms

## **Appendix B**

### **Internal Control Evaluation**

#### **B–1. Function**

The function covered by this evaluation is the administration of the ACFP.

#### **B–2. Purpose**

The purpose of the evaluation is to assist internal control administrators in evaluating key internal controls. It is not intended to cover all controls.

#### **B–3. Instructions**

Answers must be based on actual testing of the key internal controls such as document analysis, direct observation, interviewing, sampling, and simulation. Answers that indicate deficiencies must be explained and the corrective action indicated in supporting documentation. These internal controls must be evaluated at least once every 5 years. Certification that the evaluation has been conducted must be accomplished on DA Form 11–2 (Internal Control Evaluation Certification).

#### **B–4. Test questions**

- a.* Are key internal controls identified in the governing Army regulation? (HQDA functional proponent only.)
- b.* Are required publications, as shown in appendix A, available to administrators of the ACFP? (They do not have to be maintained on hand.)
- c.* Are procedures in place to ensure all personnel, including ACFP fellowship sponsors, are aware of the provisions of this publication?
- d.* Have procedures been put in place to ensure the ACFP tracking system has been updated?
- e.* Have records of the board proceedings in the selection of the ACFP been tracked?
- f.* Are systems in place to track utilization of participants in the ACFP?
- g.* Have the annual reports been prepared to satisfy the requirements of DODI 1322.06?

#### **B–5. Supersession**

Not applicable.

#### **B–6. Comments**

Help make this a better tool for evaluating internal controls. Submit comments to Headquarters, Department of the Army, Office of the Chief of Legislative Liaison, 1600 Army Pentagon, Room 1E416, Washington, DC 20310–1600.

## **Glossary**

### **Section I**

#### **Abbreviations**

**AC**

Active Component

**ACFP**

Army Congressional Fellowship Program

**ACFSB**

Army Congressional Fellowship Selection Board

**ADSO**

Active Duty Service Obligation

**AGR**

Active Guard Reserve

**AR**

Army regulation

**ARNG**

Army National Guard

**ASA (FM&C)**

Assistant Secretary of the Army (Financial Management and Comptroller)

**ASA (M&RA)**

Assistant Secretary of the Army (Manpower and Reserve Affairs)

**ASD (LA)**

Assistant Secretary of Defense (Legislative Affairs)

**CAR**

Chief, Army Reserve

**CES**

Civilian Education System

**CFR**

Code of Federal Regulations

**CG**

Commanding General

**CGSOC**

Command and General Staff Officer Course

**CHRTAS**

Civilian Human Resource Training Automation System

**CLL**

Chief of Legislative Liaison

**DA Pam**

Department of the Army pamphlet

**DARNG**

Director, Army National Guard

**DAS**

Director of the Army Staff

**DCS, G-1**

Deputy Chief of Staff, G-1



**DCS, G-3/5/7**

Deputy Chief of Staff, G-3/5/7

**DOD**

Department of Defense

**DODI**

Department of Defense instruction

**DRU**

direct reporting unit

**GS**

general schedule

**HQDA**

Headquarters, Department of the Army

**ILE**

intermediate level education

**KD**

key developmental

**MILPER**

military personnel

**NCO**

noncommissioned officer

**OCAR**

Office of the Chief, Army Reserve

**OCLL**

Office of the Chief of Legislative Liaison

**OSD**

Office of the Secretary of Defense

**RC**

Reserve Component

**TAG**

The Adjutant General

**USAHRC**

U.S. Army Human Resources Command

**USAR**

U.S. Army Reserve

**USC**

United States Code

**USD (P&R)**

Under Secretary of Defense for Personnel and Readiness

**Section II**

**Terms**

**Army Congressional Fellowship Program eligible recipient**

A person seeking to participate in an ACFP fellowship by meeting criteria specified in paragraph 3-1 of this publication.

**Army Congressional Fellowship Program fellow**

A person serving in an ACFP fellowship.

**Army Congressional Fellowship Program fellowship**

The preparation and assignment (under the auspices of an approved sponsor) of selected Army personnel to work within the legislative branch for a specified period of time to gain education or experience of future value to the Army.

**Army Congressional Fellowship Program fellowship sponsor**

The third-party organization approved by the ASA (FM&C) to sponsor an ACFP fellow under the requirements of DODI 1322.06.

**Army Congressional Fellowship Program tracking system**

A database that contains current and historical ACFP personnel data and provides a single source for inquiries regarding all ACFP fellows and detailees.

**Army Congressional Fellowship Selection Board**

A centralized, multi-panel and/or component, best-qualified selection board held annually to identify the eligible candidates of ACFP fellowships, by an order-of-merit list, for Regular Army, ARNG, USAR, and DAC personnel.

**detail**

A temporary assignment of a military member or DAC to perform duties in the legislative branch. A detail excludes ACFP fellowships, as defined in this regulation and by DODI 1322.06.

**detailee**

The person serving on a detail assignment whose compensation is appropriated to perform duties in the legislative branch, with the intention of his or her returning to the DOD upon completion of those duties.

**Section III****Special abbreviations and terms****AOC**

Advanced Operations Course

**DAC**

Department of the Army civilian

**OTOT**

one-time-occasional-tour

**UNCLASSIFIED**

**PIN 077740-000**